

Administrative and Staff Reports for January 13, 2022

December Circulation

December 2021	December 2020	Change	Year to date 2021	Year to date 2020	Change
54,031	44,971	20.1%	745,701	541,702	37.7%

December E-Circulation

December 2021	December 2020	Change	Year to date 2021	Year to date 2020	Change
10,252	9,491	8.02%	114,606	107,141	6.97%

December Library Card Registrations

December 2021	December 2020	Change	Year to date 2021	Year to date 2020	Change
165	106	55.7%	2,823	2,658	6.2%

Bruce Gay, Library Director

- 1. Capital Campaign:** The Capital Campaign committee met early in December and has been contacting potential donors. Some meetings are scheduled early in January. Planning for the public phase of the campaign has begun, along with discussion about a donor recognition wall and donor events.
- 2. First Floor Renovation:** The outside panels were completed in December—it's nice to have a shaded lobby again. Work on the community room is nearly complete. Late in December contractors were installing flooring in the kitchen and finishing the cabinets. A metal door closing the kitchen has been delayed and is likely to arrive in February. Library staff completed moving the fiction, mystery, science fiction, and Spanish language collections into their final spots. The smaller conference rooms, community room, and Makerspace should be completed by the end of January—except for the furniture. In the next weeks the entrance and lobby will be closed to the public. All library visitors will need to enter through the fire doors on the west side of the building. During that time the staff lot will be for public parking. Staff and workers will need to park in the public lot.

Jim LaPaz, Building Operations Manager

1. Building:

I made a new ID, programmed locks, and talked safety with our new employee.

Matt put together more shelving for the fiction collection.

We had our annual fire inspection with the Fire Department. They found 6 deficiencies, all construction related, which will be rectified when construction is complete.

2. Emergency

Kerry Pinkner, Community Engagement Services Manager

December 2021

holiday programs. We were fortunate to have volunteers from the HCN Family Empowerment Action Team and Carroll University helping at the Casa de Jengibre event.

[illegible]

COMPASSION KITS! WPL continues to respond to the holiday parade tragedy. Staff collaborated with Healing Hearts of Southeast Wisconsin to develop Compassion Kits. The kits are for all ages (preschool through 2nd grade, 3rd through 6th, teens and adults) and designed to help the community by increasing mindfulness and self-care practices. Each kit includes activities, resources, and book lists and have been incredibly popular, even receiving media attention – from TMJ4 and other outlets. Approximately 500 kits have been given out.



Community Engagement Totals

In-Person: 9 Programs, 379 Attendees

Live Virtual: 3 Programs, 37Attendees

Self-Directed: 8 Activity, 730 participants

Outreach Circulation: 842

Kori Hall, Marketing & Communications Manager

1. Waukesha Public Library Rebranding

The Marketing Department is starting to slowly roll out the Library's new logo. You will see it start to change on Library brochures, signs, social media, the newsletter, etc. Our goal is to have all the logos switched over by the time the building renovations are complete. This is a huge project and will take some time to complete. Every staff member was given one t-shirt with our new logo as part of our staff education day. These promotional items will be worn for upcoming programming and outreach events to help familiarize the community with our new logo.



2. Waukesha Reads

Waukesha Reads 2022 is already in the works! The Steering Committee met in December and selected the book, which was chosen from a list of 15 titles provided by the NEA. Because we will be applying for another NEA Big Read grant, it was necessary to choose a book from their list of acceptable titles. The grant application is due on January 26, and the title is still top secret (Sorry!). I have submitted the "Intent to Apply" paperwork and have started working on the application. We are excited to be adding new representatives to the Steering Committee from Carroll University and the School District of Waukesha. Kerry has been in touch with the author of our chosen book, and it looks like we will be able to arrange an in-person program with him (in our new Community Room!) in October. The Steering Committee will be meeting next week to brainstorm programming ideas for the grant application.

Carolyn Peil, Materials Collection Services Manager

1. Moving Collections

The Fiction Collection has been relocated to its new location on the 1st Floor. Several members of Materials Collection and Public Services cleaned shelves and neatly organized our fiction books on the shelves.



Mysteries have also been moved. For both collections, we've made every effort to leave "bottom" shelves empty. This gives us room to expand our collections and doesn't require customers and staff to bend down so far to reach lower items.

2. AV Damaged Slips

Our "Damaged AV" slips have been updated with the new Library logo. Thanks to Angela Lorbach and Kori Hall from the Marketing Dept for getting these slips to us.

PLEASE REPORT AV PROBLEMS
HELP KEEP OUR COLLECTION IN GOOD WORKING CONDITION!

