

ADMINISTRATIVE & STAFF REPORTS FOR April 20, 2017

John Klima, Assistant Director

1. **Grant Lynch:** I'm very sorry to say that after nearly five years at the Library, our Executive Director Grant Lynch has accepted a position at another library. Grant was an excellent leader for this Library and came on board with a clear vision of what he wanted to do with the organization. While his time with us was short, he left a big vacancy to fill. I will be working as Interim Director while the Library Board performs a search for a new Executive Director.
2. **Erik Helgestad:** Grant Lynch and I met with City Council Alderman Erik Helgestad who represents the district the library is in. We talked very broadly about the Library and how it fits into the immediate community. It was very informative to talk to the person who oversees the City's constituents who are our neighbors. I look forward to continuing conversations with him.
3. **Concrete:** I met with Grant, Jim LaPaz, Katie Jelacic, and Bob Ford from Ford Construction to review the damaged concrete on the West side of the building. We also wanted to look at the handrail that has come loose from its concrete moorings. We received \$25,000 from the City in CIP funding to repair the concrete but after we looked at the problem in detail we realized that would not be enough money to properly replace the concrete. Bob Ford had a few ideas of things we could do that would make the concrete and the railings safe for the immediate future. We will have to revisit the concrete the next time there is building expansion on that side of the Library.
4. **SynerComm:** SynerComm is a company based in Brookfield that helps both City IT and the Library with our computer networking concerns. I asked them to come over and review our server room setup and see what our plan should be for the future. At this time all the equipment is working well but it is aging. SynerComm will write up a proposal of their suggestions and present it to me in April.
5. **Children's 3D Printer:** We had some trouble putting together a submission form for the 3D printer but eventually got it worked out. We have not pushed the page officially out to the live website but we will do so once the iMac is set up and deployed. Given the extra constraints on my time I was not able to set aside time to work in children's to set up the computer so I asked Jason to bring the computer to my office so that I could set it up. It should be ready in Mid-April.
6. **iPad Configuration:** A librarian in MA contacted me about setting up iPads for a library since I've written some articles on that topic for the Library and Information Technology Association (LITA). After a few emails back and forth we decided a phone conversation would work better. We weren't able to pinpoint the precise problem she was having but I was able to give her some tips that might help her through the process. I suggested that she contact me again if needed.
7. **Shelvers Meeting:** Therese Lyons and Angela Martner hosted a meeting for the Library's shelvers. Therese has monthly meetings with her library assistants but hadn't made the time for a meeting with the shelvers. Most of the twenty-hour and a lot of the

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ten-hour shelvees were able to be there. It was a great meeting to review some of the procedures for shelvees and hear any concerns they had. Therese and Angela plan on having this meeting twice a year if possible.

- 8. Interview about Website:** A local college student who is studying User Experience Design (UX) came to the Library and talked to me about how we went about redesigning our website. We spoke for nearly an hour and talked about all the different ideas and decisions that went into the process. He is part of a team that is helping a library in OH redesign their website and find our process quite helpful.

Carolyn Peil, Technical Services Manager

- 1. Staff Changes:** We welcomed Kathryn Weisbeck to our department on March 22nd. Kathryn was the Circulation Supervisor at Hartland Public Library and fills the open Information Services/Technical Services Librarian I position. She is a wonderful addition to our department and has taken to cataloging like a fish to water.
- 2. Staff Education and Development:** Along with Therese Lyons and Amy Welch, I completed an 8-hour webinar class entitled: Management Skills for First-Time Supervisors.

I have joined the CafeCats Series Committee. We will meet in May to continue looking at ways to improve series access in the online catalog.

On March 8 Grant held All-Staff meetings to formally announce his resignation from WPL. We also learned about a few activities being planned by the Friends group for April.

- 3. Technical Services Activities:** Kelly Bolter celebrated a milestone birthday on March 4. We helped her celebrate with flowers and a few treats.

We began putting "Graphic Novel" stickers on the spines of graphic novels in the Spanish Collection. It is hoped this will bring some attention to these items and gain a few more circs. This goes along with our new procedure to put "YA" stickers on appropriate fiction titles in the Spanish Collection.

While Circulation received a new coat of paint, several members of the Circulation staff assisted our department. Thanks to Betsy Kennedy, Angela Martner, Kelly Quakkelaar, Laura Sumpter, Shari Testa, Jennifer Ubert and Becky Welch.

We began repackaging rectangular ++ Reader boxes into sturdier plastic cases- the same cases we use for our Launchpad collection. We hope these repackaged Readers will be part of our popular Reader collection for years to come.

Therese Lyons, Circulation Supervisor

- 1. Circulation Highlights:** **94,285** items were circulated in March. **60,030** items were checked in, and **11,487** holds were filled. There were **289** new customers registered

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for a library card and **35,741** visitors came to the Library to take advantage of the many programs and resources offered.

