

LIBRARY DIRECTOR REPORT

Submitted by Angela Zimmermann, Library Director

1. BUDGET

Again, the \$35,255 grant from Potawatomi is all funneling through the Donations account (#5806). The Friends are wonderfully reimbursing me though each time I make the request and inform them we've spent from the grant. Additionally, we are receiving donations in regards to various MetaSpace 511 initiatives. I'm pulling this money also from 5806. AND, the Friends sponsored the performers and decorations for the Cultural Showcase, and again, this is all flowing through account #5806.

The carryover from the 2017 budget to the reserve fund balance is \$40,606.99. I've included the 2017 executive summary in the financials. Please take note these are still unaudited numbers (maybe final numbers end of March / beginning of April), but if any changes would take place, they'd be very minor.

Spending of the 2018 budget is on track at 10.6%. This includes some of the larger bills already that we will receive from Bridges Library System for the CAFÉ automation system.

Please also keep in mind that it is at the Board's request to display the donations as such (current revenue / expenditures of 2018). It could appear a little misleading, but the total donation accounts balance is \$24,529.43.

2. BUILDING AND GROUNDS

The only thing that I have to mention right now in relation to Building and Grounds is the fact that after checking with the Village Inspector, it will not be possible to remove either of the bathrooms located by MetaSpace 511 to expand the room.

3. CIRCULATION AND PROGRAMMING

Circulation was up 26,386 in January, up 5.4% from 25,041 in January Of 2017. 77 new library cards were added, which is 13.2% higher than last year. I'd also like to point out that there were **27 individual uses** of MetaSpace 511. This is remarkable. These are people who are actively using MetaSpace 511 on their own, OUTSIDE of all the library programming that we have going on there. This does not include all of the open tech times, the library programs, when we have the door casually open if we're working in there and people meander in to check out the room, etc.

The month of January saw 18 adult programs, 26 children's programs, 7 teen programs, and 24 outreach visits. Keep in mind that many of the programs held in MetaSpace 511 do not necessarily differentiate between ages. We do our best to keep track, but with the programs becoming steadily attended, it sometimes becomes quite the challenge. Programs that were of particular interest in January were the Teddy Bear Tea Party, Basics of Sewing Class, our first Tai Chi class, the Japanese Taiko Drumming, the Girls Who Code Club, and the presentation by the Black Point Estate in Lake Geneva.

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

4. CONTINUED SYSTEM INVOLVEMENT / AUTOMATION

We are in the middle now of the Libraries Transform system-wide campaign and it is going fantastically. MCL's unique event, which was the Cultural Showcase, went unbelievably well with over 500 people coming through the door and so many comments have been received on how well done the program was. All of the staff are doing an amazing job at promoting the excitement of the Libraries Transform event and how the brochures / passports work among the 24 libraries. We're encouraging daily for patrons to share their stories with us as to how the library has transformed their lives and everyone truly seems to be enjoying it.

5. FRIENDS OF MCL

The Friends of the Mukwonago Community Library met last on January 17th. They discussed their upcoming fundraising event: Pi Day on March 14th. I requested funding from them to support the Cultural Showcase for the performers (everyone else was volunteer) and the marketing and decorations costs.

6. MEETINGS / OUTREACH

Next APL meeting is on Friday, February 16th. I recently did a presentation for Seniors Plus and have another presentation this coming Wednesday to speak at the Village Hall in North Prairie to the Young at Heart senior group. The Youth Services Librarian, Jane, has gone to a couple of workshops in the past weeks already concerning the Summer Reading Program and the Youth Media Awards. We had a staff meeting on January 24th and discussed the Libraries Transform campaign, ecommerce, and the next in-service staff training day, strategic plan expectations and updates, as well as any upcoming programs.

MCL will be present at the YMCA for their next Family Fun Night at the end of the month. MCL is a proud sponsor of the 'Stairway to Heroin' program as facilitated by the Mukwonago Area School District. MCL hosted the State of the Village address here for the Rotary Club on January 25th with the Rotary Club stating it was their most well-attended State of the Village address thus far (it was really cramped in the Community Room!!).

7. METASPACE 511

MetaSpace 511 has been utilized for a large variety of library programming to help promote our sewing, videography, memory lab, 3D printing, etc. MetaSpace 511 was also the highlight of the Fox 6 News segment on February 1st. I was able to work with the IT Academy and Clarendon Elementary School to get students in here for the day to assist. We continue to hold monthly drop-in open tech times, a variety of technology classes (cloud computing, Google Maps, digital presentations), classes on 3D printing, sewing, etc. I can't speak highly and proudly enough as well as to how excited we are that MCL has started a Girls Who Code club.

8. STRATEGIC PLANNING REPORT

All of the trustees should have had their interviews with Sarah by now. On the docket for the meeting is to discuss the draft community survey. I will then take all suggestions / concerns from the Board and from the staff back to Sarah. Once finalized, the community survey will be made available to the community. We tentatively have set the date of Wednesday, March 28th as when Sarah will be onsite to conduct focus groups with the following: community leaders, Friends of

the Library, staff, and residents. I will also be sending Sarah by the end of today all of our marketing and communications materials to help evaluate how effectively our audiences are being reached and how that may tie in with any marketing and communications goals for the strategic plan.