☐ CASE BROKEN

☐ DISC SCRATCHED/SKIPS/FREEZES
DISC# _____ TRACK# _____

☐ CRACKED (DISC #) _____

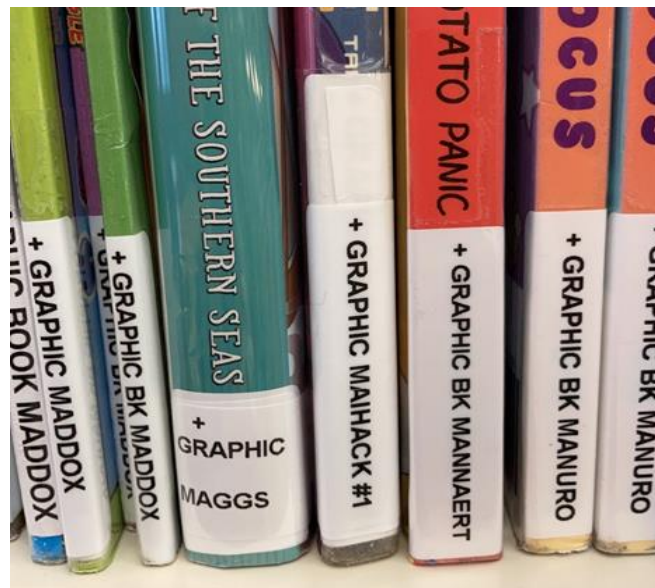
☐ MISSING PIECES _____

☐ OTHER _____

THANK YOU FOR HELPING US SERVE YOU BETTER
BY REPORTING ISSUES WHEN YOU FIND THEM!
WAUKESHA PUBLIC LIBRARY

3. Graphic Book Relabeling

Materials Collection Library Assistants and Pages have begun relabeling the Graphic Books Collections to make the spine labels shorter and easier to read. We are removing the "Book" or "BK" from the label and using just "Graphic" going forward. There are over 6000 graphic books in the library in 3 areas- Children's, Young Adults, and Adults.



4. Fun Facts

Materials Collection staff withdrew over 37,000 items during 2021; we added over 20,000 items.

Librarian Sara Byrnes averaged cataloging 1,000 titles per month.

Therese Lyons, Public Services Manager
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1. Public Services Highlights and Happenings

There were **56,406** items circulated in December. Checked in items totaled **39,550**. Library card registrations totaled **165**. There were **9,903** holds satisfied. There were **16,931** patrons who visited the library in December.

Shelvers continued to shift materials. Each shelf has been cleaned before the collection is moved. The entire Fiction and Mystery collections have now been shifted to their permanent homes.

We received and answered the following email questions:

Email questions "Ask A Librarian": **30**

Obituary Searches: **0**

Overdrive Support Customers: **22**

Overdrive Support Questions: **28**

Hoopla: **5**

2. Continuing Education

On December 4, we had Staff Education Day. It was great being able to meet in person, share some teambuilding activities, and learn from the day's speakers.

On December 8, I attended "Emotional Intelligence and Mental Health Wellbeing: Critical Steps HR needs to Take Now" sponsored by the Institute of Health and Human Potential. An interesting statistic shared was that adults reporting anxiety increased from 11% to 41% when comparing January of 2019 to January of 2021 and because of this, employees are more focused on mental health needs which means HR needs to help leaders understand emotional responses and give staff support. A tip they gave for hiring is when hiring look for people who aren't afraid of talking about their failures. They're self-aware and teachable.

I also continued the ongoing Compassion Resilience training organized by Bridges on December 14.

3. Displays

This month's displays were:

Adult:

- Coping with Grief
- Holiday Fiction
- Merry Chrimahanukwanzakah and then some!
- 'Tis the Season for Holiday Cooking.

Children's:

- Brush Up On Your Skills: Making, Games, and Trivia!

- Kid's Choice
- Outer Space
- Cookies!
- Let It Snow

Teens:

- New Books
- Coping with Grief

After the parade tragedy, we switched one of our displays to "How To Deal with Grieving." We will keep this display up through December.

We also repurposed one of the display tables to store the Compassion kits prepared by Community Engagement.

4. Staff Updates

Kristi Magoon started as a 20-hour shelver on December 7.

John Klima, Technology Manager

- 1. Makerspace Equipment:** Due to supply chain issues, our Glowforge laser cutter will be shipped in early 2022. Likewise, the 3D printers we want to use in the makerspace have a shipping date of February 2022; I've put in a request with the company for a quote on printers. We were able to order and receive the high-end PC that will serve as the main component of our video-editing room. I will continue to order equipment so that we can be ready when the space opens.
- 2. RFID Sharing Session:** I attended a sharing session about RFID with other Bridges libraries. I answered questions people had about the process of converting to RFID and the equipment needed. They asked good questions and brought up interesting concerns. I hope that Bridges hosts more sessions in the future. It's always a good idea to share ideas and it can be difficult to coordinate getting people together.
- 3. Meeting Room Policy:** We had an initial meeting about changes to our meeting room policy given the new spaces the Library will have post renovation. I will set up demos with different companies to see what choices we have with regards to room reservation software.
- 4. WhoFi Demo:** I attended a demo from WhoFi, a company that makes software to help track wifi usage in libraries. I've seen the demo in the past, but it was good to get a refresher. I plan on getting WhoFi once our renovation is done and all the network infrastructure is updated to run their software properly.
- 5. Donor Perfect Onboarding:** We purchased a license for the Donor Perfect software to help track capital campaign donations. We had an initial onboarding meeting to get our account set up. Grace was unable to attend this initial session but she will be at the

next two calls we have with the company. Grace has used the software previously so she has less to learn about it than I do.