

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For February 2026

Libby: Audio, Ebook & Magazine Checkouts		
	<u>2025</u>	<u>2026</u>
January	3,974	4,850**
February	3,671	
March	3,976	
April	3,986	
May	3,937	
June	4,669	
July	4,930	
August	4,022	
September	4,051	
October	4,074	
November	4,144	
December	4,184	
Total	48,391	

Physical Circulation for January	18,780
January Libby January Libby Mags	4,850 503
2026 Monthly Total 2025 January Total	24,133 28,370
New Cards	99

**January 2026 circ impacted by brutal temperatures.

Library Director's Notes:

February is [National Library Lovers' Month](#), a month-long celebration dedicated to cherishing the libraries, librarians, and staff that provide community, resources, and free access to knowledge!

Friends is doing a Round Up event at Piggly Wiggly from February 15-21. Please support Friends and shop local!

Agenda items under the Director's Report includes information for 2025 and 2026. We have not received final invoices for several 2025 budget items.

Library Board Finance Committee approved hiring a PT custodian to assist with facility cleaning and maintenance. Further information can be found in the Finance Committee meeting notes.

I've included a copy of the Fund Balance policy in the packet. I have sent the document to city attorney for her review.

I was contacted by a parent to see if their daughter could "shadow" library staff for a day for a school project. I agreed and staff kept her busy helping with van delivery, pick list, loading the hold shelf...her eyes really "lit up" when we asked her if she wanted to shelf read. A young librarian in the making!

The Chamber of Commerce hosted a Lunch and Learn in the Community Room. One of the attendees brought their service dog. Another attendee showed up with their support dog, which resulted in a dog squirmish. I let City Hall know and the Chamber filled out a police report. Nobody was hurt.

Scissor lift has been ordered. John secured 3 bids and the lowest bid was selected. I ordered the lift from RH Equipment and Services in Mayville. Delivery is scheduled for February 16.

It's tax season! Most of the state and federal forms have arrived. Lynn does a great job of maintaining and ordering the forms.

I contacted the city attorney about developing a policy for filming in the library. She will assist with developing a policy.

Friends purchased a “book toaster”, a thermal book binder repair machine. We will dedicate more time to mending books in the collection instead of re-ordering popular materials. Our toaster will streamline book repairs and re-adhere signatures and loose pages back into books

John and Tod are helping me re-envision the Teen Gaming Room. We are adding an electric fireplace, courtesy of Friends. Please stop in and look at the room! John and I gave Cliff and Carmel Lueck a tour of the space. Cliff was our custodian for 40 years. It has been fun digging through all the historical items and finding ways to display them in the room!

Tina and I met with the patron who requested the removal of a book from the collection. Following library policy, Tina, Jamie and I read the book. Tina and Jamie provided me with their overview and recommendation. I also contacted the CCBC at UW Madison. Per library policy, I responded via written letter, to the gentleman, letting him know that my decision was to leave the book on the shelf. He had requested assistance from the library to help him and his family make book selection decisions. Tina has prepared a document providing links to resources. We will combine that document with Jamie’s “The Library and Your Family” handout and make it available at the Children’s Room Desk. This information was conveyed to the patron in the letter I sent.

Noah is working diligently at organizing the Film Festival in March. He is connecting with downtown businesses for prizes and working closely with Matt from the theatre. John has also stepped up to help. Noah is doing a great job building off of last year’s successes. This event is underwritten by Friends.

Monthly Department Information

Adult:

We are off to a strong start in adult services this year. Our programming has been holding steady, with people especially enjoying our craft programs. In January we held two special craft programs - a Paint Along (attendees listened to music and painted whatever the music made them feel) and Happy Boards (attendees made collages of things that make them happy). Feedback from both of these was "when are you going to do it again?!" We have seen two prototypes of our new website and are getting excited to see that project come together. Noah has been working on details for the 2nd annual WPL Film Festival. This year it will be a two-day event - March 9 & 10 at the Towne Cinema. Doors will open at 4:30 pm and the event

starts at 5:00 pm. I really hope some of you will come to see Noah's vision come to life (again)! I ordered two new TVs for the Friends, which will make it easier for them to keep their advertisements up to date, using a Google Slideshow. They will hopefully be up and running by the next board meeting.

~Jamie

Children's:

January was a pretty normal month for us, as far as programming and school and library visits go. We had a fun "No School Movie Day" watching "The Bad Guys 2" and have been busy still registering people, giving stamps, stickers, prizes and SuperDraw tickets for kids, teens and adults for our Winter Library Challenge. As of 2/2/26, we have 449 kids, 84 teens and 151 adults registered for our 2026 Winter Library Challenge. For comparison, in 2025 we had 463 kids, 81 teens and 166 adults that participated, so we are right on track for our normal WLC participation right now.

I am so very happy to report that the Children's Department is FULLY STAFFED for the first time in what feels like a very long time! Fallon has joined the team as a Children's Library Assistant and we did her training this month. She's doing a great job in her new role within the library and we're excited to have her as part of the Children's Department! I had a few days of vacation this month and Xander was able to step in and do his first storytime, which went very well. It's nice for me to know that if I do have to take a day off or am out sick, my crew is ready and able to fill in for me. I'm looking forward to starting to get our Summer Library Challenge planning underway now that we're wrapping up our Winter Library Challenge.

~Tina

Circulation Department:

Winter time is definitely here! We are a warm place for everyone to spend time with the cozy fireplaces to enjoy! The coloring contest entries are being displayed in the circulation area for voting. So many talented artists! We have moved the puzzle exchange to the circulation area for easier access for swapping, it is just inside the door! We rearranged the furniture a bit on the lower level. Teens are using the new location of the ps4 gaming system more. Stay warm, everyone!

~ Cari

Tweens/Teens:

This month, teens had lots to keep busy with! There was the winter coloring contest, which saw nearly 20 teen submissions and over 200 votes cast overall! Patrons continue to participate in the Winter Library Challenge, reading, doing

activities, and getting prizes. We did Homeschool Tuesday for the homeschooled kids and teens and organized 8 different craft stations for them to visit and be creative! Adults and teens also made “happy boards” – a collage of the things that make them happy.

The Kids' Choice Awards program continues to be a challenge. While many of the Kids' Choice books are getting checked out from our display, there was minimal participation in the Kids' Choice Awards Event Series. The WUSD Library Media Specialists helped us to promote Kids Choice over the last few months for 4th-6th graders. They helped to share the Book Talk videos created by system librarians, promoted the Kids Choice Awards Event Series we hosted and are offering to have voting available at their schools. We are hopeful that as the tweens start voting on their favorite books, that we will start to see more participation. As of 2/3 there are 5 votes that have been cast from Watertown.

~ Kaitlyn and Tina