

## ADMINISTRATIVE & STAFF REPORTS FOR October 12, 2017

### John Klima, Interim Director

1. **Director Search:** Much of September was taken up assisting Bradbury Miller Associates and the Library Board with our search for a new Executive Director. We had two final candidates for the position and I was happy with both. We did end up needing two HR committee meetings and two Board meetings in September to get to our final candidate. I want to thank City IT for helping me prepare agendas for the City's Legistar system as it's been years since I used it.
2. **TBS Portal:** TBS—the company who provides our public computer signup and printing software—created a new staff interface that they rolled out to us last month. Now instead of going to one place to print guest passes and another to release print jobs staff now has one single interface to do both. The new system also gives staff some added functions we haven't had in the past such as the ability to reprint customer print jobs or print a receipt. I gave training sessions for both adult and children's reference desks.
3. **City Finance Committee:** The Common Council Finance Committee met to discuss capital projects so they could make a recommendation to the full Common Council for adoption in October. Most of the discussion revolved around the proposals for replacing Buchner and City Hall. We do not have any big projects slated for 2018 so there were no questions for the Library during the meeting.
4. **Festival of Books:** The Southeast Wisconsin Festival of Books is preparing for this year's Festival. I am on the executive committee for the Festival and I maintain their website. This is the seventh annual book festival and it keeps getting better. This year the festival has WI native Nickolas Butler as the keynote speaker as well as former Governor Martin Schreiber, Valerie David's award-winning one-woman show about being a two-time cancer survivor *The Pink Hulk*, and more than 50 authors in all for a day-long program on November 4.
5. **Waukesha Reads:** Our community read kicked off at two events: the City's Tribute Tuesday on September 12 and the final Friday Night Live on September 15. Between the two events the Library gave away more than 1,000 books. I wrote an editorial about the book and some of our key programs which appeared in the Freeman. I'm very excited about this year's book and our programs.

### Carolyn Peil, Technical Services Manager

1. **Staff Education and Development:** On September 20, I attended a webinar on RFID tagging. While most of the webinar covered implementing RFID, I did learn a few things about the types of RFID tags available. For instance, 2x3, or credit card sized tags, are a better choice for items having metallic covers or book jackets. Currently, such items in our collection need to be taken to the circulation desk for checkout; they cannot be checkout on the self-check machines.

## ADMINISTRATIVE & STAFF REPORTS FOR October 12, 2017

Also on September 20, Bridges Database Librarian, Beth Bechtel, came over to show me the bulk change feature on Polaris. I am happy to have that bit of knowledge and hope it implement some aspects of it into our workflow.

2. **Technical Services Activities:** Jeanette Fellows has updated the spine stickers for Easter, Hanukkah, and Valentine's Day books in the Children's ++ Holiday collection. They look great!

Pages Sandy Grosh, Kathy Harrits, and Jeanette Fellows continue to keep up with items needing new jackets or A/V requiring repackaging. It is wonderful to see those book trucks empty.

Library Assistant Anne Klug spent an hour or so showing Jeanette Fellows how to clean discs on the disc cleaning machines.

We continue to have problems printing labels on our laser printers. Our newest printer has been producing labels with black streaks down the entire side of label sheets. We will be looking into dedicated label printers in the next few months.

### Therese Lyons, Circulation Supervisor

1. **Circulation Highlights:** In September, 81,338 items circulated. Checked in items totaled 54,329 and 9,817 holds were filled. Library card registrations totaled 318 and 29,629 visitors came to the Library to take advantage of the many programs and resources offered.
2. **Meetings:** On September 25, I met with Goodwill Industries to discuss the different job opportunities at the Waukesha Public Library. A gentleman interested in pursuing a career working in libraries accompanied the Goodwill representative. On September 27, I met with a representative from Pantheon Industries to discuss the same topic. Both organizations work with individuals seeking assistance in job placement.
3. **Department Changes:** Two Library Assistants have moved on to other things. After 15 years of service to the library, Betsy made a career change and Kelly has decided to stay at home after her baby is born. The month included a going away party and a baby shower.

