

Mukwonago Community Library
511 Division Street
Mukwonago, WI 53149

**Director's Report to the Mukwonago Community Library Board of Trustees
December 15th, 2016**

1. **Circulation:** Circulation was down .5% for the month of November, but we are looking at a 4% increase for the year.
2. **E-Commerce:** Currently stalled. After our last APL Director's and CAFÉ Council Meetings, the contract for e-commerce was signed. Since that contract was signed though, Polaris began using a new computer system for creating quotes. As this originally was done in the old system, it had to be recreated in the new system. The new contract now needs to go through Corp Counsel to make sure that no changes were made from the previously negotiated contract. Legal review will probably not happen in December.
3. **Programming:** Glancing at the programs for November, the attendance looks very healthy, especially this infamous bluegrass evening! And I've already started chatting with Jane and Michelle on possible venues / ways to increase teen programming.
4. **Staffing:** I've slowly and excitedly been meeting with staff members. I'm eager to know more about everyone's position and how this smoothly run library functions! I've not yet made a decision about the vacant part-time staffing situation, but will discuss with Tammy more and once I have a better grasp of the operations will move forward with filling that position in the best way.
5. **Website:** I've already learned quickly that Chris and Craig are rockstars at collaborating with each other to keep our website aesthetically pleasing and consistently updated.