

LIBRARY DIRECTOR REPORT

1. APL / CAFÉ

There is still no “Go Live” date for the e-commerce. The last update we’ve heard is that Envisionware is conducting some testing, but still no implementation date. The last APL meeting the majority of the discussion was in regards to the PLSR committee. PLSR stands for the Public Library System Redesign Project, which is a community-based project to consider how to best provide public library system services in Wisconsin. If you’d like to find out more about this, here is the website: <http://www.plsr.info/>. The library directors and the Bridges library system staff spent time at the last APL meeting (April 7th) preparing a letter to be sent to the PLSR Steering Committee stating our discontent with the process. I will expand more on this at our board meeting on Wednesday.

The final committee meeting for the Waukesha County Library Planning Committee was held on March 30th. The plan is now being forwarded to the Waukesha County Board of Supervisors for review and adoption. Local library board action is required for adoption of the standards. This will be brought before the board during our May meeting. To read the Act 150 document, here is the link:

<https://waukeshacountygovernment.app.box.com/s/q7a0qqwgggbqzhhaug1gpnjhtpk3rt08d>

2. BUILDING

Knock on wood, but since I reported back in February the issues with HVAC, we’ve had no issues! You’ll also see on this agenda that we’ve done some legwork with getting quotes on converting the entire building to LED (a big thank you to Laura). You’ll also see that some of the display cases have been taken out and that has turned into a little café area of which we will continue to develop.

3. CIRCULATION / PROGRAMMING

March was a record month for MCL being the month that has seen the most programming ever. The March raffles and March Madness were all a success, as well as the many programs and the debut of the Mobile MakerSpace.

March’s circulation was at 27,066 down 1.3% compared to last year’s 27,426, but far better than the February’s circulation. March also saw the third highest door counts of patrons coming through the library’s doors. We also saw a wonderful 94 new library cards added to our library family.

For further details on the aforementioned statistics and figures, please reference the charts immediately following this report.

4. FRIENDS OF THE LIBRARY

The Friends of the Library met on March 15th and I've since supplied them with a requested wish list of areas we'd like to have funding towards. Some areas included were: items to begin a digitization or memory lab (converting analog to digital) within the MakerSpace, new teen furniture, a new octagonal display unit, funding towards specific performers / author visits, and materials and supplies for the Summer Reading Program. Their next meeting date is tentatively set for Wednesday, June 21st at 6:00 p.m.

5. OUTREACH

On March 14th, Jane and I attended the school librarian meeting as they so graciously allowed us to, to brainstorm ways in which the schools and the public library may work better together. Aside from making the connections and understand how to fit into their busy schedules, we also set-up some dates for us to partake in various functions with the schools. On April 24th, Mary Jo and I will head to Parkview for half the day to talk to the 7th graders and give a demonstration on how to use OverDrive, as well as talk about all of the databases that are available with your library card. April 27th, Craig and I have been asked to come to Section Elementary and host a table at their Section Showcase & Art Show to talk about the MakerSpace. We will also start lining up an exciting show to present to the schools for preparation of the Summer Reading Program. Furthermore from the meeting, we brainstormed ways in which it would be easier for teachers to check-out materials without having to worry about overdue dates, how we can get information to them about applicable programs for students (i.e. the Holocaust speaker to high school students), collaborating in the future with videography, demonstrating our online databases, etc.

The Rotary Club would like to consider our initiative with the MakerSpace as a possible grant choice for next year. I will be preparing all the necessary information to give to them.

6. PERSONNEL

We've lost an 11-hour circulation employee due to personal reasons and have shifted resources adequately to fill those holes. I will be hiring for a part-time, enthusiastic, open-minded, and flexible circulation employee beginning on Monday, April 17th. It was discussed at the last meeting that I was considering hiring for a part-time marketing person. I've been able to use in-house resources to fulfill this need for now as I continue to understand what this position would look like.

7. PROCEDURES

We've streamlined our checkout procedures for technology (eReaders, early literacy tablets, streaming media devices, and hotspots). Prior to this, each item had a separate agreement form and guideline sheet of which was becoming quite confusing. They have all been condensed into one "Tech It Out" Agreement Form. The Emergency Policy shall be converted into the Emergency Procedures. Finally the Problem Behavior Policy shall also be converted into Problem Behavior Procedures of which the Board shall be consistently informed of any changes and will have to approve.

8. TECHNOLOGY

The new self-checkout machines are up and running! Envisionware was here for three days (April 10th through the 12th) and it was a smooth transition in regards to tearing down the old gates and machines and the installation of the new and training of staff. Thanks to Craig for making himself so flexible to help out these days. In tandem with this, we hope to bring the holds out within the next few weeks after all procedural operations and staff are prepared. The 3D printer is functioning and printer. The next step is to get those staff interested trained with the machine and the software. From there, we'll have to prepare procedures and guidelines before allowing public to print.

9. WEBSITE

Within the next month, the following items shall be added to the website: individual committee meeting minutes, a separate section for internal procedures (finance, board vacancy, technology, etc.), and information on the MakerSpace.

10. UPCOMING HIGHLIGHTED EVENTS!!!!

Mobile MakerSpace – Every Wednesday 4:00 – 8:00 p.m.

Various Computer Classes continue through the end of April

Mindful Meditation – Every third Thursday of the month at 6:00 p.m.

Howard Melton, Holocaust Survivor – Thursday, April 20th at 6:00 p.m.

First Teen Library Council Meeting – Monday, April 24th at 4:30 p.m.

Open and Concealed Carry Forum with Kevin Schmidt – Monday, April 24th at 6:00 p.m.

Can You Handle It? (DIY Event Staff Member, Terry B.) – Thursday, April 27th at 6:30 p.m.

What is a MakerSpace? – Monday, May 1st at 6:30 p.m.

Jump Bunch Fitness Program – Wednesday, May 3rd at 9:00 a.m.

Oculus Rift Virtual Reality Weekends – Saturdays, May 13th and 20th (All Day)

Kinder Cooking with UW-Waukesha student, Sarah Nelson – Mondays in May at 9:00 a.m.

Mommy and Me Yoga series – Wednesdays in May at 10:00 a.m.

Mini Maker Faire for All – Saturday, May 27th at 10:00 a.m.

Exercise Your Imagination (Creative Workshop for Seniors) – Wednesday, May 31st at 2:00 p.m.

This is not even mentioning the regularly scheduled movies, Paws to Read, story times (two unique ones coming up in May), adult coloring and so much more, so the library is an engaged and busy place! We are also host to a wonderful exhibit from Rolling Hills students on display (ceramic turtles and fish) in the children's area.