

DIRECTOR'S REPORT

June 2025

I. ADMINISTRATION

- a. Work orders submitted in June.
 - i. The toilet in the family restroom was not flushing correctly.
 - ii. A staff member was having trouble accessing her VPN connection.
 - iii. Maintenance staff were needed to remove all of the items located up high, out of our reach, when we were packing up the library.
 - iv. The wireless access point was not working properly.
 - v. A keyboard tray needed to be removed from a desk and saved for use when we are back in our permanent work areas.
 - vi. Several work stations needed to be unassembled by IT and stored during the renovation project.
 - vii. The Assistant Director's mobile phone needed to be transferred from Rachel Clift to Sarah French.
 - viii. Sarah French needed to have administrative access to computer files.
 - ix. The toilet paper and paper towels needed to be restocked.
 - x. I needed access to Rachel Clift's email account after she left.
 - xi. Staff needed to have the LEAP program installed on their laptops.
 - xii. A large, mobile garbage can was requested for staff to use during Phase 3 of the building project.

II. BUDGET

- a. Sarah French and I will be meeting with the Head of Finance to discuss the budget on July 21st.

III. PERSONNEL

- a. Library staff is in charge of cleaning and removing trash during Phase 3 of the building project. Sarah and I take turns cleaning the bathroom each morning. Since the staff restroom is in an active construction zone we did not want the cleaners accessing this area after hours.
- b. Staff have done an excellent job of keeping the workflow associated with curbside service moving along smoothly. We have had very few snafus.
- c. We have received thirty-five applications for the Programming & Makerspace Librarian position. We will begin interviewing applicants on July 28th.

IV. LIBRARY COLLECTION

- a. We were able to keep more of the collection here at the library than originally anticipated. The movers moved the collection, however they failed to keep things in order so staff has had to shelf read and rearrange the collection. This mishap was conveyed to the moving company.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I spoke with Jennifer Eisenbart from the Whitewater Register and she assured me she does receive all of our PR announcements. The library

was featured on the front page of the June 26 edition of the Whitewater Register with a photo from our SRP kick-off program, Science Heroes.

- b. Several press releases have been submitted to the Whitewater Banner and other local news outlets announcing curbside service and how to utilize this service.
- c. All of our Summer Reading Program events have been submitted to the Whitewater Banner and other local news outlets

VI. LIBRARY BOARD RELATIONS

- a. Jennifer and I continue to attend meetings 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 weekly construction meetings 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 and Deana Rolfsmeyer.
- d. I met with the City Manager once in June.
- e. Staff attended the City Staff Picnic on June 18th.
- f. The library was bequeathed \$97,000 from a former library patron.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended the webinar HR Essentials with Kathy Parker: The Lifecycle of a Library Employee - Part 2 on June 17th.

IX. STRATEGIC PLAN

- a. We continue to keep the public updated on the progress of the renovation.

CAPITAL CAMPAIGN

- b. I sent reminder notices to those who were delinquent in their pledge payments towards the 100 Extraordinary Women Campaign informing them that the tiles would soon be ordered and we would need for them to resume their payments if they wished to be included in the display. I have received quite a few pledge payments since the letters were mailed out in June.
- c. Jennifer Motszko provided the Head of Finance with an updated report for donations received to date and those projected for 2025-2027.