We are looking forward to Stacy Wertheimer starting October 4 and we will conduct our interviews for our open Library Assistant position as soon as possible. One of our shelveers also decided to stop working in September. We wish all of those moving on from the library the best of luck.

### Kori Hall, Head of Programming Development & Community Engagement

1. **Waukesha Reads Kickoff:** The Library had two AMAZING Waukesha Reads Kickoff events the second week in September. On September 12, the Friends of Waukesha Public Library co-sponsored the Kenney Chesney tribute band for Waukesha's Tribute Tuesday event. I spent the night out in the park, with a group of Waukesha Reads

## ADMINISTRATIVE & STAFF REPORTS FOR October 12, 2017

volunteers, passing out books and telling people about the program. Mayor Reilly had his barbeque, there was free ice cream from Babcock Hall and the Library offered activities for kids and teens prior to the show. We even made the front page of the newspaper! About 1200 people attended the event.

On Friday, September 15, Waukesha Reads saddled up for the last Friday Night Live of the season. Again, our volunteers passed out books and calendars. People took photos with our life-sized Rooster Cogburn. It was a great night! About 7500 people attended Friday Night Live that evening. Between the two events, we gave away about 1,000 copies of *True Grit* and about 50 copies of *Some Kind of Courage*, the Waukesha Reads companion title for children. The majority of Waukesha Reads programs will happen in the month of October.

- 2. Program Highlights:** On September 6, Dr. Dennis Roscoe gave a presentation about the physiological aspects of humans surviving a trip to Mars. Did you know that astronauts run two hours per day on a treadmill in space, and still loose so much muscle mass that they are physically unable to walk off the space shuttle? Or that most astronauts suffer severe and permanent damage to their vision? It was a fascinating presentation, and the 33 people who attended (adults and kids!) had a lot of questions and seemed to enjoy the topic immensely.

Earlier that same day, Debbie Bisswurm from the ADRC gave a presentation entitled Maximize Your Medicare Benefits. She spoke about the various parts of the Medicare plan, gave some information about the annual open enrollment period and talked about how to use and understand the comparison tool on Medicare's website. Fifteen people attended and seemed to find the information very helpful.

<b>Amy Welch, Information &amp; Adult Services Manager</b>
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- 1. Shifting:** This month, Jenny and I continued to shift the Fiction collection this month to allow for more space at the end of the alphabet. We are about halfway through the project, and have had to make some minor adjustments to spacing as we go. We've received assistance from Circulation, and hope to complete this project by the end of October. Other collections may require adjustments in the coming months due to space needs.
- 2. Bridges Database Meeting:** I attended the annual Bridges database meeting on Wednesday, September 6. We discussed the need for the databases we currently subscribe to, and which ones our customers rely on the most. No decision has been made to cut any databases from next year's budget yet. We also requested a trial for AtoZ, which is similar to our ReferenceUSA database. A web demo was set up with an AtoZ rep, and WPL librarians were asked to compare the two databases. Based on the notes from our librarians and the web demo, I've voted to keep ReferenceUSA for the foreseeable future. Any changes to our current databases will be touched on in future reports.

## ADMINISTRATIVE & STAFF REPORTS FOR October 12, 2017

- 3. Waukesha Community Canvas:** This month, Nancy Aycock represented the Waukesha Community Canvas Committee on Thursday, September 21 with a program in the Library's lobby. The Waukesha Community Canvas is an art project that asks Waukesha residents to create a small drawing/painting about what they love about Waukesha on a small square of watercolor paper. The individual pieces will be stitched together into a large quilt this fall. Nancy set up a table and supplies provided by the Committee in the lobby for customers to drop by and create a square. She also left her supplies in the staff room over the following weekend for staff to create their own pieces. 28 participants created a square during her program. We are really excited to see how this project turns out!

### Kerry Pinkner, Children's Services Manager

- 1. Programs:** Fall programs got off to a great start in September. Attendance at events was high, but use of our passive activities was lower. This is why you see the lower number of contacts this year. The activities were geared for slightly older children this year and required assistance from parents in some cases, which is possibly the reason for the lower numbers.

