

## Administrative and Staff Reports for July 12, 2018

Bruce Gay, Library Director

1. **Strategic Planning:** The public survey has been going well. We've received a few dozen printed surveys but more than 700 online ones. The survey runs through July 14. The Community Conversations are scheduled for July 9, 11, and 19 in the library. Results from the surveys and conversations will be presented to the steering team at an August meeting.
2. **2019 Budget:** City Administrator Kevin Lahner presented department heads with a CIP (Capital project) memo on June 18. A memo about the operating budget will be released on July 13. Capital requests were due July 10. The Library has a departmental review scheduled for August 31. A citizen meeting to discuss the entire city budget is scheduled for September 5. The Library presents to the Finance Committee on October 9, and a public hearing for the final adoption of the budget will be November 8.
3. **Resource Library Contract:** Working with Library Management and the Bridges Library System director, Connie Meyer, we have presented three ideas for member library consideration for new resource library services. The three new potential services are: Spanish translation of library items, the creation of "Maker Kits," and monthly circulation staff training. The current contract calls for a \$20,000 payment to the Library; the new contract would increase based on new services provided.
4. **Equity, Diversity, and Inclusion Committee:** Librarians Kelly Bolter and Paula Mason presented me with a proposal seeking to form a library Equity, Diversity, and Inclusion Committee. The idea came to them at the Public Library Association Conference in March. Currently they are working with other libraries with a program in place for ideas.
5. **Public Library System Redesign (PLSR):** I attended several meetings in June to discuss PLSR. On July 30-31 I will attend a summit in Stevens Point to work on recommendations to present to State Superintendent of Public Instruction Tony Evers.

John Klima, Assistant Director

1. **Public Computers:** Ten public computers recently removed from the public area are being used as test equipment for a new piece of software called Cloud Connector. The Cloud Connector allows IT staff to remotely maintain and update computers. When the software is completely configured it will be much easier to keep computers working.
2. **Label Printers:** We now we have two dedicated printers to make labels for book spines. This solution produces more consistent and less expensive labels than our previous methods. Anne Klug in the Technical Services department has been great developing the layout of the labels with the new printers. Next we'll investigate using these printers for barcodes.
3. **Impact Technology Showcase:** We're investigating completing a network assessment of the Library to see the quality of our network—cables, switches, servers, routers, etc.—and whether we have equipment creating bottlenecks or blocks to network services. This can range from the public using the internet to staff being able to

access files for work. At a recent technology showcase organized by Impact Networking in Brookfield I discussed a network assessment with their staff.

4. **Furniture:** The catalogers and I received new furniture in June. I'm very appreciative of the Board for approving our request for furniture and for the Common Council for also approving it. My office is set up better for me to be able to work on computers for staff and the public as well as having space to work on other projects.
5. **WiLS World 2018:** I am on the planning committee for WiLSWorld conference in Madison. WiLSWorld is always a great way to recharge my professional batteries and catch up with fellow library technology people from around the state. From their website: "WiLSWorld is WiLS' annual library technology and innovation conference, connecting you to people and ideas from the Wisconsin library community and beyond." I always have at least one idea to implement after this conference.
6. **Spelling Bee:** The Friends of Waukesha Public Library sponsored a spelling bee team for Greater Waukesha Literacy's Annual Corporate Spelling Bee. The team performed valiantly but did not progress far into the competition. It's been 12 years since we won the bee and I would like to wrest the title from Wells Fargo, now a five year repeat winner. Every year the bee has a theme—this year was 1980s one-hit wonders—and many teams come dressed to the theme.
7. **Unique Management Services:** Therese and I hosted a meeting for Bridges libraries to meet with representatives from Unique Management Services. It's always great to meet with them and share experiences with other libraries on collections.

Carolyn Peil, Technical Services Manager
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1. **Staff Changes:** Library Page Jeanette Fellows' last day was June 1. She moved to the Denver area with her family. Library Page Sandy Grosh retired on June 15 after almost 22 years in Technical Services. Circulation Page Tracy Esser returned to work from an extended medical leave on June 4. Tracy is working in Technical Services until she can resume her regular shelving duties.
2. **Workspace:** The catalogers' new workspace was installed on June 21. This has given the whole department a unified look and a splash of color thanks to the blackberry colored panels.



Before



After

- 3. Technical Services Activities:** Staff turn-over means lots of training. Carol Rose and Anne Klug are doing an outstanding job helping Julie Nilsen learn the duties of her processing position.

Sandy Grosh and I worked on updating the Processing Manual. It remains a “work-in-progress” but at least it now has updated, basic instructions and color illustrations.

Pages Julie Nilsen and Tracy Esser counted uncatalogued items in Technical Services on June 29; 1,029 items are waiting to be catalogued or processed. (Over half, 556, need processing only.) Last year, over 4,000 items were counted on July 3.

Therese Lyons, Circulation Supervisor

- 1. Circulation Highlights:** In June, **99,850** items circulated. Checked in items totaled **61,764** and **9,572** holds were filled. Library card registrations totaled **489** and **34,776** visitors came to the Library to take advantage of the many programs and resources offered.
- 2. Projects:** We are working diligently to shelve materials as quickly as possible due to the increase in summer circulation. Childrens materials are our priority for the summer months.
- 3. Meetings:** On June 20, we had two page/shelver meetings. We had 100% attendance by the shelvers. Topics included new procedures, change in shift responsibilities with the book return checking in, and safety and security training. It was a great way to touch base with the shelvers, share concerns and discuss updates.
- 4. Staff Updates:** We have posted a 20-hour Library Assistant split position between Circulation and Technical Services. We have also posted three vacant 10-hour page/shelver positions.

