

**DIRECTOR'S REPORT
NOVEMBER 2024**

I. ADMINISTRATION

- a. Work orders submitted in November.
 - i. The maintenance department needed to complete several projects for the library since reopening on October 31st.
 - ii. The internet was down for a short time.
 - iii. The paper towel dispenser needed to be installed in the new restroom.
 - iv. A gap in the ceiling tiles near the temporary wall needed to be repaired.
 - v. Staff members were having issues printing photos in color when creating flyers.
 - vi. The computer we use to check in delivery items was not working properly.
 - vii. The bulletin board that was in the children's area was moved to the new lobby area for posting of city meetings and other community events.
 - viii. One of the receipt printers at the front desk stopped working.
 - ix. The bulletin board in the Director's office needed to be mounted on the wall.
 - x. The desk in the children's area needed to be moved to the basement.
 - xi. Our boiler needed a few repairs made after the state completed their annual inspection.
 - xii. All staff were having issues with Outlook.
 - xiii. A staff member was having issues accessing the internet.
 - xiv. A shelving unit needed to be moved and stored in the basement.
 - xv. The temperature in the library was at 66 degrees.
 - xvi.

II. BUDGET

- a. I have included the 2024-2025 budget on the agenda for approval.

III. PERSONNEL

- a. Sarah French will be back to working fulltime on December 16th.
- b. All staff have completed their self-evaluations and we are in the process of scheduling their performance reviews.

IV. LIBRARY COLLECTION

- a. Whitewater Leads will be purchasing Vox Books and Wonder Books for the children's collection.
- b. We created a cart of new books for our patrons when we reopened so they could easily find any of the new titles they may have missed while we were closed. We placed it next to the Lucky Day cart at the front of the circulation desk.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Sarah will begin monthly story times in January at the Cravath Lakefront Community Building featuring a different community member each month.

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 bi-monthly Team meetings at city hall.
- c. I continue to attend weekly staff meetings with Rachel Clift, Deana Rolfsmeyer, and Sarah French.
- d. I attended the Jefferson County Library Services Meeting at which the final version of the Jefferson County Library Service Plan for 2025-2029 was approved.
- e. I met with the City Manager once in November to discuss the building project and having staff keep track of how often they assist a patron that does not speak English. This is being done to hopefully provide our Spanish speaking staff with a stipend in the future.
- f. I met with the head of HR to discuss staff evaluations.
- g. I met with the IT department to discuss replacing computers.
- h. I will have attended the APL meeting on December 13th.

VIII. PROFESSIONAL DEVELOPMENT

- a. I have completed eleven of the twelve required three-hour, live classes for the NEOGOV Emerging Leadership Certification Program.

IX. STRATEGIC PLAN

- a. The letter and excel spreadsheet have been sent to the IT department at the WUSD concerning the collaboration of public library cards for students.

X. CAPITAL CAMPAIGN

- a. We have received several pledge donations for the 2024 year. I have included a quarterly statement from pledge donation account at the First Citizens State Bank in the board packet.