

Bruce Gay, Library Director

1. **Weather-related closings:** The Library was closed on Monday, January 28, and Wednesday, January 30 for the full day. We also closed early (6 pm) on Tuesday the 27th and opened late (noon) on Thursday the 31st. Balancing staff safety when traveling and the public need for library services usually makes these decisions difficult. This time around, though, the severity of the conditions made it obvious throughout. Staff has kept up their good spirits throughout the cold and snow. Two small building-related issues cropped up after the cold lifted: the public water fountain on the first floor had a burst pipe and water from the thaw came up in the Carnegie Room.
2. **Waukesha County Community Foundation:** I met with Terry Stevens, Melissa Baxter, and WCCF President Shelli Marquardt to discuss setting up various WPL funds using WCCF services. At the meeting Marquardt informed me that the fund had an average return of 8.8% over the previous three years.
3. **Front-Entry Redesign:** I met several times with Bill Robison and Tom Joy of Engberg Anderson on plans for the replacement of the front entry. I've also shared plans and conceptual drawings with City Administrator Kevin Lahner, City Engineer Katie Jelacic, and Budget Director Rich Abbott.
4. **First-Floor Redesign:** After studying other library's proposals and speaking with other directors I prepared a draft Request for Proposal for an architect firm to prepare a first floor predesign and pricing study. My goal is to get this study out to at least three firms for a quick response.
5. **Parks, Recreation & Forestry Meeting:** Kerry, Kori, Jim and I met with Waukesha Park & Recreation staff to discuss future collaborations. In addition to the library providing stories in the parks, and partnering with JanBoree, Buchnerfest, 1000 Books before Kindergarten program, Pizza, Polka, Preschool Art in the Park and Community Learning Centers the hope is that we can find other ways to support and work together to serve the needs of our community.

John Klima, Assistant Director

1. **Sorter:** January was a tough month for the sorter. Cold weather always makes problems with the sorter and when we have extreme cold like we did in January those problems can get exacerbated. We started the month waiting on repairs (the button to open the exterior gate needed to be replaced) and then closed the month with the interior return being down. We also have a piece of foam coming off the part of the machine that pushes/sorts books into one bin or another. We've mostly been working with state-side service people so while the timing works better for us, the expertise isn't quite there yet. We've made good use of the portable book drop we purchased at the end of last year to allow patrons to continue to return books when the exterior return isn't working.
2. **AARP Tax Prep:** Amy, Kori, and I met with representatives from AARP who will be using our community room every Thursday to help people prepare their taxes. Kori and Amy helped them get the room layout set and I helped their tech person get their equipment running.

Carolyn Peil, Technical Services Manager

1. **Staff Education/Development:** Cataloger Kelly Bolter & I received our "Certificates of Completion" from the Leading Waukesha class on January 15 at the Common Council meeting.

On January 16, I attended a follow-up training session for NeoGov at Fire Station #1.

2. **Technical Services Activities:** On January 2, Pages Tracy Esser & Julie Nilsen counted 1,462 un-cataloged items in Technical Services. End-of-year holidays, staffing, and ordering contribute to this number.

The annual magazine weed began January 7 and was completed on January 17. Thanks to Technical Services Pages Tracy E. and Julie N. along with Circulation Pages Amanda Neuendorf and Tracey Heckencamp and library volunteer Ann Wanner who all contributed to this time-consuming project.

LAs Cindy Detro and Jenn Ubert withdrew the item records for the weeded magazines, completing the task in record time on January 21. In all, 3835 magazines were removed from the collection: 3553 Adult, Spanish & YA; 85 Reference Workroom; 197 Children's.

Therese Lyons, Head of Circulation

1. **Circulation Highlights:** In January **85,956** items circulated. Checked in items totaled **52,593** and **13,091** holds were filled. Library card registrations totaled **275** and **30,309** visitors came to the Library to take advantage of the many programs and resources offered.

2. **Continuing Education:** On January 16, I began a Gale Course on assertiveness in the workplace. I also attended additional training offered by the City on Performance Appraisals and Neogov. I am in the process of reading a recommended book for managers entitled "Dare to Lead" by Brene Brown.

On January 22, I began a Gale course entitled "Fundamentals of Supervision and Management II". On January 23 and 24, I attended the following webinars presented by the Wild WI Winter Web Conference: "A Steo-By-Step Guide to Library Hiring", "Silos No More: Harness Library Wide Teams for Success", and "Self Care: Preventing Burn Out." Members of the Circulation Department also attended webinars on customer service and self-care.

Kori Hall, Head of Program Development and Community Engagement

1. **Martin Luther King, Jr. Day:** The Library joined the country in celebrating MLK Day on January 21. Adult services honored the holiday by screening two documentaries in the Community Room—*Roads to Memphis: The Assassination of Martin Luther King Jr.* in the morning and *Capturing the Flag*, a film about voter suppression in the afternoon. In conjunction, the League of Women Voters were at the Library from 12:00 – 5:00 PM to register voters and answer questions about voting in Wisconsin. They answered 80 questions about voting and registered 5 voters. In the evening, adults and teens were invited to the Civic Theatre for a FREE screening of the documentary *The Blood is at the Doorstep*, a film following the aftermath of the Dontre Hamilton police shooting in Milwaukee. The movie was followed by a panel consisting of Dontre's mother, his two

brothers, Dr. Jennifer Huck from Carroll University, and Nurturing Diversity's Reggie Jackson. The event was attended by 130 people. Many thanks to the Civic Theatre for partnering with us to bring this event to Waukesha and to the Library's EDI Committee for making it happen. Finally, be sure to check out the Collaborative Art Project that was completed that day. Members of the community created Unity Circles, which have been compiled and hung near the Community Room.