Kori Hall, Head of Program Development and Community Engagement

- 1.** The Library was happy to learn this month that we received grants from the Waukesha Rotary Charitable Fund and WE Energies to help finance Waukesha Reads. The Media embargo was lifted on June 6, and the *Freeman* published a press release reporting that *Everything I Never Told You* by Celeste Ng will be our NEA Big Read title this year. I attended two NEA webinars on grant management and marketing, as well as a conference call with other organizations around the country reading *Everything I Never told You*. We received our commissioned painting from artist Ann Windell this month.

Amy Welch, Information and Adult Services Manager

- 1. Adult Book Discussion Titles:** The remainder of our highly anticipated 2018 Adult Book Discussion titles have been announced! The following books were chosen to complete this year’s Adult Book Discussion lineup:

July 18: *The Ensemble* by Aja Gabel

August 15: *Eleanor Oliphant is Completely Fine* by Gail Honeyman

September 19: *Little Fires Everywhere* by Celeste Ng

October 17: *Everything I Never Told You* by Celeste Ng  
November 21: *Radium Girls* by Kate Moore

2. **The Zine:** This month Teen Librarian Carley Rymkus and the Teen Manga and Anime Club finished the 11<sup>th</sup> volume of their publication, *The Zine*. Published twice a year since 2013, *The Zine* has been an ongoing and popular Teen Manga and Anime Club project. Free copies are distributed to members of the Teen Manga and Anime Club, and are available for customers to take in the Teen Zone. This month's topics includes artwork, a recap of the 2018 Teen Manga Festival, trivia, word searches, drawing exercises and more. Volume 12 will be out this December!

3. **Summer Reading Program – Updates:** Summer is off to a great start: 260 adults and 786 teens have registered for Summer Reading Programs by the end of June, an increase in registration and participation from 2017.

This summer, a Staff Summer Reading was separated from the public program. Since staff can't participate in the public grand prize drawing, a special staff prize drawing has been set up with prizes that include winning a reserved parking spot for a month, wearing jeans for a week, etc.

4. **Government Information Day:** Elizabeth Craft, government documents Librarian, attended Government Information Day in Madison at the beginning of June. This daylong conference is a great information source for libraries and government document repositories/depositories in the state. Elizabeth attended the *Lightning Talks*, *Depository Program Updates*, *Workforce Development and Health Services*, and *Basic Legal Resources* presentations. She has listed several resources discussed during Government Information Day on the Reference Blog for quick access. These resources cover legal questions, government information and government history. Elizabeth was excited for the opportunity to attend this year's program.

Kerry Pinkner, Children's Services Manager
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1. **Programs:** We kicked off the Summer Reading Club (SRC) at Buchnerfest again this year. On hand to help promote our programs were the wildly popular Fairy God sisters and representatives from the Reptile Education



Through Contact organization. More than 200 people attended the event.

More than 3,400 children registered for the Summer Reading Club by the end of June. Over 3,000 books have been read to our youngest readers and kids age 3 and up have logged almost 10,000 hours of reading.

The Children's Team did an awesome job planning programs around this year's summer reading theme, "Reading Rocks!" 262 people played on a musical-themed mini-golf course at a recent Kid's Fun Zone program. 89 people came to the "Music Lab" to learn how to play the ukelele, compliments of the White House of Music and 863 children and adults joined us for our popular Family Fun Days. June programs included: Reptile Education Through Contact, Mad Science, and Magician Great Scott.



## **2. Community Partnerships and**

**Outreach:** In her new role as Community Library Liaison, Librarian I Michele Gagner has been busy reaching out to the schools who offer wraparound care this summer. She has been working with the students at the Hadfield Boys and Girls Club and Hawthorne, Blair and Heyer Park/Rec programs. She has also been teaming up with Susan Aleson from the School District who runs the Bookmobile program. In addition, she has been working with children and counselors who visit the Library from the Salvation Army and the School Care Learning Center. This has been a great opportunity to share library resources and encourage children to read over the summer months.

Through a partnership with the Waukesha Park and Rec Department we are offering storytimes at Banting, Summitview, Sentinel and Saratoga. At our first visit we saw 71 children and adults at these visits and signed several up for the SRC.

We spoke to 1,559 students and teachers as we continued our summer reading presentations at the following schools during the month of June: Hadfield – 2 visits, Hawthorne-4, Heyer – 4, Hillcrest – 5, Lowell – 3, Meadowbrook – 2, Summitview – 8.

## **3. The Children's Team:** We are pleased announce that Olivia Langby has started the 25-hour Library Associate position. She is a recent graduate from the University of Wisconsin-Madison with a B.A. in Spanish and Communication Arts-Radio, TV, Film.

Olivia has experience working in libraries, most recently as a Cataloging and Technology Services Assistant at the Wendt Engineering Library. Prior to that, she was a Circulation Page in the Youth Services Department and assisted with the Summer Reading Program.

She is proficient in Spanish and is passionate about providing library services to our Spanish-speaking patrons.

## **Jim LaPaz, Head of Building Operations**

- 1. Building:** Circuit Masters replaced 6 exterior pole lights that were 15 years old and badly deteriorated.
- 2. Staff:** Part-time custodian Jeff Wagner resigned to take a full-time position at City Hall. His last day was June 21