

## **Library Director Report**

### **1. 2017 Budget**

As was presented earlier, there is a total roughly of \$94,306.65 to be reimbursed yet from WCCF. As has been said in the months past, all reimbursements are flowing through the Donations Account (5806) and will funnel back through once we receive the reimbursement funds. We are on track for the 2017 operational budget spending 64.4% of the budget. The preliminary 2018 budget first draft is on the docket to discuss this evening.

### **2. BUILDING AND GROUNDS**

The LED project is *almost* completed and patrons have already commented on the change in lights. With the project and the original contract, it was worked in that we'd have 11 additional outlets put in. The various areas include: one in the foyer behind the display case, one on each side of the pillars by the information desk, one on the pillar in the juvenile fiction stacks, three more in the adult fiction area, and five in MetaSpace 511. I've also expressed my concern to Roman Electric about the dimness of the new LED lights in the parking lot in the evening. They are aware of my concern for safety of staff and patrons and will not complete the project until we are pleased with the light provided in the parking lot (especially considering it will be getting darker earlier and earlier). Our landscaper / gardener is completed for the year and I'd like to bring the Building and Grounds committee together soon to begin planning as to how we will handle landscaping for next summer.

### **3. CIRCULATION AND PROGRAMMING**

Circulation was 29,332 in August, down 3.2 % from 30,289 from August of 2016. Meeting room use for the purpose of the library was up by 100% due to the increase in library programming. 77 new library cards were added, up 18.5% and 150 volunteer hours were logged. Currently during the month of September, we have a promotion that those who sign-up for a new library card will be entered into a raffle to win an Amazon Fire Tablet, considering that September is Library Card Sign-Up Month.

During the board meeting in August, I talked about the final Summer Reading Program numbers, but you can actually see the final amount listed during this month's statistics. Summer Reading Program final statistics: 1227 children and teens signed-up, 280 signed-up separately for the bedtime math, and 398 for the adult program.

The month of August saw 22 adult programs. Of particular interest and well-attended were the Antiques Appraisal Event, the presentation by the Waukesha County Historical Society talking about Victorian Life during the Springs Era of Waukesha, and the Permaculture Event. 16 children's programs were held including the Backyard Bash that was thrown by the Teen Library Council. There were also 7 general programs which means that all ages are invited to attend. The Kindness Rocks Project that was held in coordination with the Mukwonago Lioness Club was highly successful. Another talked about program that we will try to continue monthly is the intergenerational program: Teen Tech Tutoring. Teens assisting seniors with their devices or laptops.

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

#### **4. CONTINUED SYSTEM INVOLVEMENT / AUTOMATION**

As was mentioned last month, Bridges was migrating their servers to the cloud with Amazon Web Services – this has now been completed and I can't praise the Bridges staff enough for their support through these migrations. We have received some decent feedback on the new look of the catalog. Through Bridges as well, their network was upgraded on the wide area network to 1gb from 200 mbps. MCL circuits will then soon be upgraded to 100mbps service. With the completion of the migration, the implementation of e-commerce should begin soon.

#### **5. FRIENDS OF MCL**

The Friends meet again on Wednesday, September 20<sup>th</sup>, so I'm sure I'll have more to report in person at the board meeting. I mentioned at the last meeting, but would like to reiterate that the Friends were also a huge help financially and with volunteering for the Backyard Bash. I will also be requesting from them that they help with the purchase of a new board book arrangement in the children's area (as we have reached capacity and I'm choosing not to weed any right now as they are all circulating well. Not to mention we are also purchasing new board books). They've also mentioned that they will help fund a few more programs this year. They've also written a grant for the 2017 Potawatomi Heart of Canal Street program and are waiting to hear the results.