2. **Wild Wisconsin Winter Web Conference:** The Library offered staff the opportunity to attend the fifth annual Wild Wisconsin Winter Web Conference held January 23 and 24. This free, state-wide virtual conference offers a variety of library-based training sessions and is a great way to connect with other library workers around Wisconsin. Eight, one-hour sessions were selected for viewing, with topics ranging from marketing, customer service, hiring, library signage, creating teams for success, and preventing job burn out. Seventeen employees attended 29 hours of training, which were broadcast live on the TV in the Library board room. The sessions have been archived so that they can be viewed by additional staff members in the future.
3. **Waukesha Reads/NEA Big Read:** The grant application for Waukesha Reads 2019 was submitted to the NEA/Arts Midwest on January 18. We were honored to receive \$15,000 in 2018, and are hopeful that we will obtain another grant this year as well. WPL has received NEA Big Read grants for 9 of the 12 Waukesha Reads programs that we have conducted thus far. We will find out if we received a grant near the end of April. Friends of the Library coupons from last year's Food for Fines service project had an expiration date of December 31. People were given a coupon for \$0.50 of any item in the book sale if they donated food and did not have an existing fine. Twenty coupons were redeemed as part of this project (\$10).

Amy Welch, Information and Adult Services Manager

1. **Continuing Education:** Elizabeth attended the first 2019 LITA meeting this month in Madison. Meetings will be held once a month, with the final meeting in June. LITA is the Wisconsin Library Association's Literary Awards Committee.
2. **MLK Day:** This year marks our first year celebrating MLK Day with Library activities held throughout the day. Staff from departments around the building participated in the EDI Committee's MLK Day Subcommittee, and planned events for all ages at the Library and at the Waukesha Civic Theatre in downtown Waukesha. Unity Circle activities, voter registration, documentary showings and more were held at the Library. The film screening of the documentary *The Blood is at the Doorstep* finished off the day with an excellent panel discussion and Q and A session. The response to these events was a positive one, and we are excited for next year!

1. Programs for Children and Families:

The JanBoree circus visited the library! Even the bitter cold couldn't keep more than 1,000 children and adults from enjoying the days' many wondrous events. Miller & Mike, former clowns with the Ringling Bros. and Barnum & Bailey Circus, wowed the crowds with their comedy juggling act. Later in the day, families enjoyed circus-themed activities, including a ring toss, make and take elephant masks and many more fun games and projects!

<u>Programs</u>	2019	2018
Total Events	42	43
Total Contacts	2573	2466



Afterschool games with the tweens continues to be a successful way for us to build relationships with the students. In fact, so much so, that we've expanded upon the idea to include other activities as well. Library Associate, Jason Penckofer recently offered a pop-up 3-D printing session to the delight of 8 middle school students.

At a recent "What the Tech?!"

class, kids had a chance to try out *Code-a-pillar*, a unique learning toy that encourages children to experiment as they play, helping them to develop coding, sequencing and critical thinking skills.

- 2. Community Partnerships and Outreach:** I attended the Hispanic Collaborative Network (HCN) quarterly meeting with Library Associate, Olivia Langby. This meeting is an opportunity to share information about our programs and resources with representatives of organizations who have a similar mission to our own. The next quarterly meeting is April 17, 9-11am. I am also the co-chair of a sub-committee of HCN called the Family Empowerment Action Team. We meet the first Thursday of each month at the library.

Community Library Liaison, Michele Gagner continues her work with Waukesha South Special Ed classes each week at the library. In addition, she offers book-talks and activities on a biweekly basis at the Hadfield and Whittier afterschool programs. She also did a Lunch Bunch book-talk at Horning Middle School with Teen Librarian, Carley Rymkus. Each will alternate weeks to offer twice monthly programs at the school. Michele met with SDW Chief Information and Technology Officer, Steve Schomann to discuss the logistics of virtual library cards.

I met with a Carroll University student who is interested in interning at the library. She will be available on Wednesdays, February thru April, from 3:00-5:00 p.m. to any children or families needing Spanish-language assistance. She will also help us translate library fliers or brochures when needed.

3. **Computer file clean up:** In mid-January, the Children's Services staff began the Herculean task of cleaning up files that we no longer need or are required to save per the records retention schedule. To date we have removed 1.3GB, 1,948 files, and 74 folders.
4. **Summer Reading/Summer Learning:** Library Associates, Kelli Cramer and Jason Penckofer attended a recent YS meet-up that focused on a discussion about summer learning vs. summer reading. In recent years, libraries have begun to update their summer programs by moving from the traditional summer reading model to a summer learning model.
5. **Children's Book Awards:** Kaushalya and Library Associate Chris Sturdevant attended the Bridges Mock Awards. Library Staff meet to discuss notable children's books published in 2018 and predict the award winners. Each year the American Library Association recognizes outstanding materials for children and teens at the Midwinter meeting. The 2019 list of winners can be found here:
<http://www.ala.org/news/mediapresscenter/presskits/ymapk>

Jim LaPaz, Head of Building Operations
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1. **Building:** We have been experiencing issues with the MK book return. The portable book return has been placed outside while we are open. So that we can leave it out overnight maintenance fabricated a bracket to go around a nearby bollard, installed an eye bolt in the book return, and linked the two with a chain and padlocks.

Park/Rec noticed a pole light issue in the east parking lot near the maintenance garage. I contacted the City Garage and they identified the lights as very old legacy lights that will be removed when it warms up. They also converted several parking lot lights to LED.

I provided the Fire Department with information on bed bugs for a possible issue.

We passed our yearly sprinkler inspection which was performed by Ahern.

Hennes replaced the two burnt out VAV motors in the staff room ceiling.