

**LIBRARY DIRECTOR REPORT**  
**May 2017**

**1. 2017 BUDGET**

Purchasing from the 2017 budget is on track with the health allocation line item a bit higher due to changes with staff. Planning for 2018 budget shall be able to begin shortly!

**2. BUILDING AND GROUNDS**

The parking lot has been beautified and was recently resealed. We will also have the sidewalk leading up to the library resealed. A part-time seasonal gardener has been hired (as has been done in the years past) to assist with the watering and the weeding and initial cleanup of the landscape. After this summer, I'll assess better a plan for going forward for each summer (i.e. installation of sprinkler system, maintenance contract for landscaping, etc.)

The LED project was awarded to Roman Electric. They are first working on the Focus on Energy paperwork and then will begin the project. The installation of LED should last around three weeks and they will begin at 6:00 a.m. each morning to hopefully disturb patrons in the least possible way (especially now with the Summer Library program).

**3. CIRCULATION / PROGRAMMING**

Circulation was 25,668 in May, up 8.3% from 23,695 in 2016. For the year to date, circulation is 125,188, down -0.9% from 126,357 at this point last year.

During May, the library held 19 adult programs. The Holocaust survivor was very much well-received by the community and we are estimating around 250 people came that evening. The library held 25 children's programs, with the programs Kinder Cooking and Mommy & Me Yoga doing exceptionally well. The Teen Library Council met twice and we have an EXCELLENT group of kids that hopefully will be determined to continue the group and initiative. The TLC has a number of different, upcoming events planned.

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

**5. FRIENDS OF MCL**

The Friends meet next on Wednesday, June 21<sup>st</sup> at 6:00 p.m. They've applied for the 2017 Heart of Canal Street grant through Potawatomi Hotel & Casino to help with the digitalization of the children and teen areas. They are also sponsoring the author visit next week from Amy Reichert.

**6. MEETINGS / CONFERENCES**

The next APL meeting is Friday, June 16<sup>th</sup> at the Town Hall Library. One topic of discussion will be the 2018 Bridges budget and the charges for the individual libraries. I will be attending the American Library Association conference in Chicago June 23<sup>rd</sup> through the 27<sup>th</sup>. The last staff meeting we held was on Wednesday, May 24<sup>th</sup>. Staff

were informed of the recent changes with the Circulation Policy (from the last board meeting) and of the new Public Computers and Internet Access Policy. I also spoke again and reiterated my points in areas such as expectations with customer service and staff's personal schedules.

**7. METASPACE 511**

MetaSpace 511 is the new name for the MakerSpace room. It's a slow-moving process. I've given the hopeful goal of November for the room to be completed. We currently have the committee that meets once a week. That committee has now been broken into two subcommittees (left brain and right brain) for one to tackle décor, color, furniture, layout and the other to focus on actual equipment, procedures, technology, etc. We will also soon have a logo for the room.

**8. OUTREACH**

Sadly, not ALL of the schools were visited prior to the summer break simply because everyone was so busy, but of the schools that were visited they were informed of the Summer Library Program, the danger of the summer reading slide, the happenings of the MakerSpace, and the older students were informed on how to use OverDrive. We are at the Farmers' Market once a month May through September as a community partner and starting in July, we will also hold a storytime while we are there as well. I've recently made contact with the American Legion and will hopefully head over there soon to make a presentation about all of the excitement and happenings at the library.

**9. PERSONNEL**

Performance evaluations were conducted with all staff members. This was more of an informal "check-in" with each employee to see if they had any concerns, discuss what they love about their job, and discuss what is expected of them going forward. I also gave them all the opportunity to evaluate me and how I can help them.

We were able to successfully work with the IT Academy at the high school to hire two part-time students for the summer to lead the kids and teen coding clubs and also help out with various tech projects such as assisting patrons with their devices, videography initiatives, and possibly an adult coding club as well.

Lindsey Mushall has also started part-time in circulation and that is going exceptionally well.

**10. SUMMER LIBRARY PROGRAM:**

Summer Library Program kickoff for all ages was Monday, June 12<sup>th</sup> with the theme of "Build a Better World". Jane DeAngelis has prepared quite the busy summer with events for the youth services focusing around this theme. Wonderful Wednesdays will feature a special performer for the next 8 weeks. There will be Build-It Challenges, Random Acts of Kindness, and a visit from the Mukwonago Bears Robotics team, coding clubs, and Mighty Machines day with Village of Mukwonago Police, Fire and DPW departments, to name a few events. Thank you letters will also go out soon for the many donations that

we received from local businesses and organizations in support of the summer library program.

**11. TECHNOLOGY**

We've added two Adult Launchpads to our collection which focus on memory games, card games, and crossword puzzles. We will also begin to circulate some of the robots from the MakerSpace cart. I'm working with Craig on a technology replacement cycle where we'll work on replacing some of the older monitors and PCs around the library. We also have a volunteer who is currently working on his Bachelor's Degree at UW-Milwaukee in Information Science and Technology who is interested in volunteering in some sort of capacity with technology here at the library. We're considering using him as a volunteer to help with preventative maintenance on all of the computers. The digitization of the Mukwonago Chief will also begin to be added to the Archive of Wisconsin Newspapers in BadgerLink. The initial years of focus will be 1889-1920.

**12. TRUSTEE DINNER**

Trustees are invited to mark their calendars for this year's Bridges Trustees Dinner which will be held on Wednesday, September 27<sup>th</sup> Country Springs Hotel in Pewaukee from 5:00 – 8:30 p.m., with dinner starting at 6:00 p.m. Nick Petrie, author of the book *The Drifter*, will be the guest speaker.

