

DIRECTOR'S REPORT

August 19, 2019

I. ADMINISTRATION

- a. 12 work orders were submitted in July
 - i. Five were related to computers.
 - ii. Toilet in the women's bathroom needed handle repair.
 - iii. Janitorial supplies needed replenishing.
 - iv. Janitorial work wasn't completed one evening.
 - v. A book cart needed welding.
 - vi. The fall carpet cleaning was scheduled.
 - vii. The patio wall was power washed.
 - viii. The bubbler needed repair.

II. BUDGET

- a. We are currently working on the expenditures section for the 2020 budget. A draft budget will be presented to the Library Board at the September meeting.

III. PERSONNEL

- a. Shirley Hapka will be retiring from the library on October 31 after 30 years of service. I will not be filling her position; instead, we will be creating a 20-hour per week customer service specialist position. The last year has proven that too many front-desk duties are falling to administrative and back-room staff so that we aren't able to concentrate on our own job duties as well as we would like. An additional front-desk person who is not limited to fewer than 1200 hours per year will provide coverage for mornings and evenings that are currently understaffed or staffed by administrative staff.
- b. Nancy Stanford will be returning to work on Tuesday, August 20 after 12 weeks of medical leave following surgery.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We received an additional \$50 in donations from one of the food truck vendors, bringing our total to \$387.

VI. LIBRARY BOARD RELATIONS

- a. None

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

- a. The August Alliance of Public Libraries meeting was cancelled.
- b. I spoke to Parks and Recreation Director Eric Boettcher, who also oversees city building maintenance. He plans to have his crew repair the

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bricks on the south walkway this fall. This project is part of the 2019 Capital Improvement Projects budget.

- c. I attended a Heritage Day post-event meeting at Bassett House on August 6. The library will continue to have the Food Truck Rally as an annual event in June. Heritage Day may be a biennial event as it is a lot of work to organize and it may be difficult to find different points of interest to highlight more often than every other year.
- d. I attended a demonstration of RFID technology from Envisionware at the Oconomowoc Public Library on August 13, hosted by Bridges Library System.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended a tutorial on using MiViewPoint to access city finance department information about vendors and invoices.