

DIRECTOR'S REPORT  
September 16, 2019

**I. ADMINISTRATION**

- a. 6 work orders were submitted in August.
  - i. Five public laptops were having problems.
  - ii. The soap dispenser in the staff restroom needed refilling.
  - iii. I broke a projector screen.
  - iv. The staff door lock needed repair.
  - v. The lobby door counters are no longer keeping an accurate count. New batteries have been installed but it hasn't solved the problem so a second work order was sent.

**II. BUDGET**

- a. I am awaiting an appointment with Cameron and Steve to go over the library's expenditure budget. I had hoped to have a draft budget to look at during the September meeting but the municipal health insurance numbers have still not been released by the state so our budget discussion meeting hasn't been scheduled.

**III. PERSONNEL**

- a. Eight staff members, including myself, will have been given training in being a dementia-friendly organization by Deb Weberpal, director of Seniors in the Park on Wednesday, September 11. To get a Purple Angel designation, at least half of the staff need to receive training.

**IV. LIBRARY COLLECTION**

- a. We have completed a weeding of the adult large print, adult fiction paperbacks, adult DVDs, adult CDs, and adult graphic novels. I have sent over 175 boxes of discards and donations to Better World Books.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. None.

**VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I will have attended the September Alliance of Public Libraries meeting on Friday, September 13. I will give a brief report at the board meeting.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I will have attended Tech Day in Monona on Thursday, September 12. I will give a brief report at the board meeting.