

**DIRECTOR'S REPORT**  
**January 2026**

**I. ADMINISTRATION**

- a. Work orders submitted in December.
  - i. We needed the clocks hung throughout the library.
  - ii. One of the public laptops was having issues with the screen.
  - iii. The scan to email function on the staff printer was not working.
  - iv. One of our OPAC's was frozen and we couldn't unfreeze it.
  - v. The VPN on a staff laptop was not working.
  - vi. We needed to have two sharps containers installed in the public restrooms.
  - vii. A staff member requested to have a spam email blocked from her account.
  - viii. We were having issues with the Epson scanner drivers.
  - ix. The public laptops were storing patron information.
  - x. We needed to have shelves installed in the Friends Book Shop.
  - xi. We needed Dan to repair a dent in the wall by the front desk caused by the van delivery cart.
  - xii. The ceiling tile in my office needed to be replaced.
  - xiii. We were blocked from accessing the system that controls the locking and unlocking of our front entrance doors.
  - xiv. Two of the wooden grids above the windows in the existing building fell off and needed to be reattached.
  - xv. We needed the old printers removed from the list of printers in our network.

**II. BUDGET**

- a. Nothing to report.

**III. PERSONNEL**

- a. Suzanne Haselow, Library Associate, submitted her resignation on January 26. She left to take another position. We currently have 63 applicants for the open position. The posting will close on February 18. Interviews will begin the week of February 23.

**IV. LIBRARY COLLECTION**

- a. We received our new Bambu Lab P2S 3D printer, funded by the City of Whitewater, on February 5, just in time for the Grand Reopening Event. Hunter gave demonstrations during the celebration.
- b. With the closure of Baker & Taylor we are exploring different book vendors to see which will best fit our needs. Ingram is easy to order from, but they are still in the process of hiring staff to keep up with orders. We can't always count on them to deliver our materials in a timely fashion. Amazon delivers more quickly and has been offering libraries a reduced rate on books. Unfortunately, unlike Ingram the books need to be covered by staff once they arrive at the library.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. I was interviewed by Andrea Morrow from WCOL radio on January 26.
- b. We received a \$500 donation from Whitewater Pride to order LGBTQ materials for the collection.
- c. We had an excellent turnout for our Grand Reopening Event. It was such a fun evening, and the community enjoyed exploring their new library.

**VI. LIBRARY BOARD RELATIONS**

- a. Jennifer and I continue to attend meetings as needed with the architect and construction company concerning the building and furnishings.

**VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS**

- a. I continue to attend construction meetings as needed with Miron Construction and Studio GC.
- b. I continue to attend Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Sarah French, Deana Rolfsmeyer, and Hunter Swanson.
- d. I met with the City Manager on January 5 and February 2.
- e. I attended the APL meeting in North Lake on February 13.
- f. Consultant Ray Maurer and his assistant Kelly, were onsite on February 11 to observe the workflow throughout the library.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I completed the monthly Infosec cybersecurity training.
- b. I continue to attend bimonthly classes for the Leadership Action Series I am enrolled in through CIVMIC.
- c. I attended several sessions during the Wild Wisconsin Web Conference on January 21 and 22.
- d. Sarah and I attended the Annual Report meeting with the Director of Bridges Library System on January 23.
- e. I submitted the listing of all the CE courses I attended during 2025 to Bridges Library System and DPI.
- f. I attended a Microsoft Teams training session on February 6.

**IX. STRATEGIC PLAN**

- a. We will be reviewing the 2026 Strategic Plan Activities at the February meeting.

**CAPITAL CAMPAIGN**

- a. I finally received an updated list of donations from the Whitewater Community Foundation and was able to update our software program.