2. **Continuing Education:** On March 1, I attended a seminar at the Menomonee Falls Library entitled Intellectual Freedom on the Front Lines. The program was presented by Jamie LaRue and explored issues concerning the nature and importance of intellectual freedom in libraries, Internet filters and the Children's Internet Protection Act, understanding privacy and confidentiality in libraries, and handling challenges. On March 23, a Managerial webinar was continued and the topic covered was how to remain an effective manager by engaging in self-awareness, preparing for "what-ifs", and aiming for a balanced life.
3. **Meetings:** On March 15, the Interdepartmental Meeting was held at the Waukesha Park and Recreation offices. Introduced at the meeting by Park and Rec was the idea of a gathering called "Unity in The Community." Different City departments would share information with city residents at an event held at a local park. This idea is still in the early planning stages.
4. **Projects:** Painting was completed in Circulation in less than a week without any interruptions in our regular workflow. We are grateful to the painters, Jim, and the Maintenance staff for keeping us up and running during the project.

The Volunteer Luncheon planning is going smoothly. The luncheon is scheduled for April 20 at the Retzer Nature Center and Planetarium.

5. **Department Changes:** We have been busy this month interviewing and hiring one new 20-hour shelver and four new 10-hour shelvers. Job offers have been extended and accepted. Khorye is our new 20-hour shelver and has had extensive library experience working at the Carroll University library. Jeanette is one of our 10-hour shelvers. She is the artist who painted the *Oneida Girl* painting which hangs on the northwest wall of windows of the library near the native American effigy mounds. Amanda has worked in IT with the same company for 22 years and is looking forward to working here in a part time capacity. Evan and Drew are Waukesha North high school students and will bring new energy and enthusiasm to the Department. They will be beginning April 5 and will be trained and ready to go for our busy summer reading season.

Kori Hall, Head of Programming Development & Community Engagement
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1. **In the Community:** Sue and I were invited to be the guest speakers for the XYZ Luncheon at the First United Methodist Church on March 9. We had lunch with the group, and then did a presentation about Library services and upcoming programs for their 51 members. They were very appreciative, had lots of questions, and we signed up another 22 people for the Library's newsletter! This kind of outreach is so beneficial, and I love having the opportunity to get out and tell people about all the FREE programs and services offered by the Library.

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On March 15, I was invited to attend a special IN meeting to discuss the idea of a new "Unity in the Community" program the City is hoping to start this summer. It would be in combination with beer tastings at Rivers Crossing and Bethesda Parks, with the goal of bringing the community together to promote City initiatives and answer questions. If this program goes forward, the Library will definitely make an effort to be involved.

2. **Waukesha Reads:** Friends of Waukesha Public Library agreed to sponsor a new kickoff event for Waukesha Reads this year, in conjunction with Park Rec's Tribute Tuesday concert series. The September 12 Tribute Tuesday will feature music that goes along with this year's Waukesha Reads title, and the Library will offer pre-show activities in Cutler Park for the family. The Friends will have a booth in the Park to promote the Library, and volunteers from Waukesha Reads will be handing out books and program calendars. We also finalized the 2017 keynote speaker. The Waukesha Reads title will be announced in May.
3. **Showcase of Art:** Waukesha Public Library is thrilled to be hosting the 12th Pewaukee Area Arts Council Showcase of Art. The Showcase features more than 250 pieces of artwork created by Waukesha County high school and college level students and teachers. The art is spread throughout the Library's first floor and will be on display until April 27.

Amy Welch, Information & Adult Services Manager
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1. **Friends of Waukesha Public Library Art & Book Sale:** On Saturday, March 18, we held the Friends of Waukesha Public Library Art & Book Sale. The Friends had the special opportunity to sell pieces of framed art that had previously hung in the Library, as well as pieces that had been part of our old circulating art collection. All pieces of art were sold for \$5.00 each. The Friends also sold used books that had been withdrawn from the Library's collections, as well as books that had been donated but not added to the Library's collections. Items ranged from Children's to Adult, with Fiction and Nonfiction titles present. Our normal book sale prices were cut in half for the occasion. 282 people participated in the event including staff and Friends volunteers. All proceeds, over \$400, went to the Friends of Waukesha Public Library.
2. **Department Changes:** Kathryn Weisbeck started as our new Librarian I in the Information and Technical Services departments on Wednesday, March 22. She was previously the Circulation Supervisor at Hartland Public Library. Kathryn will spend her time split between the Information and Technical Services departments, cataloging and performing reference duties. We are very happy to welcome her to the WPL staff.

The Librarian I position in Information Services closed on Friday, March 24. Kori and I began reviewing applications during the last week in March. We will begin interviewing candidates in April, and hope to fill the position soon.
3. **JobNow Class:** Kelly and Sara led an informational class on the database JobNow on Wednesday, March 16. JobNow, one of the many databases provided by Bridges Library System, is an incredibly useful resource for customers in need of job searching

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assistance, resume writing, and interview practice. Kelly and Sara offered an introduction to the database, going over what options are available through JobNow as a way to showcase one of the many tools the Library has available to job hunters. JobNow is free to Bridges card holders, and can be accessed from home or from any library in the Bridges system.