<u>Programs</u>	<b>2017</b>	<b>2016</b>
Total Events	51	55
Total Contacts	2064	2529

Children submitted forty-four 3D print jobs in September. The printing took 62 hours to complete and 22 hours of staff time. Library Associate, Jason Penckofer offered three 3D printing classes in September.

Apps that have been positively reviewed are introduced to parents at Appy Hour. This program is for adults wishing to find quality apps to use with their children.

Other programs offered in September: Family Fun Day (Henna), Game Day, Regular LEGO & LEGO Mindstorm Club, PajamaRama, Playgroup, Pokemon Club, Preschool FUN Day, Rhythm & Rhymes for 2s & 3s, STEAM Discovery Center, Stories Alive, and Storytime with Grandma and Grandpa.

September is Library Card Sign-Up Month: Children were encouraged to share their library superpower, create a comic, and of course sign up for a library card.

Librarian I, Kaushalya Iyengar participated in the Waukesha Reads Tuesday Tribute event. She handed out the companion title "Some Kind of Courage" by Dan Gemeinhart, shared information about our fall programs, and had supplies available for children to make a western necklace.

- 2. Community Partnerships and Outreach:** The second annual Block Party was held at the Library on September 30. Organizations collaborating with the Library: Parent's Place, UW-Extension Waukesha, Boys & Girls Club of Waukesha, Hispanic Collaborative Network and the Greater Waukesha Literacy Council. More than 200 people attended

## ADMINISTRATIVE & STAFF REPORTS FOR October 12, 2017

the event and visited one or more of the five early literacy stations. READ! PLAY! TALK! SING! WRITE!



Library Associate, Michele Gagner and I attended a School Partnership event with approximately 20 public and school Librarians. We discussed ways in which we could better support the schools.

School/Daycare visits or presentations: Christ the King and Trinity Lutheran.

Student art from Trinity Lutheran graced the walls of the Children's Room.

We hosted a Hispanic Collaborative FEAT and Family Block Party meeting at WPL.

Michele shared stories with families at Retzer's Apple Harvest event.

I met with teacher, Carlyn Cunningham to discuss having the 6<sup>th</sup> graders from Les Paul Middle School visit us for a short talk about resources and behavior expectations.

- 3. Professional Development & Meetings:** Library Associates, Chris Sturdevant and Jason Penckofer attended the Tech Day event. Those attending were introduced to emerging technologies. Immediate applications for libraries that are occurring or coming soon are accepting mobile payments, readers advisory through artificial intelligence, 3D printing, and live video of performances or other activities.

Chris and Jason watched the Zoobean and Beanstalk demo.

- 4. Miscellaneous:** Along with the other managers, interviewed candidates for the Executive Director's position.

Kaushalya and I enjoyed a bratwurst cooked by Mayor Shawn Reilly at the End of Summer Employee Cookout.

## ADMINISTRATIVE & STAFF REPORTS FOR October 12, 2017

<b>Jim LaPaz, Head of Building Operations</b>
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1. **Building:** The Roof repairs were completed by Nation's Roof.

Bids went out for our west side stair replacement project. A bid was accepted and will be taken to the Public Works Board.

Maintenance did a preemptive spraying for bed bugs. We are scheduling these three to four times a year.

2. **Maintenance:** Jeff Wagner was injured when he was hit by a car while riding his motorcycle to work. I happened to be at the hospital visiting my mom when he was brought in. I stayed with him in the ER for 4 hours. He missed two weeks of work. He is slowly recovering. In his absence **I would like to recognize Bruce and Pat** for really stepping up, filling hours, doing building repairs, and doing a massive amount of cleaning prior to and during the interview week for the new Library Director. They did a fantastic job.

3. **Behavior:** We are issuing a permanent ban to a man who assaulted a library security agent. The man has a history of aggressive behavior toward staff and customers.

4. **Jim:** I started the FBI Citizens Academy at their headquarters in St. Francis. Thanks to Jeff Fowle and retired FBI Special Agent Jill Kasper for helping me get into the program.

I was accepted into the city leadership class, Leading Waukesha. There are twelve of us from different departments divided into groups of three. It is taught by City Administrator Kevin and his Assistant Rebecca. There are 10 sessions scheduled into December. They contain a book report and a community project.