

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

<b>Libby: Audio and Ebook Checkouts</b>		
	<b>2023</b>	<b>2024</b>
January:	3,591	4,028
February:	3,274	3,630
March:	3,729	3,934
April:	3,210	3,832
May	3,484	3,890
June:	3,607	3,750
July:	3,712	4,066
August:	3,744	3,723
Sept.	3,614	
October	4,044	
November	3,837	
December	3,836	
Totals	43,683	30,853

Physical Circulation for July	24,420
Aug. Libby:	3,723
Aug. Libby Mags	363
Aug.Hoopla	453
2024 Monthly Total	28,959
2023 Monthly Total	30,599
New Cards	171

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

**SEPTEMBER IS LIBRARY CARD SIGN-UP MONTH! JAMIE HAS PREPARED A MONTH LONG CELEBRATION! A DOUBLE WIN FOR THOSE WHO SIGN UP...A NEW CARD and a PRIZE. BRING YOUR FRIENDS AND FAMILY TO SIGN UP!**

John K has gone “over and above” to assist the library team due to Kevin’s unexpected retirement. He helps staff with the “little” day to day jobs, vacuums and cleans the floors and mows the lawn. He even repainted the Big Blue Library Chair, which had peeling and flaking paint.

Kevin and Gail have stopped in for a few visits and continue to provide updates.

All supervisors are finishing up August “check-ins” for evaluation purposes.

I spoke at the WUSD teacher event, that welcomed and acknowledged the new school year and recognized years of service. I highlighted library opportunities and asked that teachers encourage all students to get a library card and if possible, bring students to the library. I also noted that we are here to partner with teachers if opportunities arise. I received a phone call from a teacher wondering if her students could volunteer at the library. This would be the REACH Beyond 18 Transition Program, The first visit will be September 16.

I’ve haven’t received an update regarding the fiber install. There could be a budget implication but I did not receive any information prior to submitting the 2025 budget

*Continued Issues with RTU-1 Email with Surefire: We heard back on the replacement motor for RTU-1. Tech support recommended replacing the motor and VFD. The motor was tripping out on overcurrent which was causing the unit to go into emergency shutdown.*

*Our estimated costs for these parts is roughly \$3,010. We are estimating 6-8 hours of labor to replace the motor and VFD, and reprogram the unit. We also have around 4 hours from Brett’s service call to diagnose the issue. Total cost range for everything is around \$4,860.*

*I gave the okay to order parts but pushed back on the library paying for all costs, noting that this is a documented issue for the past 2-3 years.*

*Surefire reply: I am working with our rep to determine if the motor issue was chronic since we installed the rooftop unit. I will do whatever I can to get the motor and VFD costs covered or reduced.*

Library team members will participate in an all-day in-service on October 9. I am still developing the agenda for the day.

Staff from the Oconomowoc Public Library will visit our library in October to tour our fantastic facility. Oconomowoc has started renovation/expansion plans. (Or perhaps a new building. I am not sure.)

Tina and I participated in several interviews in August for the open position in Childrens. The position has been filled but we now have an opening in Adult Services due to Regina Thompson's resignation set for the end of September. We will look into seeing if some of the people interviewed would be interested in the new open position.

Friends took the summer off and will start up on monthly meetings starting on September 9.

We've started having Covid popup in the building.

### **Monthly Department Information**

#### **Adult:**

On August 1, Heidi (who normally works in Circulation), led a program about making Affirmation Jars. These are jars filled with positive or inspiring words that you can read when you are having a tough day. We did not require registration, and 25 people showed up! We were able to improvise and find enough material in storage so that everyone could make a jar. The feedback was amazing and shows that programs like this about self-care are needed in the community! It was Heidi's first program, and she did a fantastic job! I was on vacation for a week and appreciated folks from other departments stepping in to help cover Reference. The longest standing member of the department, Regina, submitted her resignation for later in September. She came to work at the library pretty much straight after retiring from her teaching job, and while we will miss her greatly, it's wonderful that she is going to finally fully enjoy retirement! September is Library Card Sign-Up Month, and we have a fun activity planned for all ages. They can pick up a bookmark from us, and if they complete 5 of the 8 tasks on the back (there are different choices for different age groups), they get a scratch off card. Each scratch

off is a winner, with prizes like a free scoop from Mullen's, \$5 off at Literatus, a free book from the Book Nook, etc.

**~Jamie**

### **Children's:**

August was a bit of a slower month for us, program-wise, as we wrapped up our Summer Library Challenge and prize winners claimed their earned baskets, books and prizes. We had Reading with Rover and are excited to introduce some new furry friends in August and September that are newly certified! We had our Owl Buddies Wrap Up and all of the kids and teens shared their e-books, which was so much fun! We had a few special programs, including Rock Painting and we put Slinky the Rock Snake back out along the path outside the TalkReadPlay Center, a Club LEGO Challenge to reintroduce Club LEGO for the fall, our annual "It's Time for School Storytime" with a visit from a school bus, and two Back to School Movie Days showing new releases "IF" and "The Garfield Movie". We also had Back to School BINGO all month long for kids and teens, with new BINGO sheets weekly for 5 weeks. Kids and teens completed 2 bingos on each sheet and were able to spin the prize wheel to earn school supplies throughout August. I was able to attend the New Teacher Breakfast to welcome the new teachers and staff to Watertown and share with them all that we can do to support them both personally and professionally at the library. I also attended the Bridges Summer Wrap Up Celebration, which is a great opportunity to gather with other children and teen librarians in our system to celebrate and collaborate all things Summer Library Challenges, as well as discuss upcoming fall programs a bit too. We are taking the time now to prepare for our upcoming fall program schedule, planning on training and getting our new staff member in children's, Bella, this month, and getting some projects around the Children's area going during the next few weeks before regular programming resumes.

**~Tina**

### **Teens:**

August was a pretty slow month for teens in terms of programs. I assume everyone just needed a bit of a break after the busy summer before school started. There is a good amount of programming both active and passive planned out for September so I am looking forward to executing those and hoping for some good turnouts. Hoping to carry over a portion of the teens that regularly came to summer

programming into school year programming as well. I think this next month will be a bit of tester month to feel things out and see what works and what doesn't.

~ **Gabby**

**Circulation Department:**

Hello from the circulation desk! The treasure hunt has wrapped up and we enjoyed having patrons from other Jefferson & Waukesha county libraries visiting us. We have information about free rentals of kayaks and bikes at the circulation desk. I hope everyone had a nice summer!

~ **Cari**