Pewaukee Public Library
Director's Report
February 2024

Library Services Department (from Madi Cooper, Library Services Manager)

The start of 2024 came with two new pages. One of the hires was a replacement for a page that left at the end of 2023. The new hire worked with us over the summer through Pantheon, so she already came in knowing a lot about the library and how to shelve. Training her has been going really well, and she is already turning out to be a great addition at the library. The other page that I've hired is a new position this year. She comes in twice a week to assist with the morning duties. It's already shown to be a great benefit after getting backed up due to holidays and weather closure. When summer comes I know it's going to make an even bigger difference.

At the end of last year, we had started a puzzle collection. It has been very successful, and we have been getting so many donations from patrons. The collection started with just 15 puzzles, and we are now up to 77 and growing more each day. We had to find a new spot in the library for it because of its growth. This year, we were also able to include puzzles for kids which has gone great! I am very excited about this collection and hope it continues to grow.

Thanks for everything you do for the library!

Adult Services Department (from Kelly Nelson, Adult Services Manager)

- This month we were able to successfully launch our new online calendar. This calendar combines the ability to take room reservations from the public and also contains our library events. These two things were previously contained in two separate calendars. The discontinuation of one of these products prompted us to combine these into one calendar and we're very happy with the results.
- The 4th annual Great Puzzle Giveaway began in January. With donation funds from the Friends of the Library we are able to purchase 10 puzzles that are given away weekly during the winter. Each entrant must correctly complete a word search, word jumble, or crossword to be entered. So far, we've seen over 80 entries each week, with some entrants enthusiastically sending their entries back soon after they're available online.
- Our Winter Reading Challenge is underway. Patrons are encouraged to let us know what they're reading, write book reviews, or check out items from some of our special collections for chances to win local gift card prizes. Prizes are funded by the Friends of the Library. The challenge will run through March 16.
- I held our first Book Tasting event on January 24. This program is designed as an informal book club, but instead of participants reading the same book and discussing it, everyone is encouraged to bring titles of books they've read recently and share about them. We had a great discussion about many different titles and with the positive response I'm excited to be able to host this again in the future.

Thanks for your support!

Youth Services Department (from Peter Blenski, Youth Services Manager

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Our biggest news is that our programming for Summer Reading is blocked out. We will be increasing programming by around 50%. Highlights include a new weekly Monday craft program to incentivize starting the week with the library, 3 story times (1 in the park, and 2 in-house), a new dance party program for toddlers, and 2 evening programs (one for all ages and one for teens) to benefit the families that can't make it to all of our programming in the morning.
Our collaboration with the Parks Department went really well for their "Hearts Alive" line of programming. Our storytime and Crafternoon kids made over 50 Valentines for the residents of The Waters of Pewaukee and Kirkland Crossings. Positively Pewaukee assisted with dropoff, so was another connection we were able to make with this partnership.

Happy Anniversary! A small display is up in Adult Fiction to celebrate our 120th anniversary; it should be up from February to April. But most of what's on display will go up on our Facebook page over

spring to reach a wider audience. Over 200 newspaper articles and photos were scanned to prepare for the project and backed up on our drive, so future generations can know the history of our library as well.

A small shifting project is happening in kids, but it will have a pretty big impact. We'll be condensing our kids nonfiction a bit too make room for our growing graphic novel section. Sandy ran a report and found that our 1,759 juvenile graphic novels went out 12137 times in 2023, so an average circ of 6.9 times per item. That's huge compared to most of our other collections, so we definitely want to expand our offerings here. We will also be cleaning up our board book section with this shifting project.
Nan and I also discussed a potential project with the big red boat in the kids library. The shelves on the side are useless for actual shelving, so I think it would be really wonderful to hollow it out and make it a reading nook area. Oak Creek Library has something very similar with a giant train you can read in and ride on. It would make the library more of a destination and would be a great photo opportunity. My godfather is a retired carpenter, so he will most likely be coming by to just assess the project to see: 1) can it be done?, 2) what would have to be done to the boat?, 3) how much would a project potentially cost?
Lastly, we applied for a big grant and won a small one. I applied for the Science Kit for Public Library grant so that we can get science kits as part of our Library of Things. We should find out about that in March. We won a much smaller grant for the Teacher Literacy Project Award. We were gifted 5 sets of large alphabet foam tiles that we will use for story time. The committee liked the proposal so much that they gave us 5 sets when we only asked for 4.