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

Adults

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

Tuesday, February 20th at 2:00 p.m.: *Board / Card Games for Adults*

Tuesday, February 20th at 2:00 p.m.: *Teen Tech Tutoring*

Tuesday, February 20th at 6:30 p.m.: *Cover to Cover Book Club*

Thursday, February 22nd at 6:00 p.m.: *Meditation and Mindfulness: A Series for Beginners*

Monday, February 26th at 12:00 p.m.: *Free Hearing Screening*

Tuesday, February 27th at 6:00 p.m.: *Bluegrass Jams*

Thursday, March 8th at 10:00 a.m.: *Real to Reel Documentary Series*

Thursday, March 8th at 6:00 p.m.: *Hands-on Micro-Green Workshop*

Children

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

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

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*

Every Monday through May at 10:30 a.m.: *Monday Morning Yoga Storytime*

Saturday, February 17th at 11:00 a.m.: *2018 Wacky Winter Olympics*

Tuesday, February 20th at 6:00 p.m.: *Family Film Night: The LEGO Ninjago Movie*

Wednesday, February 21st at 6:30 p.m.: *Door County Sled Dogs*

Saturday, February 24th at 10:00 a.m.: *Beach Party!*

Monday, February 26th at 6:00 p.m.: *Family Film Night: Deep*

Saturday, March 3rd at 11:00 a.m.: *Celebrating Four Years of 1000 Books before Kindergarten with Kathy Luck*

Teens

Mondays, February 19th and March 5th at 4:30 p.m.: *Teen Library Council*

Tuesday, February 20th at 2:00 p.m.: *Teen Tech Tutoring*

Thursday, February 22nd at 3:30 p.m.: *Table Top Games*

Thursday, March 8th at 3:30 p.m.: *Origami Lotus Blossom*

MetaSpace 511 (all event applicable to most all ages)

Every other Monday at 4:30 p.m. (and various Saturdays): *Experience Virtual Reality*

Every Wednesday at 4:00 p.m.: Girls Who Code
 Alternating Mondays from Virtual Reality at 4:30 p.m.: *Coding Club with various themes*
 Saturday, February 17th at 10:00 a.m.: *Drop-In Open Tech Time*
 Thursday, February 22nd at 6:00 p.m.: *Hand-Stitched Heart Garland Class*
 Tuesday, February 27th at 2:00 p.m.: *Code Your World: Minecraft!*
 Wednesday: February 28th at 4:00 p.m.: *STEAM-tastic Wednesdays: Ocean in a Bottle*
 Thursday, March 1st at 6:00 p.m.: *Sewing Class: DIY iPad or Tablet Case*
 Monday, March 5th – March 9th at 2:00 p.m.: *MCL Coding Challenge*
 Tuesday, March 6th at 6:00 p.m.: *3D Printed St. Patrick's Day Wearables*
 Monday, March 12th at 4:30 p.m.: *Code Your World: Building with Arduino / Learn Electronics*
 Tuesday, March 13th at 6:30 p.m.: *Cloud Computing Tutorial*
 Wednesday, March 14th at 4:00 p.m.: *STEAM-tastic Wednesdays: Soldering 101*
 Thursday, March 15th at 2:00 p.m.: *Adult Coloring*

Circulation					Programming			
Bridges Library System	This Year	Last Year	Increase/Decrease	Year To Date	Type	Adults	Kids	Teens
Village of Mukwonago	8,526	7,942	7.4%	8,526	Friday Movies(4)	127		
Town of Mukwonago	6,814	6,398	6.5%	6,814	Book Clubs (2)	19		
Eagle	1,114	1,169	-4.7%	1,114	Bluegrass Jam	120		
Genesee	756	429	76.2%	756	Other Adult Programs (11)	137		
North Prairie	768	594	29.3%	768	Adult reading Program	43		
Vernon	2,477	2,867	-13.6%	2,477	Paws to Read (11)	42	61	
All other Waukesha County	1,232	1,452	-15.2%	1,232	Outreach/Kids (24)	49	477	
Jefferson County	253	173	46.2%	253	Shake, Rattle & Roll (5)	76	100	
<i>Subtotal Bridges System</i>	21,940	21,024	4.4%	21,940	Lapsit (3)	32	49	
Other Wisconsin Counties				-	Preschool Storytime (4)	23	34	
Milwaukee County	188	42	347.6%	188	Other Kids Programs (11)	139	218	
Racine County	444	493	-9.9%	444	Youth Reading program		53	
Walworth County	3,809	3,447	10.5%	3,809	Monday Yoga	32	42	
All other Wisconsin Counties	5	35	-85.7%	5	MetaSpace 511 (15)	63	42	13
<i>Subtotal Wisconsin Counties</i>	4,446	4,017	10.7%	4,446	General Programs (3)	80	17	
Total All Counties	26,386	25,041	5.4%	26,386	Teen Library Council (4)			37
YTD ALL COUNTIES	26,386	25,041	5.4%		Totals	982	1093	50

Facility Use & Volunteers				Subscription Databases & Other Highlights			
	This Year	Last Year	Increase/Decrease		This Year	Last Year	Increase/Decrease
Meeting Room Library Use	66	47	40.4%	MetaSpace 511 Individual user	27	n/a	
Meeting Room Public Use	38	30	26.7%	Overdrive Circulation	1910	1532	24.7%
Study Room Use	233	136	71.3%	Gale Courses Verified (System Wide)	178	202	-11.9%
Computer Usage	1,048	1,065	-1.6%	Interlibrary Loans Borrower	14	26	-46.2%
Patron Visits	11,130	10,868	2.4%	Interlibrary Loans Lender	63	75	-16.0%
Active Volunteers	14	13	7.7%	New Items Added	304	427	-28.8%
Volunteer Hours	85	63	34.9%	New Cards Added	77	68	13.2%