

LIBRARY DIRECTOR REPORT

1. 2017 BUDGET

We are currently at 80.2% spending of the 2017 budget. 83% would be the target for this time of year. The donations revenues and expenditures are accurate and include the reimbursement from WCCF. Remember, the Board wanted to see only donations revenues and expenditures as of this year, so that is still going to show in the red. If you look at the total donations account, you see we have a total of \$19,983.09 remaining, which is a very realistic picture. If you recall back during the June Board meeting, I presented to the Board a budget amendment to the book sale revenue. So you no longer see reflected under donations the 'book sale' because this is now considered to be a revenue item. What we were calling the "Donation-Book Sale" account, I was using that to offset expenses. This was in turn essentially depleting our "donations" fund balance without the book sale revenue replenishing it. The executive summary as you see it is a clear depiction of our current funds. I also did not receive an updated statement from WCCF since last month, so I will push to have one for the December Board meeting.

2. BUILDING AND GROUNDS

The Building and Grounds Committee met on October 23rd. I'm currently working on getting quotes for access control, intrusion, video surveillance, and motion-activated lights and will present the quotes when the Building and Grounds Committee meets again on December 14th. Roman Electric and the Energy Advisor from Focus on Energy are in contact and working on getting the final questions taken care for the project incentive review. They have told me that the rebate will be larger than expected. The WE Energies costs have already dropped as compared to last year. The bill that was presented during the October Board meeting was for July and August costs. September costs were down 17.6% and October costs were down 19.6 % as compared to 2016.

3. CIRCULATION AND PROGRAMMING

Circulation was 26,368 in October, up 7.6% from 24,513 in 2016. 68 new cards were added through the month. I'd like to point out that at this time in the year, we have currently had a 14% increase in programs and a 13% increase in overall attendance (2,898 more in attendance to library programs specifically) to the library as compared to last year. Now to only keep the momentum and excitement going!

The month of October saw 22 adult programs, with particular interest towards some of the new tech classes being offered (Social Media 101 Workshop and the training on the new Libby app), the community conversation on the opioid crisis that was held in collaboration with the Optimist Club and the Police Department, and the DIY Paper Treat Box Class. There were 36 children's programs in October. Over 75 came to the Schlitz Audubon. Also well-attended was the preschool storytime with Fire Chief Jeff Stien and the Bug in the Rug theater presentation by Switch Witch. The Youth Services department also had several passive programs going on throughout the month. And the teens saw 9 programs with over 70 participants, with the Teen

Lock-In being a smashing hit with requests to have another one already, but I'm still resting so they will have to wait until next year. 😊

We are lacking quite a bit in programs for November which I shall take fault for, but with the madness and business of MetaSpace 511, it really was quite impossible to devote much time to other stuff.

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

4. CONTINUED SYSTEM INVOLVEMENT / AUTOMATION

Since we had our October APL meeting early because of the WLA conference, APL doesn't meet again until this week Friday, the 17th. Topics on the agenda include discussion on the databases that we offer our patrons. Our upgrade to receive the additional bandwidth is scheduled for December 12th.

5. FRIENDS OF MCL

A subcommittee of the Friends group has met several times to discuss the happenings of Midnight Magic. They will be hosting the cookie sale, beverages, and face painting. The Library will be hosting a storytime, ornament-making, and this will also be the day when the teen art competition is on gallery for the public to see. The Friends also paid for part of the marketing towards MetaSpace 511. We also received the funds just today (the 13th) from the Friends for a potential couch behind the Reference Desk and a new board book shelf for the children's area, as it's overflowing.

6. MEETINGS

I attended WLA from the 17th through the 20th at the Kalahari Resorts in the Dells. The keynote speakers were fantastic: Grace Lim who recharged us all through her 'Librarians of the Galaxy' speech and Linda Liukas who spoke of the benefits of learning coding and programming through storytelling. Particular workshops that I attended related to strategic planning, leadership, serving and supporting transgender youth, building connections with your senior center, keeping your staff safe, using data to communicate effectively to your Library Board, community, and stakeholders, and pulling off great fundraisers (I plan to share this fundraising information with our Friends group).

The Library was closed on October 27th for our staff in-service training day. We had an outside speaker for the morning which covered three hours of customer service training and a personal assessment. The afternoon included active shooter training by Sergeant Chris DeMotto and preparation for the opening of MetaSpace 511. We were supposed to have bloodborne pathogen training through the fire department, but enough instructors could not be secured for our size of a group. I am trying to work with the Lt. Slocum to figure out a day that we can set aside where I would send the staff over to the fire department in shifts to get up-to-date on CPR and bloodborne pathogen training either in December or January.