Administration (from Nan Champe, Library Director)

- *Meetings/Events attended:*
    - January 9 : Library Closed due to weather event
    - January 12: Library Closed due to weather event
    - January 13: Delayed Opening (12noon) due to snow cleanup
    - January 12: APL (Virtual)
    - January 16: Pewaukee Library Foundation Meeting
    - January 17: LB Meeting
    - January 22 : DH Meeting
    - January 23: Sump Pump Backup – Lower Level closed
    - January 24: Joint Library Agreement Committee Meeting

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- *Joint Library Agreement Negotiations.* A meeting was held on January 24th. Another session is scheduled for February 28th so negotiations are continuing.
- *Closeout of 2023 Budget.* I will send you the final financial reports from 2023 and the February 2024 reports early next week. I'm waiting on one final adjustment. Here are some highlights that you will see:
    - Donations. We took in several generous donations in 2023 and some of these funds remained unspent. With this surplus, I have added the Resolution to be approved to assure that this remaining revenue is added to the Library's restricted fund balance.
    - Fund Balance. You will see a general increase in the Library's fund balance. In 2024, we will be adding $42,460.62 to the restricted fund balance which is surplus of gift money. You will also see a reduction in the general balance of $20,077.61.
    - Capital Expenditures. In 2023, we completed 3 capital projects; the replacement of the elevator door, the replacement of Roof 1 over the children's room and renovation to the service space with the wall opening and the addition of a new youth services desk. The cost for these projects is broken out in the Library's annual report.
- *January Stats.* We have started off the year strong. I believe that our continued growth is directly related to stronger program offerings, the expansion of our nontraditional collections and improved customer service with the new service model. My highest regards to all the staff and I look forward to this continued trend in 2024. Here are the highlights:
    - We had a great circulation month even with 2 days of unexpected closings due to the snow. Our total circulation was up 11% compared to January 2023. Circulation of print material rose as well as our digital circulation. The growth in Hoopla is a direct result of participating in the Flex program. We are the only Library in Bridges offering Flex. We continue to see new registrations for Hoopla with patron using both new popular Flex titles that they may need to go on a hold list for and Instant titles.
    - We also saw a significant increase in our LSER calculation in January. The LSER rate signifies the use of the Pewaukee Library by City and Village of Pewaukee residents.
    - For 2024, I have also added a calculation for percentage of digital circulation. Monitoring this growth is important for determining collection size and material expenditure allocation.
- *New Employees.* We welcomed two new employees this month. Keira Thompson's first day was January 8th and Sarah Conner's first day was January 16th. Both employees are working as Pages.
- *Copy Machines.*
  I have moved forward with the securing the copy machine contract with Rhyme. Here is an analysis of the savings that we will realize by contracting with a new company and by purchasing the machines instead of leasing:

Vendor	# of Copiers	Purchase Cost for Equipment	Monthly Lease Cost	Cost Per B/W Copy	Cost Per Color Copy	Forecast Annual # of B/W Copies	Forecast Annual # of Color Copies	Annual Cost for Copies	Year 1 Annual Cost	Year 2 and Beyond Annual Cost (estimates)
Rhyme	2	$8,374.00		0.0079	0.049	25,512	23,572	$1,356.57	$9,730.57	$1,356.57
James Imaging (Current Contract)	3		$849.84						$10,198.08	$10,198.08

After the 1st year, we will be able to reduce our annual expenditure by about $8,832.51. And we will also be able to offer additional services to the public which will include color copying and scanning services.

I have also reached out to James Imaging and have provided notification that we will be terminating our agreement (without this notification, our lease would automatically convert to a month to month agreement after May 28, 2024) and have asked for information on how to return their devices.

- *Sump Pump Backup and lower level* ***(AGENDA ITEM).*** I have been in contact with the Insurance company over this event. The adjuster has determined that we are covered under the Village property insurance policy. As part of this claim, the insurance company will coverage the cost to replace the carpet in most of the lower level (minus our $1,000.00 deductible). The office area and the study rooms are excluded since there are doors leading to these areas. Carpet replacement is very time and labor intensive when shelving is involved which is the case here consuming (the lower level collection size is 23,419 items. Fingers crossed that lots are checked out). I plan to work with the Insurance company to ensure that this project can be completed. Here are some other details:

    - Carpet Tiles. The carpet tile that we currently are discontinued and we do not have enough attic stock to replace what was damaged. We need to pick a new carpet to install. I have reached out to Lisa Jansen to advise on an appropriate replacement. I will bring a sample of what has been recommended.
    - Timeline. The adjuster would like this project to be completed as soon as possible so I am working him to plan the project. The adjuster has supplied the installer and is working to obtain this quote. I have been tasked with obtaining quotes for the moving of the materials, hiring an electrician to remove and reinstall the task lights and hiring a handyman to secure the shelving units once they have been moved to their proper location. I anticipate that we might be able to complete this project in April or May but all of these elements will need to align. Staff will also have an active role as we would be the people to take the books off the shelves and then put them back on again (Insurance would cover of this labor cost as well).
    - As we work to finalize the project, there are some layout changes that I would recommend. We can also make some minor adjustments to ensure that downstairs shelving does support accessibility standards.
- *Resolution No. 2024-02* ***(AGENDA ITEM)***. In 2023, we received several generous donations and at the end of the year a balance remained in this fund. The proposed resolution would ensure that these remaining funds be placed into the Library's restricted fund balance fund and not comingled with fund balance from remaining municipal funds. The Library Board will then be able to allocate these funds in the future to projects which you would like to fund with gift funds.