#### **6. METASPACE 511**

As was approved during the August meeting, the flooring in the meeting room was torn out and it's now a beautiful, polished concrete. A flurry now of painting, cabinetry, more painting, new countertops, and delivery of furniture shall take place. Aesthetically, the room should be completed by the second week of October. During the October policy committee meeting, the committee will be presented with the MetaSpace 511 policy / agreement form for consideration. Further steps of creating procedures, schedules, signage, and marketing are taking place among the staff committees to finalize everything before the opening date of November 7<sup>th</sup>, when the library hosts the Chamber of Commerce's Business after Five. I will also be working soon with April, Director of the Chamber of Commerce, as to what we'd like to plan for the evening for the attendees to the library.

#### **7. OUTREACH**

We continue to be present at the Farmers' Market. We've partnered with the YMCA to be part of their Family Fun Nights. The first one we went to was on Wednesday, August 23<sup>rd</sup> where we had story time and STEAM activities. The next one we'll be at is this Friday, September 22<sup>nd</sup> to talk about Library Card Sign-Up Month (September). I was slated to talk at the American Legion in August and wasn't able to make it because of a scheduling issue and will be speaking before the American Legion in October. We will be present this Saturday, September 23<sup>rd</sup> for Mukwonago's Fall Fest to talk about again Library Card Sign-Up Month, MetaSpace 511 and Libby (WI Digital Library's new app for eBooks and audiobooks). Jane (Head of Youth Services)

and Michelle (Youth Services Assistant) have also done an admirable job at getting into the schools within the first few weeks of the new school year through various initiatives like Sectionfest and scheduling school visits to the library. There will also be a forthcoming visit to the middle schools to share with the older students the happenings of the library with the Teen Library Council, MetaSpace 511, Libby, and online educational resources available with your library card. I will also be heading to Clarendon tomorrow morning (Tuesday, September 19<sup>th</sup>) to discuss this year's One Book, One School initiative. I've also tried and made contact with the business park in Mukwonago to see if there's any possible way we can collaborate once MetaSpace 511 is open. I'm also working with my contacts at the Chamber and through the Rotary Club to see how we can get the businesses more involved.

## **8. OPERATIONS**

I've had Cathryn (Administrative Assistant) work on a new schedule for the circulation shift to provide a more streamlined and efficient schedule for all. The holds have been brought out from behind the circulation desk for patrons to retrieve themselves and either use the self-checkout machines or bring back up to the circulation desk. With the new outlets that Roman Electric was able to put in, we have new OPAC machines (laptops) in place now in the children's juvenile fiction area (finally!) and near the information desk. There are a total of five OPACs now available for the public to search. There has also been a computer added to the children's desk near the staff area and I've requested that a Youth Services staff member is always seated there for patrons to be able to ask questions and see a friendly face.

## **9. UPCOMING EVENTS!!! (Before the next MCL Board Meeting)**

### ***Adults***

Thursday, September 21<sup>st</sup> at 6:00 p.m.: *The Life of Alexander Hamilton*

Tuesday, September 26<sup>th</sup> at 6:00 p.m.: *Aromatherapy: Health and Healing*

Thursday, September 28<sup>th</sup> at 6:00 p.m.: *An Introduction to Google Drive and G-Suite*

Tuesday, October 17<sup>th</sup> at 6:00 p.m.: *Author Talk with Janice Biniok and her book Animal Planet: Complete Guide to Dog Training*

Wednesday, October 18<sup>th</sup> at 6:00 p.m.: *The Opioid Crisis: A Community Conversation in collaboration with the Mukwonago Optimists Club and Mukwonago Police Department*

Various computer classes (basics of computers, Word, graphics, and Excel), virtual reality classes, Teen Tech Tutoring have also been added to the calendar on a continual basis in addition to the other regular adult programs.

### ***Teens***

The Teen Library Council meets every other week. The last Teen Library Council met on Tuesday, September 5<sup>th</sup> and we had 11 members in attendance! I'm hoping this momentum continues and they've shown interest in having a Teen Lock-In as a future event.

