

## **DIRECTOR'S REPORT**

**August 2025**

### **I. ADMINISTRATION**

- a. Work orders submitted in August.
  - i. The radiator in the old children's area was leaking water.
  - ii. The laptop for our new Programming & Makerspace Librarian needed to be set up.
  - iii. A log sized branch fell off of one of the trees on library property during the storm. This led to us to discover that two of our trees are diseased and will need removing in October.
  - iv. The temporary book drop we were using during Phase 2 needed to be removed, as the new book drop receptacles are on the front of the building by the entrance we are using for curbside service.
  - v. We needed to have an email address assigned to the new Programming & Makerspace Librarian
  - vi. We requested a long data cord for the computer and phone at the new curbside workstation.
  - vii. Staff needed to have key fobs programmed for the new entrance.
  - viii. The cell phone Sarah inherited from Rachel needed the caller ID updated.
  - ix. A staff member needed her phone number reprogrammed.
  - x. We requested a plastic folding table to be used as a temporary desk for the new Programming & Makerspace Librarian.
  - xi. We needed to have the IT Department move a work station to another office and set up a new work station.
  - xii. A staff member needed her phone reconfigured in the queue.
  - xiii. Two outdated security pop-ups needed removing from all staff computers.
  - xiv. We had the name of our patron WiFi connection changed from ILYPL to Library-Public.
  - xv. We needed help moving furniture from one office to another.
  - xvi. The soap dispenser in the staff bathroom needed repairing.
  - xvii. IT needed to make changes to the voicemail web application.

### **II. BUDGET**

- a. The Head of Finance held a short meeting for department heads on August 22 outlining the budget process for 2026-2027. Each department received a packet of papers to assist with the process.
- b. On September 2 Sarah and I met with the Head of Finance to discuss the 2026-27 budget and receive directions on updating the budget narrative and yearly performance measures.

### **III. PERSONNEL**

- a. Sarah and I completed the six-month performance reviews with staff.
- b. The curbside pickup location was moved to the main entrance and the new staff workstation was set up just inside the new main entrance.

**IV. LIBRARY COLLECTION**

- a. We ordered new colorful, graphic bookshelf dividers for the children's non-fiction collection.
- b. We upgraded our library catalog through the Bridges Library System.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. I attended the ribbon cutting and open house for the new Solstice Clinic on August 6.
- b. Suzanne held her Memory Café at Seniors in the Park on August 11.
- c. Sarah and I attended the City's Community Stars Gala on August 15.
- d. I attended the Friends of the Library meeting on August 26.
- e. Deana attended the Open House at the UW-W Children's Center on August 28.
- f. I attended the Whitewater Leads Meeting on September 10.
- g. The Reese Brantmeier Project donated five sets of tennis rackets and balls to the library for our Library of Things collection. Each kit includes two rackets, a can of tennis balls, and a laminated score card.

**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, Deana Rolfsmeyer, and Hunter Swanson.
- d. I met with the City Manager twice in August.
- e. I attended a Safety Meeting on August 27.
- f. I attended the APL meeting on September 12.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I completed the six-week Beginner Spanish class provided by the City. The last class was on August 15<sup>th</sup>.
- b. I completed the August Infosec cybersecurity training on Password Security.
- c. I attended the webinar What's Up Wednesday: AI for Librarians: Saving Time and Boosting Efficiency on September 10.
- d. I signed up for the Tech Days virtual conference that took place on September 9-10 and will be viewing the webinars as time allows.

**IX. STRATEGIC PLAN**

- a. We continue to keep the public updated on the progress of the Library Renovation and Expansion Project and changes made to curbside service.

**CAPITAL CAMPAIGN**

- a. We continue to receive pledge payments and also received several new wall tile donation