

Administrative & Staff Reports for March 8, 2018

Bruce Gay, Library Director

1. **Donation:** On February 21, the library received a check from the estate of Richard Franz for \$150,000. The money will be held in the Waukesha County Community Fund in anticipation of a Waukesha Public Library Foundation.



2. **Libraries Transform:** On February 15, the library hosted Jill Fuller from the Bridges Library System and Fox6 News. Jill and the Fox6 team used the Teen Zone to film a story about all the things you can get at a library you may not have realized.



3. **Meetings and Undertakings:** I attended a meeting of the System and Resource Library Administrators Association of Wisconsin (SRLAAW) on February 19 in Madison. The group discussed ongoing work by the Public Library System Redesign (PLSR) group, particularly how that work may impact Resource Libraries in the future.

- On February 20 I visited state legislative offices as part of the Library Legislative Day event. I met with legislative aides working for Senator Kapenga, Representative Allen, and Representative Neylon. Representative Allen came down from a hearing to speak briefly with me, too.
- The work with the PLSR Technology workgroup is wrapping up after a full-day meeting on February 22 in Green Lake and a morning meeting on the 26th in Fitchburg. The workgroup is finalizing a report on providing technology for libraries around the state. The report goes to a PLSR Steering Team, which will synthesize reports from seven different workgroups for a full report to be given to State Superintendent Tony Evers in the Summer.
- As part of a project to replace soft chairs on the first floor, several managers and I visited two new Milwaukee Public Library locations and Corporate Design Interiors, a local office furnishing supplier. Kori Hall leads this project.
- The library received three responses from consultants for its strategic planning RFP. Two others who received the information emailed to indicate they would not bid because of a high work load in the next months, while another emailed letting the library know he was retiring, and wouldn't bid.
- The City of Waukesha is beginning a strategic planning process. I met with the consultant for an interview on February 27

John Klima, Assistant Director

1. **PC Replacements/Upgrades:** Erin replaced or upgraded all of the Library's staff computers in February. At the end of the month we met to plan a replacement schedule for the public computers.
2. **Sorter:** We fully implemented automatic check-in of materials and began sorting materials by the end of February. Circulation staff will continue to check items to ensure that the system is operating correctly.
3. **School District WiFi:** The Waukesha School District finalized their installation of the school's WiFi network in the Library. Now when students come in they are able to connect automatically to their school accounts. Given the volume of students we have in the building this is a great service we can offer them.
4. **2018 Staff Chili Cook Off:** This year we brought back our staff chili cook off on National Chili Day. This is always a fun event where every department picks someone to make chili and then staff samples and votes on a winner. This year we broke Technical Services typical dominance in the event with Children's winning their first cook off. I'm hoping we can do a few more events throughout the year as staff really appreciates them.

Carolyn Peil, Technical Services Manager

1. **Technical Services Activities:** We had a phone conference with Bayscan on February 20 to discuss dedicated label printers for Technical Services. These printers would replace our failing system of feeding sheets of labels through a printer for printed spine labels. Ideally, we would like to have at least three label printers, each one handling specific sized labels and each networked to staff computers.

On February 21 two representatives from Staples came to discuss workstation needs for catalogers. In 2016, we requested a similar proposal but were unable to act on it at that time.

Therese Lyons, Circulation Supervisor

1. **Projects:** The book return is checking in and Circulation has been busy adjusting to the new work flow. Things are going well and our patrons have commented on how nice it is to see the material identified on the interior book return screen and an indication that the material is checked in.

Plans are under way for the Annual Volunteer Luncheon. This year's theme is "Volunteers Rock!"

2. **Continuing Education:** On February 15, I attended LEAP training along with two of the Library Circulation Assistants. Leap brings Polaris ILS functionality to library staff through a browser. Polaris Leap can be used on a desktop, a notebook, or a tablet, freeing staff to connect with patrons and complete tasks wherever it is most convenient – even outside the library. Circulation is starting to transition to LEAP as have many of the other Bridges Circulation Departments. Mellanie Mercier, Automation Coordinator and Assistant Director at Bridges has highly encouraged all Circulation departments to make this transition

3. **Meetings:** On February 14, I met with Rachel Arndt, Coordinator of General Reference and Customer Service at the Milwaukee Public Library. After receiving an extensive tour of Milwaukee's central branch and seeing a demonstration of their book return, we discussed various procedures used in Milwaukee's Circulation department. It was very helpful collaborating and sharing ideas.

