

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

<b>Libby: Audio and Ebook Checkouts</b>		
	<b>2022</b>	<b>2023</b>
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	3,836
Totals	39,002	43,683

Physical Circulation for November	22,886
Dec. Libby:	3,836
Dec. Hoopla	563
2023 Monthly Total	27,208
2022 Monthly Total	26,947
New Cards	94

## **Library Director's Notes:**

Happy New Year!

Please review the bottom of the monthly budget report for final December numbers. Fund 11 - 2023 budget is in the red but we will have some Fund 1 money left over, for a variety of reasons. We had a healthy increase in Libby checkouts in 2023. Please remember that Jefferson County does reimburse libraries for Libby checkouts to non-residents.(TNR) Perhaps we will see an increase in some county funding?

We've had an open PT position since Barb's retirement and the shifting of jobs. I have offered the position to Noah, one of our library pages. He will fill the Tuesday night time slot, help with Teen events and assist in the Children's Dept. if needed. He will work with Jamie on Weekend 2, which provides an opportunity for Jamie to schedule adult focused events on a Saturday. I have informed HR that this is an in-house promotion. This position was included in 2024 budget.

December quieted down a bit. I took 2 weeks off to use up my vacation days. I did carry over 40 hours as allowed by the city handbook.

We continue to struggle with slow internet and poor phone reception for all calls. Jamie and I have reached out to Complex Securities and we will move forward with adding another switch so that phone traffic and security camera traffic operate on independent networks. Our IT folks (not city) and Complex Securities cannot guarantee that this will fix the problem but the phone reception is impacting library business so this is the first step we are taking.

The Library is participating in the OPEN HOUSE DOWNTOWN WATERTOWN event of January 20. People will have an opportunity to view our 100+ year old vault and the third floor of the library. I could use some volunteers to help out!! This is a great time to engage library patrons in your roll as a library trustee. I would also like to provide a small snack throughout the event (or while supplies last) so I would need assistance with the snack table.

Our All-Staff in-service is February 7. So far ADRC is doing dementia awareness training so that our library can be designated as a dementia friendly community resource. Steph Curtis, from Family Resource Center, will be providing some training for team members. I'm looking into some DEI informational training for staff. We plan to do some social media prep for upcoming postings and skill

development. Department meetings will round out the day and maybe some shelf reading and shelf straightening.

### **Monthly Department Information**

#### **Adult:**

In December, Angela Meyers from Bridges asked me to stand in for her at a meeting made up of folks across the country working to bring more awareness and resources to Memory Cafes. They are currently in the messaging and branding stages of their work, and it was so interesting to hear about all the things that go into this mission. I spent a lot of time using the Cricut for multiple projects, including the WPL tote bags I'll be giving out for the Winter Library Challenge, as well as designs used for the Winter Solstice craft program. I had 13 people show up to put winter sayings and designs on t-shirts and tote bags and people commented on how we should do a similar project for each season. Bookies Book Club took a break in December, but we'll be back in January to discuss *The Color Purple*. My hope is that maybe some of the attendees saw the new version of the movie and we can incorporate that into our discussion. I am also hoping that people who may have New Years goals to read more try out my Show & Tell Book Club that meets every other month. The floor box in our Community Room is, yet again, on the fritz, so I'll be working with Andrew from the City and possibly Omni to get it fixed now that the holidays are over. For now, people who need to use the equipment can utilize the extra-long cord we have from the control room to plug in their laptops.

~Jamie

#### **Children's:**

December brought a lot of fun and preparations for the Winter Library Challenge! We had our regular schedule of programs that ran through the week of December 15 and then took a break over the holidays from our normal schedule. We had a special Silly Snowman Scavenger Hunt that had 350 participants over 2 weeks, as well as two No School Movie Days, showing "Paw Patrol: The Mighty Movie" and "Ruby Gillman: Teenage Kraken" with over 80 people attending movies over break! Early registration started for the Winter Library Challenge on December 11 and the program runs this year from December 18 through February 11. As of 1/4/24, we have 393 kids, 76 teens and 137 adults registered! People are excited to have another challenge to participate in and have been bringing their activity logs in for stamps, prizes and SuperDraw tickets the last few weeks. We continue to be busy with Book Bags each month and CR staff is

working on promoting our digital resources on social media with a focus on children's materials, such as Tumblebooks, Hoopla and Libby, as well as the awesome collections we have in Children's, such as STEM Toys, Launchpads, American Girl Dolls, At Home Learning Kits, etc. Tumblebooks does provide statistics for us and I've included the chart showing 2023 usage. We started promoting Tumblebooks on our social media in September, and as you can see, it has seemed to help with increasing usage! This is something CR staff will be continuing into 2024 with the hopes of focusing on all the great collections and digital content that we have available free for families and patrons.

**~Tina**

### **Teens:**

"December was jam-packed with things for teens! The first event of the month was a Marvel event, where teens could come do crafts related to the superheroes (and villains) while chatting about them. I then had my monthly gaming tournament again, which was Fall Guys this time. The boys who participate always look forward to competing each month! I also had plenty of craft events for the month- ornament making, cookie decorating, and snow globe making! All of these were huge hits for the teens to the point I nearly ran out of supplies! Many of the teens who came to the events this month said they were excited to see what I was going to come up with for January. I am glad to see they are looking forward to them!"

**~ Brittany**

### **Circulation Department:**

Happy New Year!

We are excited for what the New Year will bring in serving our patrons! We have had lots of patrons visiting and also new patrons getting library cards and visiting the library for the first time, it is exciting to be able to tell them about all this library has to offer them. They are so thrilled learning about the library of things and digital content to enjoy as well as the thousands of books, movies and audio books on the shelves!

We have been assisting with lots of services for our patrons. Faxes, copies and scanning to flash drive. It is always a pleasure to help patrons find the next book in the series they are reading as well as helping them find a new author to read after they have finished reading all the books by their current favorite author.

Patrons have been spending time sitting by the large windows in the circulation area watching the snow fall or the winds blow. We have been selling more coffee as the outside temperatures drop.

We have lots of movies on display about freezing cold weather and all the perils that go with that to enjoy while being cozy indoors and the new display going up titled: New Year, New You. Keep your New Year's resolutions so stop in and check those out!

**~ Cari**