Various Tuesdays we offer Teen Tech Tutoring for Seniors in the afternoons and evenings

Every Thursday at 3:30 p.m.: *Various DIY projects for Teens*

Every Thursday at 4:30 p.m.: *Teen Coding Club*

## Children

Every Tuesday at 10:00 a.m.: *Shake, Rattle & Roll*

Every Wednesday at 10:00 a.m.: *Preschool Storytimes*

Every Thursday at 10:00 a.m.: *Lapsit Storytimes*

Every Friday at 10:00 a.m.: *Various Sensory Storytimes / Crafts for families and preschool children*

Monday, October 16<sup>th</sup> at 6:30 p.m.: *Eagle & Friends presented by Schlitz Audubon Nature Center*

## MetaSpace 511

Thursday, September 28<sup>th</sup> at 6:00 p.m.: *An Introduction to Google Drive and G-Suite*

Wednesday, October 4<sup>th</sup> from 4:00 – 8:00 p.m.: *Scribble Machines: Motorized Contraptions*

Wednesday, October 18<sup>th</sup> from 4:00 – 8:00 p.m.: *Arduino Halloween Project Sensors*

Every other Monday is Open Virtual Reality Time from 4:30 – 7:30 p.m.

Every other Wednesday is an Open Tech Time from 4:00 – 8:00 p.m.

Circulation					Programming			
Bridges Library System	This Year	Last Year	Increase/ Decrease	Year To Date	Type	Adults	Kids	Teens
Village of Mukwonago	9,896	10,106	-2.1%	73,311	Friday Movies (4)	154		
Town of Mukwonago	7,896	8,741	-9.7%	56,271	Book Clubs (2)	20		
Eagle	1,192	1,236	-3.6%	9,847	Bluegrass Jam (1)	120		
Genesee	645	778	-17.1%	4,491	Other Adult Programs (15)	200		
North Prairie	678	781	-13.2%	5,518	Adult Summer Reading	398		
Vernon	2,948	3,156	-6.6%	23,692	Outreach/Kids (4)	68	154	
All other Waukesha County	1,456	1,133	28.5%	11,496	Shake, Rattle & Roll (5)	69	101	
Jefferson County	224	164	36.6%	1,477	Kids Summer contests (6)		1621	
<i>Subtotal Bridges System</i>	24,935	26,095	-4.4%	186,103	Other Kids Programs (16)	144	197	
<b>Other Wisconsin Counties</b>					Kids Summer Reading		1227	
Milwaukee County	83	57	45.6%	511	General Programs (7)	67	84	13
Racine County	446	411	8.5%	3,903	Teen Tech Tutoring/Coding	11		14
Walworth County	3,868	3,723	3.9%	30,061	Other teen programs(3)			12
All other Wisconsin Counties	-	3	-100.0%	136	Teen Contests (6)			37
<i>Subtotal Wisconsin Counties</i>	4,397	4,194	4.8%	34,611	Mobile Makerspace(4)	19	26	2
<b>Total All Counties</b>	<b>29,332</b>	<b>30,289</b>	<b>-3.2%</b>	<b>220,714</b>	Kindness Programs (3)	65	144	10
<b>YTD ALL COUNTIES</b>	<b>220,714</b>	<b>218,571</b>	<b>1.0%</b>		<b>Total</b>	<b>1335</b>	<b>3554</b>	<b>88</b>

Facility Use & Volunteers				Subscription Databases & Other Highlights			
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	/ Decreases
Meeting Room Library Use	70	35	100.0%	Job Now	386	563	-31.4%
Meeting Room Public Use	23	36	-36.1%	Overdrive Circulation	1597	1426	12.0%
Study Room Use	151	167	-9.6%	Gale Courses Verified (System Wide)	93	168	-44.6%
Computer Usage	1,048	1,239	-15.4%	Interlibrary Loans Borrower	22	21	4.8%
Patron Visits	12,533	13,201	-5.1%	Interlibrary Loans Lender	35	58	-39.7%
Active Volunteers	18	22	-18.2%	New Items Added	328	648	-49.4%
Volunteer Hours	150	n/a	n/a	New Cards Added	77	65	18.5%