

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DIRECTOR'S REPORT
For January 2024**

Libby: Audio and Ebook Checkouts		
	<u>2023</u>	<u>2024</u>
January:	3,591	
February:	3,274	
March:	3,729	
April:	3,210	
May	3,484	
June:	3,607	
July:	3,712	
August:	3,744	
Sept.	3,614	
October	4,044	
November	3,837	
December	3,836	
Totals	43,683	

Physical Circulation for January	23,601
JAN. Libby:	
JAN. Hoopla	
2023 Monthly Total	
New Cards	110

Library Director's Notes:

Happy National Library Lover's Month

2023 final numbers continue to roll in. Lynn is updating our spreadsheets as needed.

Complex Securities completed the work to add another switch to our racks so that phone traffic and security camera traffic operate on independent networks. We were not given any guarantees but phone reception and camera performance has improved 100%.

We had struggles with plowing of the parking lot and driveway with the snow events earlier in January. January 9 was fantastic; plows showed up before we opened and the lot/driveway were clear for patrons. January 11 we had to call to be plowed out after we had opened.(patrons were not happy), January 12 we were closed, January 13 I closed because staff/patrons did not have safe access to the parking lot or building. The lot was plowed out later in the day on Saturday. Hopefully we are snow free for the rest of the winter I'm happy to report that the Street Dept. re-installed the missing Handicap Parking signs that were removed during Water St. sidewalk construction.

The Library participated in the OPEN HOUSE DOWNTOWN WATERTOWN event on January 20. Several staff remained until 2:00, Friends provided volunteers, and Tom and Andi all assisted in providing a wonderful day for visitors. I hung out by the vault, people were amazed at our vault with the big question...why did the library need a vault. We had great discussions pondering the "why"? I had a fantastic day chatting with folks, discussing the history of the facility, and introducing people to the facility...some had yet to visit and were impressed the updated facility! The third floor access was also well received because many did not realize there is a 3rd floor to the facility. Friends provided a light snack and a raffle prize!

I'm always impressed by our team members who go the extra mile to help out wherever needed in the facility. We've been short-staffed at times, for a variety of reasons, so I would like to give a "round of applause" to Cari and Lynn for stepping up and helping at service desks when needed. Thank you!

NoahChowanec has been promoted from a Library Page to a PT Library Assistant in the Reference Department. We are all happy for Noah's promotion.

On the flip side, two team members from the Children's Department have resigned; Carley and Amy. Amy's last day was going to be February 1 but she will stay on and assist with coverage on nights and weekends until we can fill the position or another decision is made. Carley's last is February 13. Letters are included in the packet. Xander, will make a transition from a PT Library Assistant in Circulation to Children's. Going forward, we will still have two open PT Library Assistant positions and one Library Page. (3 vacancies).

I've been working on completing the 2023 Annual Report prior to February 8 meeting. Final budget figures are trickling in and Lynn has been adding to our spreadsheets so that I can provide budget information on the report. The Annual Report is due to the state on/by February 29. DPI and Bridges have prefilled many fields and also provide worksheets for staff to maintain for the year so that providing stats for the entire year is not so time consuming.

Stephanie Juhl reached out to Jamie and Tina regarding a collaboration on a St. Patrick's Day event at Bentzin Family Town Square on March 17. It was determined that this would be a children's focused event so Tina has taken the reins of making plans with Stephanie. If the weather is not conducive to an outdoor event, Stephanie would like to move the event inside the library. We are still working on logistics, and impact on library staff and patrons. Children's will provide a craft for kids to complete in the TalkReadPlay Center. Water St., outside the library will also be the starting point for the JigJog on March 16. Weekend staffing is our lowest staff coverage, with no restroom cleanup scheduled on weekends.

Our Friends of the Library is struggling a bit for leadership. The current president has stepped down. There are still several dedicated volunteers that keep the organization running. Erin and I met to discuss fundraising ideas.

Monthly Department Information

Adult:

In the month of January, we experienced significant success with two key programs: the Book Lovers' Retreat and Lunch & Learn (partnership with the Chamber). The Book Lovers' Retreat provided an enriching and enjoyable experience for avid readers, fostering a sense of community and shared literary passion. Additionally, our Lunch and Learn program garnered positive feedback, offering valuable insights and knowledge to participants. A speaker from the UW Madison Law Library came to talk about AI. Peg and I interviewed Noah for the

open Library Assistant position in Reference. His addition to the Reference team will be a smooth transition and he will be given the opportunity to add a lot of new skills to his toolbox!.

~Jamie

Children's:

January was a bit of a rough month for us in the Children's Department, as two of our library assistants are leaving us. Amy and Carley have both submitted their resignations and will be moving to new opportunities. We've also had some winter weather this month that caused a few snow days and program cancellations, but overall, we had a good month getting back to programming after a winter break. We had a perfectly timed "No School Movie Day" on one of the coldest days of the month and had nearly 60 people come enjoy the new "TMNT: Mutant Mayhem" movie. I was able to attend Lincoln's Family Literacy Night on 1/25! It's always fun seeing kids outside of the library and I handed out bookmarks, library calendars and was available to issue new cards as well. They had a world-record holding Yo-Yo-er, who I'm hoping might be able to visit the library this summer for a program too! I've added a few new things to our monthly program numbers for 2024. Last year I kept track of how many kids and how many adults attended preschool age programming. I have added those columns to our monthly numbers and I've also added views monthly on the Tumblebooks platform that we have for families to use free with their library cards. We've been actively promoting our digital resources and you can see there has been an increase in use, especially for Tumblebooks! Let me know if you have any questions about these new columns on the monthly Children's numbers.

~Tina

Teens:

"January brought us some crazy weather (and closings) that luckily did not hinder my event schedule! I had a fun guessing game at the beginning of the month, where teens tried to guess the brand and flavor of various beverages. They told me it was fun, but "too easy", so I plan to do a more challenging version in the future! Then we had jewelry making, hosted by Danielle, which they were super excited about since it was for adults only in the past. Registration for it was filled quickly and there were several teens on the waiting list too! Then I had my gaming tournament, which was based around the NBA game this time. Finally, there was making tie blankets, which had a full registration. The teens (and their parents) said they loved the idea and were happy to have the blanket to keep them warm during this cold weather. The Winter Library Challenge is also almost over, and teens are still signing up! I have one every couple of days asking to participate, even if they

only have a couple of weeks. I'm excited to see how many we will have signed up by the end of it, and who will win the prizes!"

~ **Brittany**

Circulation Department:

Happy New Year!

It is Library Lover's Month and we have fun things going on. We have an awesome library wide scavenger hunt! It is exciting for circulation to be involved in this! Stop in and see the pretty red and white lights and hearts on the silver tree and in the window display. We have lots of new books, movies and audio books to check out here on the first floor! Happy February!

~ **Cari**