

DIRECTOR'S REPORT

August 21, 2023

I. ADMINISTRATION

- a. Five work orders were submitted in July.
 - i. We continued to have issues with our OPACs.
 - ii. There were issues with the HVAC system after the power outage.
 - iii. Diane and I were unable to access anything on Deep Freeze due to our permissions being incorrect.
 - iv. We needed a new lock for one of our display cases.
 - v. Our public laptops continue to go out of service. We are down to eleven in our rotation with ten being our minimum for covering daily service.

II. BUDGET

- a. As I began work on the 2024/2025 biennial operating budget, I found a finance department error in the amount of revenue that we would receive in 2023 from service to rural adjacent county borrowers. Because of this, we have a \$17,550 shortfall in our revenue for 2023 which will result in our going well over budget.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. We are now tagging in the children's area. Our terrific progress is mostly due to our two volunteers.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the Jefferson County Library Service board meeting on Thursday, July 27. The proposed budget was passed and will go on to the finance committee of the county board of supervisors in September.
- b. I presented at the Common Council meeting on Tuesday, August 1. There were several good questions and the city manager felt it went well.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. None.

X. CAPITAL CAMPAIGN

- a. I met with StudioGC about the wall tiles. The wall tiles brochure was completed, printed, and 3,300 were brought to Janesville to be included

in the August 16 Union Extra shopper that is delivered to homes in Whitewater.

- b. I met with Kristen Fish-Petersen about applying for a Community Development Block Grant for the library building project. She is putting together the application for us.