This past week, I attended a Libraries Transform meeting in Hartland and the annual Directors' Retreat was in Menomonee Falls on Friday, November 10th.

7. METASPACE 511

Open! And now the real hard work starts. On Tuesday, November 7th we had a grand opening and ribbon-cutting with the Mukwonago Area Chamber of Commerce. It was really such a fantastic and uplifting experience. There are three ways now that the community can use the room:

- 1) Through a library-led program (which these will increase even more than we've all seen)
- 2) Through open tech time. The library will strive to have two or three of these a month where staff are available to answer questions about materials and equipment.
- 3) Through reserving time with individual stations in the room.

The sky really is the limit with this room. The Memory Lab station has already generated very much interest. You'll see down below all of the related programs to each area. The only two stations that aren't completely open to the public yet are virtual reality (because of the high cost of the technology and because of the potential sickness factor with using it) and 3D printing. Right now, we are allowing people to submit their files for us and we will 3D print (which is actually really neat) or they are encouraged to set-up time with us to learn how to operate the 3D printer before completely being allowed full access to it. The day after the grand opening, we had 53 people return to use the space and many of which had received new library cards.

8. OUTREACH

We had 19 outreach visits to schools and daycares throughout the month of October. Michelle was at the YMCA this past Friday for their Family Fun Night and promoted MetaSpace 511 as well as the new STEAM (Science, Technology, Engineering, Art, and Math) kits that we are now circulating.

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

Please note that the programs will be defined going forward between: Adult, Children, Teen, and MetaSpace 511. If you'd like to see it tracked differently, please let me know. MetaSpace 511 indicates well the usage of the room and are programs mostly for all ages.

Adults

Every Friday at 2:00 p.m.: *Friday Flicks*

Tuesday, November 28th at 6:00 p.m.: *Bluegrass Jams*

Wednesday, November 29th at 6:30 p.m.: *Wonago Word Weavers Writing Group*

Tuesday, December 5th at 6:00 p.m.: *Intelligent Investing*

Wednesday, December 13th at 7:00 p.m.: *A Christmas Carol from Chicago's Rose Productions*

Children

Every Tuesday at 9:30 a.m.: *Shake, Rattle & Roll*

Every Wednesday at 10:00 a.m.: *Preschool Storytime. Guest Speakers remaining for November are YMCA Executive Director Laurie Schlitt and Donna Bykwoski, Sales Service Associate with Home Depot*

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

Every Friday at 10:00 a.m.: *Sensory Storytime (i.e. Budding Builders, Crazy for Crafts, Play with Words, etc.)*

Various days throughout the week with our four therapy dogs for *Paws to Read*

Saturday, November 25th at 11:00 a.m.: *Too Much Turkey: A Super Storytime for Families*

Teen

Saturday, November 18th – All Day: *Field Trip to Holiday Cultural Fair at State Fair Park as research for the Teen Library Council's next event in February 2018*

Monday, November 27th and December 11th at 4:30 p.m.: *Teen Library Council*

MetaSpace 511

Thursday, November 16th at 3:30 p.m.: *Galaxy Painting (teens)*

Saturday, November 18th at 11:00 a.m.: *Bricks 4 Kidz Workshop*

Monday, November 20th, December 4th and 18th at 4:00 p.m. and Saturday, November 25th at 9:00 a.m.: *Experience Virtual Reality Sessions*

Tuesday, November 21st at 6:00 p.m.: *Guerrilla Kindness: Kindness Cookies (All Ages!)*

Wednesday, November 22nd at 2:00 p.m.: *Video Chatting Tutorial (Skype, FaceTime, Google Hangouts)*

Wednesday, November 22nd, December 6th and 20th from 4:00 – 7:30 p.m. and Saturday, December 9th from 10:00 a.m. to 1:00 p.m.: *Drop-In Open Tech Time to ask staff questions*

Every other Monday at 4:30 p.m. beginning November 13th: *Coding Club for All Ages*

Monday, November 27th at 6:00 p.m.: *3D Printing Part 1: Photos to 3D Print*

Tuesday, November 28th, December 5th and 11th at 2:00 p.m.: *Teen Tech Tutoring*

Wednesday, November 29th at 4:00 p.m.: *LED Origami*

Thursday, December 7th at 3:30 p.m.: *Reindeer Root Beer Floats (teens)*

Monday, December 10th at 6:00 p.m.: *Introduction to Windows 10*