

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For November 2023**

Libby: Audio and Ebook Checkouts		
	2022	2023
January:	3,683	3,591
February:	3,050	3,274
March:	3,369	3,729
April:	3,270	3,210
May	3,040	3,484
June:	3,096	3,607
July:	3,473	3,712
August:	3,342	3,744
Sept.	3,089	3,614
October	3,260	4,044
November	3160	3,837
December	3170	
Totals	39,002	39,847

Physical Circulation for November	24,703
Nov. Libby:	3,837
Nov. Hoopla	512
2023 Monthly Total	29,053
2022 Monthly Total	27,643
New Cards	95

Total physical circulation for 2023: 267,726 which is a 1.37% increase from 2022

Library Director's Notes:

It was a busy month of meetings, interviews, committee meetins, annual reviews, and special events.!

- The Library was the host venue for the PBS Kids teaching event
- We participated in the Women's Only Weekend with a donation and a library information packet (with city colored M&Ms) for a prize
- We were the host venue for many of the events for Jingle Bell on the Rock. (Quartet, Vendor Fair, Antique Ornament presentation, a visit from Blue and Ana/Elsa, Ice carving, Letters to Santa) It was a busy day! I want to convey a thank you to Jamie, Lynn, Heidi Z, and Heidi W, Laura, and Julie for working extra hours to allow the building to stay open until 7 pm. A really big thank you to Noah for volunteering to wear the Bluey costume!!
- I attended the City Leadership Team meeting. Cari and I attended a tabletop exercise for emergency planning.
- Other meetings included; Main St. Board and Promotions Committee Meeting, Bridges Marketing Meeting, Family Resource Center Board Meeting, Bridges Director's Meeting and Friends of the Library. Tina assisted me with a bookclub tour. I also met with Alderpersons Davis, Blanke, and Wetzal. Also, the City Attorney
- With Jamie's help, I host our Cinema Club movie night once a month.

And...we decorated for Jingle Bell on the Rock/and the holidays! Kevin did the bulk of the work, climbing up ladders and hanging lights. I wanted to create a warm, festive, and welcoming holiday atmosphere. Kevin is out on FMLA until after Christmas. Luckily we have John to help out in Kevin's absence.

We are wrapping up end of the year reviews. I am happy to report that all team members received a satisfactory review for 2023. I'm not surprised by the results! I am fortunate to work with a great team. A reminder for our goals for next year:

Goal:

We recognize that the library team provides and exceptional level of customer service. Our team goal in 2024 is to elevate the patron's positive experience further. This will be achieved through:

- Cross-training all team members to work at all service desks
- Expanding awareness of the educational and life-long learnings aspects of library use

- Maintaining, enhancing and increasing the promotion of library services, materials, and resources through outreach, social media platforms, engaging displays and programs, and welcoming library departments.

Monthly Department Information

Adult:

I am writing this summary on Sunday morning, the day after Jingle on the Rock. The library was a bustling place during the event, and lots of people commented in surprise that we were open the whole time. I think they appreciated having a place to come to warm up, along with seeing Anna, Elsa and Bluey. You'll notice wifi statistics missing from October and November in the board packet. I've been having issues with the dashboard used to gather usage statistics, and Dan from Taylor Computers said the hard drive in our cloud key device is going/has gone bad. He was working with the manufacturer to see if it's still under warranty. Danielle was promoted to the Cataloger position earlier in November. leaving a hole in the Reference department. People from other departments have chipped in to cover desk time, which is always appreciated! I invited to speak to the Wethonkitha women's group at the Rose Garden restaurant and promoted the library. My book club at the Senior Center continues to be very popular, and we will start our third year of the group in January. Laura had a full house for her laundry soap making class and is planning a Holiday Gift Wrapping Party on December 20. If you want company wrapping your gifts, bring them down to the Community Room to enjoy snacks and hot cocoa while you wrap!

~Jamie

Children's:

November was a month full of the normal hustle and bustle of the time leading up to the holiday season. We had our regular slate of programs, monthly school, library and daycare visits, as well as some fun special stuff along the way. We had a great time celebrating Dino-ember with a dinosaur themed storytime (including a dino tail craft that was adorable!), dinosaur science at STEAM Team, and Donuts with Dinos Storytime on a Saturday that had nearly 100 people attending! During the week leading up to Thanksgiving, we had an always popular scavenger hunt with a Turkey Hunt taking over the TalkReadPlay Center, special Library Kids Club and STEAM Team turkey themed programs, and a showing of the new movie "Elemental" that had nearly 70 participants. We are on month 2 of our new subscription boxes and it's been fun picking out books for the 12 kids we have participating in this 3-month subscription. The feedback from the kids was great and they really loved the books I chose for them. I was able to complete my staff's annual reviews and set goals for next year by the end of the month and we are now ramping up for the upcoming Winter Library Challenge that will run from 12/18-

2/11. Early registration will begin on 12/11! It's sure to be a busy December through February in the Children's Department!

~Tina

Teens:

"November was a good second month of programs for me, with time spent between planning (and doing) programs and working on finishing the YA collection. I can finally say I have completed my goal of moving all of the YA fiction into genres, with everything labeled and ready to test out. I have already gotten feedback from teens that have seen the new system, most of which love how easy it is to find books that are similar to their favorites! My gaming tournament this month was Gang Beasts, and it was a hit yet again! The teens (mainly the boys) have told me how much fun they had and how excited they are for the next one.

We also started up a new Subscription Box service for all ages, and I had a lot of teens sign up for it. Picking what they were going to read without them knowing was a fun task and I'm excited to hear feedback of my choices from them soon!"

~ Brittany

Circulation Department:

We have new things going on at the library! We welcomed Danielle to the circulation department and she is getting settled in and learning to catalog. We are gathering donations for the Watertown Humane Society this year. There is a pretty silver tree with tags to take to purchase items on their wish list! You can also give a monetary gift as well. This one is close to my heart because I love animals and their mission is helping them.

We have a new movie display this month showcasing movies set in the wintertime and another display with books & movies to guess the theme and enter to win a prize! I hope you will come in and check them out!

It may be blustery outdoors but the library is warm and welcoming with our lovely decorations and cozy fireplaces!

~ Cari