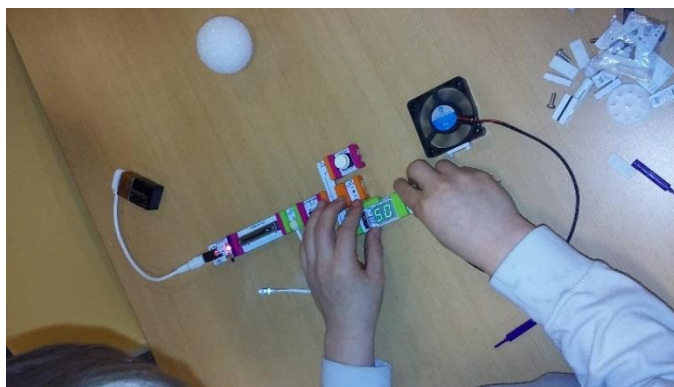
Kerry Pinkner, Children's Services Manager

- 1. Programs:** March is National Youth Art Month, and a time to celebrate the creativity of children in the Waukesha School District and their teachers. On March 15, 536 people attended the art reception hosted by the Library. Members of the Waukesha South Orchestra entertained us, and the Friends of the WPL served refreshments. This year we were also fortunate to partner with the Milwaukee Art Museum's Kohl's Color Wheel. Volunteers provided all supplies for an art project for families who attended the reception.

<u>Programs</u>	2017	2016
Total Events	80	73
Total Contacts	3182	2317

Big jump in total program contacts over last year – 37% increase! A big thank you to the Children's Team for their all their hard work this past month.

Our Coding Club continues to be popular. We finished up the Scratch Jr. and LittleBits (see photos) sessions.



We celebrated Dr. Seuss birthday at our March 2 Think-Build-Create class with Seuss-themed science project – maybe a little messy, but certainly a lot of FUN!

Another successful Bright Beginnings. A total of 83 Early Educators attended the two presentations.

The Trinity Irish Dancers performed to a crowd of 228.

A 4-week Knit-A-Square program begin on Monday, March 13.

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Other programs offered in March: 4th-6th Grade Book Discussion, Baby & Me Laptime, Family Coloring Day, Game Day, Regular LEGO & Mindstorm Club, Pajama Rama, Playgroup, Preschool FUN Day (focus: write & talk) Read to Rover, Rhythm & Rhymes for 2s & 3s, Stories Alive.

- 2. Community Partnerships and Outreach:** Library Associate, Michele Gagner represented WPL at the LaCasa Literacy Night. The principal expressed interest in doing a walking field trip in spring, and possibly having kids get library cards. She also represented us at Horning Middle School during their Community Connections event.

We hosted a Waukesha Youth Collaborative meeting at the library. Representatives from 24 community organizations presented information about their services and programs to Waukesha School District staff.

MG LaCasa Literacy Night & 4K Literacy Night & Kids' Choice meeting. 2017 winner: The BFG by Roald Dahl

On March 7, Librarian I, Kaushalya Iyengar gave a presentation to 45 Early Childhood Educator Students from WCTC. She introduced them to some of the best books of the year.

Kaushalya represented WPL at a Community Learning Center meeting at Banting

We hosted a WHCN FEAT meeting at WPL.

On March 3 a group of middle school students from the Waukesha Community Art Project (WCAP) surprised the families upstairs and downstairs with a Flash Mob.

Fox Tales requested twenty-seven 1000 Books before Kindergarten folders.

On March 10, five high school students and their WCAP coordinator job shadowed me. They received a behind-the-scenes tour and learned about some of the new projects we are working on. I learned about some of their favorite childhood stories and library experiences as well.

- 3. Professional Development & Meetings:** KP attended the Intellectual Freedom on the Front Lines (James LaRue) presentation at the Menomonee Falls Public Library.
- 4. Misc.:** Our families are loving the new Launchpad collection.

Jim LaPaz, Head of Building Operations

- 1. Building:** We met with Katie Jelacic from Engineering and Bob Ford from Ford Construction in regard to our deteriorating external west staircase. Katie and Bob found that there are no footings beneath the shifting concrete, which dates back to at least the 1980s. To replace it would cost far more than the \$25k CIP money that we have. Katie is going to have a crew repair the area and we will have to work out the cost for future replacement.

Brian Gorman Painting painted the circulation workroom and Kori's office.

Hennes and HVA worked on an HVAC damper issue in the basement.

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Bruce and I met with other city employees at Fire Station 1 to learn a new database that the city is subscribing to. It is a new way to handle Material Safety Data Sheets. I worked out a building hierarchy detailing locations where chemicals are stored. I have about a month to inventory and input all chemicals into the database.

2. **Behavior:** We issued a permanent ban to a 22 year old man who drank a large quantity of beer in a study room and stalked and sexually accosted a 12 year old girl on the elevator.

I requested help from Park/Rec and the Police. We have had daily fights between teens in the building and in the park. While we have no control over Cutler Park we monitor it as a courtesy. The Community Policing Unit/CPU met with me and pledged assistance. They have been chatting with kids and providing positive reinforcement. Patrol Officers have also been directed to walk through the building frequently. One of the ringleaders, a 13 year old boy who vandalized a security agent's truck, was arrested for the third time for trespassing.

A man and a woman were removed from the family bathroom for allegedly having sex in there.