On Wednesday, February 21, the semiannual Café Circulation Meeting was held in Delafield. Topics covered included updates on events celebrating Libraries Transform, maximum fines, new versions of software, Hotspot circulation, e-commerce, and transitioning to LEAP. I have been appointed Café Circulation Secretary for 2018.

4. **Leading Waukesha:** February's classes focused on presentations for two books. The first book discussed was *Turn the Ship Around* by David Marquet. The theme of the book is that the most successful working relationships are based on a leader-leader mentality which empowers staff to take ownership of their work and make meaningful decisions. The second book discussed was *A Whole New Mind* by Daniel Pink. In this book, the author argues that there are forces tilting the scale toward right brainers and that they hold the key to professional success and personal fulfillment. Book discussions and projects will continue in March along with presentations on interviews with local businesses.

Kori Hall, Head of Program Development and Community Engagement

1. **Red Cross Blood Drive** – The Library hosted a very successful blood drive on February 16. The Red Cross collected 18 pints of blood from 16 donors, saving a potential 54 lives! The Library hosts 2 blood drives per year and is happy to provide this life-saving service to the community.
2. **Waukesha Reads** – I continue to work on grant applications and plans for our 2018 Waukesha Reads events. Grant applications in the works include the Waukesha Rotary

Charitable Fund and WE Energies. Fourteen people attended our Committee of the Whole meeting on February 22, and we had an excellent brainstorming session about possible programs.

- 3. Libraries Transform** – The READ posters celebrating the Bridges Libraries Transform campaign have been hung in the Library lobby above the book return. Librarian Kelly Bolter took the photos, and they look great!

As part of the Libraries Transform program, the Adult Services Department had President Lincoln impersonator Kevin Wood present his *Birth of Freedom* program, bringing history to life as he traced the history of our nation from 1776 through the end of the Civil War. Seventy-nine people attended this program.

Amy Welch, Information & Adult Services Manager

- 1. AV Collection Weeding:** After meeting with Bruce and Kori, we've decided to aggressively weed the AV Collections in order to fit items into their current space. Our goal is to eliminate all overflow carts, and create more customer friendly collections. Sara and I have begun the first steps of the project.
- 2. Teen Zone Furniture:** We received several more pieces of furniture this month for our Teen Zone redecorating project. Two sofas and three ottomans were put out early this month for teens to enjoy. The remaining sofa was damaged in transit, and we are eagerly awaiting its replacement. Again, we would like to extend a warm thank you to the Friends of Waukesha Public Library for their purchase of the Teen Zone furniture.

Kerry Pinkner, Children's Services Manager

- 1. Programs:** There were fewer events offered this month, but we still saw an increase in total contacts.

We offered two popular Saturday programs. A volunteer from the Wildlife in Need Center brought a rehabilitated owl, snake, turtle, and duck with her and shared information about the Center with our families. 51 people attended this event.

Sunset Playhouse performed *Caps for Sale*, adapted from the classic tale by Esphyr Slobodkina, to a crowd of 60. Afterward children created monkey activities.

Children and adults enjoyed a morning of dancing, sweet treats and socialization at our annual family Sweetheart Dance – 114 attended.



- 2. Community Partnerships and Outreach:** The Bucks Challenge program has wrapped up for this year. We had 64 children register and 30 complete the challenge, a slight increase over last year.

Library Associate Chris Sturdevant provided storytelling at the Mt. Calvary Reader's Café. 150 attended.

Carroll University Intern, Olivia Schmidt provided Spanish tutoring and a storytime for families who came to the Library. She will volunteer on Mondays, 5:00-7:00 p.m. through May 2018.

Jim LaPaz, Head of Building Operations
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- 1. Security:** I took part in a city Emergency Operations exercise at City Hall. On February 21 we had 7 hours of training. This included the Mayor, City Administrator, Department Managers, and other Emergency Operations staff. On February 22 we had the actual exercise, a simulated flood of the city. I served as the EOC Officer, assisting Deputy Police Chief Dennis Angle who ran the exercise. I signed people in and out, assigned people to working groups, and passed along requests for assets to the groups. On the second day Erin Shepard and Amy Welch represented the library. During an actual emergency the library would likely be in charge of signing volunteers in and out of the work zones as well as collecting donations, such as water, non-perishable food, clothing, diapers, etc.

I attended a meeting of the Park/Rec Security Committee. I helped form this group several years ago. We share information on problem behavior as well as strategies to deal with it. The Community Policing Unit/CPU was present as well.