**13. WEBSITE**

A number of things still have to be addressed with the website. Not all of our services that we offer are listed on there. Areas to address include our efforts with the MakerSpace, Teen Library Council, clean-up of the Board page, etc. My goal is that when a patron lands on our website they are able to navigate as easily as possible to find the information they are searching for. Work in progress, but we'll get there.

**14. UPCOMING HIGHLIGHTED EVENTS!!!**

***Adults***

Tuesday, June 20<sup>th</sup> at 6:00 p.m.: *Local Author, Amy Reichert*

Thursday, June 22<sup>nd</sup> at 6:30 p.m.: *Organize Your Digital Photos Workshop*

Monday, June 26<sup>th</sup> at 6:00 p.m.: *Bluegrass Jam*

Tuesday, June 27<sup>th</sup> at 6:00 p.m.: *The Basics of Canning with WI Vegetable Gardeners*

Wednesday, June 28<sup>th</sup> at 6:00 p.m.: *Internet Privacy with Dr. Michael Zimmer*

Thursday, July 13<sup>th</sup> at 6:00 p.m.: *Jessica Michna as Helen Keller*

***Teens***

Tuesday, June 13<sup>th</sup> & June 27<sup>th</sup> at 2:00 p.m.: *Teen Tech Tutoring for Seniors*

Thursday, June 15<sup>th</sup> at 2:00 p.m.: *Skyscraper Silhouette Teen Area Decoration*

Monday, June 19<sup>th</sup> at 4:30 p.m.: *Teen Library Council*

Thursday, June 22<sup>nd</sup>: *Giant Jenga*

Thursday, June 29<sup>th</sup>: *Newspaper Geodesic Dome*

### **Children**

AH! Please visit the Events calendar on our website or grab a trifold brochure detailing all of the information.

### **MetaSpace 511**

Every week during the *Mobile MakerSpace* on Wednesdays (June 14<sup>th</sup> through August 30<sup>th</sup> there will be a dedicated theme for the Mobile MakerSpace focusing on STEAM and DIY projects such as learning about force and motion by making a miniature windmill or thrust and efficiency through building a propeller-powered car).

Every Thursday at 2:00 p.m. (June 15<sup>th</sup> through August 3<sup>rd</sup>): *Kids Coding Club*

Every Thursday at 3:00 p.m. (June 15<sup>th</sup> through August 3<sup>rd</sup>): *Teen Coding Club*

Monday, June 19<sup>th</sup> at 6:00 p.m.: *3D Printing Presentation with Rick Martin, Project Engineer with Standard Process*

Thursday, June 22<sup>nd</sup> at 6:00 p.m.: *DIY Craft Series: "That's Totes Adorable"*

Every Monday throughout the summer (beginning June 26<sup>th</sup>), as well as various Saturdays: *Experience Virtual Reality with the Oculus Rift*

Circulation					Programming			
Bridges Library System	This Year	Last Year	Increase/ Decrease	Year To Date	Type	Adults	Kids	Teens
Village of Mukwonago	8,759	8,484	3.2%	41,021	Friday Flicks (4)	140		
Town of Mukwonago	6,174	5,940	3.9%	31,698	Book Clubs (2)	25		
Eagle	1,158	947	22.3%	5,404	Bluegrass Jam (1)	150		
Genesee	588	395	48.9%	2,469	Other Adult Programs (11)	77		
North Prairie	744	588	26.5%	3,243	Outreach/ Kids (11)	19	185	
Vernon	2,546	2,534	0.5%	13,471	Shake, rattle & Roll	107	185	
All other Waukesha County	1,344	1,067	26.0%	6,747	Kinder Cooking (4)	88	127	
Jefferson County	156	176	-11.4%	894	Preschool Storytime (1)	7	7	
<i>Subtotal Bridges System</i>	21,469	20,131	6.6%	104,947	Paws to Read (4)	17	12	
<b>Other Wisconsin Counties</b>				-	Mommy & Me Yoga	32	38	
Millwaukee County	43	31	38.7%	246	Other Kids Programs (7)	56	96	
Racine County	618	597	3.5%	2,560	Teen Library Council (2)			15
Walworth County	3,500	2,927	19.6%	17,309	Mobile Makerspace (9)	46	76	2
All other Wisconsin Counties	38	9	322.2%	126	Holocaust Survivor	200	50	
<i>Subtotal Wisconsin Counties</i>	4,199	3,564	17.8%	20,241				
<b>Total All Counties</b>	<b>25,668</b>	<b>23,695</b>	<b>8.3%</b>	<b>125,188</b>	<b>Totals</b>	<b>964</b>	<b>776</b>	<b>17</b>
<b>YTD ALL COUNTIES</b>	<b>125,188</b>	<b>126,357</b>	<b>-0.9%</b>					

Facility Use & Volunteers				Subscription Databases & Other Highlights			
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	Increase/ Decrease
Meeting Room Library Use	57	29	96.6%	Job Now	183	172	6.4%
Meeting Room Public Use	34	27	25.9%	Overdrive Circulation	1534	1429	7.3%
Study Room Use	112	111	0.9%	Gale Courses Verified (System Wide)	115	213	-46.0%
Computer Usage	987	1,061	-7.0%	Interlibrary Loans Borrower	19	17	11.8%
Patron Visits	11,249	10,504	7.1%	Interlibrary Loans Lender	60	61	-1.6%
Active Volunteers	14	11	27.3%	New Items Added	636	737	-13.7%
Volunteer Hours	90	n/a	n/a	New Cards Added	56	52	7.7%