

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) and the Friends of the Library are making the reimbursement to the library once I make the request. Spending of the 2018 budget is on track at 18.2% as of today (we should be around 20.8% at this time of year). You'll also notice that the balance of the donations indicates that it matches with the Village (23,994.25). Because of all the funneling in and out of the Donations account with the WCCF, Potawatomi Grant, Gollmar Fund, etc. it took quite a bit to ensure this number matched, but it does!

2. BUILDING AND GROUNDS

The security systems RFPs have been the biggest undertaking in regards to Building and Grounds in the past month. I'm also already taking into consideration how we will go forward with landscaping and outside maintenance for the coming spring / summer.

3. CIRCULATION AND PROGRAMMING

Circulation was up 24,669 in February, up 10.9% from 22,241 in February of 2017. 77 new library cards were added, which is 24.2% higher than last year. 18 individual users to MetaSpace 511. Again, this is outside of ALL of the programming that we do in the room and when the room is reserved for other reasons, i.e. the room was sectioned off for an entire week for the students from Clarendon and their classes. There was also a 16.5% increase of patron visits to MCL during February.

Programming for February; we saw 3,055 people attend programs at MCL. The last Board meeting I spoke of the fantastic event that the Cultural Showcase turned out to be. Outside of the success of the Cultural Showcase, we hosted 18 adult programs, with author Chad Lewis's program 'Wisconsin's Gangster Past' being very well-received. We held 43 children's programs, 5 teen programs, and 19 programs within MetaSpace 511.

You will see a *slight* decrease in programming in the coming months of April and May in preparation for the Summer Reading Program.

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

4. CONTINUED SYSTEM INVOLVEMENT / AUTOMATION

My next director's (APL) meeting is on Friday, March 16th. E-commerce is up and running smoothly. We received marketing materials for e-commerce in the past week or and have been marketing accordingly. We also have a new database resource: Cypress Resumes, which is now active on our website.

5. FRIENDS OF MCL

The Friends of the Mukwonago Community Library are holding their annual Pi Day fundraiser. They will sell pie pieces for \$1 until they run out. The Friends next quarterly meeting is on March 21st at 6:30 p.m. Discussion topics will include a wrap-up of Pi Day, upcoming fundraising events, and how to increase membership. The Friends have funded the purchase of two new microwaves for the library (staff meeting room and the Community Room). I will also be reporting on the current status and use of the Potawatomi Grant and requesting for various funding in regards to the upcoming Summer Reading Program.

6. MEETINGS / OUTREACH

The Youth Services Librarian, Jane, continues to diligently prep already for the Summer Reading Program and recently attended a workshop talking about teen (and adult) volunteers and how to train and prep them for SRP. MCL was present at the YMCA for their last Family Fun Night on March 23rd. Kelsey Podany (Circulation Clerk) went and represented MCL and conducted a storytime and craft. We will continue partnering with the YMCA and their Family Fun Nights. The next event is May 18th. I will be speaking to the Young at Heart Senior Group in North Prairie on Wednesday, March 14th at noon.

We hosted ALL of the classes / students from Clarendon during the week of February 19th – 23rd. We tailored each class according to grade level and covered topics such as: coding, electronics, 3D printing, and virtual reality.

I had been in talks with Doug Bruins of Citizens Bank of Mukwonago for the past year. Throughout their renovation, they knew that the famed Mukwonago murals would be taken down and he considered that the library would be the best place for the community to still see them. We received the murals last week and are working with the DPW to get them hung.

As a reminder, MCL will be closed on Friday, March 23rd for a staff in-service training day. The morning will include blood borne pathogen training as provided by the Mukwonago Fire Department and the afternoon will include team-building activities and staff hands-on exploration in MetaSpace 511.

7. METASPACE 511

MetaSpace 511 continues to be utilized for a large variety of library programming to help promote our sewing, videography, memory lab, 3D printing, etc. We continue to see successful numbers and visits to the room.

8. OPERATIONS

As I requested last month for the funding of a self-service faxing machine, we have set-up two installation dates with EnvisionWare. The self-service faxing machine installation is scheduled for the week of March 26th. The Mobile Printing installation (allowing patrons to print from anywhere within the library or remotely to our print release station) is scheduled for the week of April 4th. As I reported a few months ago, I requested funding from the Friends of the Library to purchase an annual zoo pass. We've received the pass and it's in processing and should be ready for circulation by the end of this week.

The shifting of the nonfiction section is also finalized. Nonfiction books are now categorized according to the Dewey Decimal within their given category. We will be purchasing new end-caps to assist users in finding their information.

9. STRATEGIC PLANNING REPORT

The community survey became open to the public on February 20th. Thus far, we have roughly 450 responses with 25% of these responses coming from non-users. We have the community survey advertised via social media, in-house paper surveys, and via our e-newsletter (it's been sent out twice via our e-newsletter and I plan to do one more blast). It's also been sent to the Village of Mukwonago, the Town of Mukwonago, the Chamber of Commerce, the school district, and various nonprofit organizations around the area. The final date to take the survey is Friday, March 23rd.

Included in the survey is the option for people to sign-up for one of the focus groups. The focus group date is set for Wednesday, March 28th. The various time slots are for residents, community leaders, Friends of the Library, and the staff.

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

***Please note this list is only an overview and does not cover absolutely everything.**

Adults

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

Saturday, March 17th at 10:00 a.m.: *Tai Chi for Beginners*

Monday, March 19th at 6:00 p.m.: *Milwaukee Mayhem: Murder and Mystery in the Cream City's First Century with Author Matthew Prigge*

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

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

Wednesday, March 21st at 6:00 p.m.: *Wellness: It Isn't That Complicated*

Wednesday, March 28th at 6:00 p.m.: *Healthy Relationships*

Tuesday, April 3rd at 6:00 p.m.: *Overdose Prevention Education – Naloxone (Narcan) Training*

Thursday, April 12th at 10:00 a.m.: *Reel to Real Documentary Series: "League of Denial: The NFL's Concussion Crisis"*

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, March 17th at 11:00 a.m.: *St. Patrick's Day Storytime*

Monday, March 26th at 6:00 p.m.: *Family Film Night: Coco*

Teens

Mondays, March 19th and April 2nd at 4:30 p.m.: *Teen Library Council*

Tuesday, March 20th and 27th at 2:00 p.m.: *Teen Tech Tutoring*

Friday, March 23rd at 6:00 p.m. – 8:00 p.m.: *Teen Bad Art Night*

Thursday, April 5th at 3:30 p.m.: *Emoji Pillows*

MetaSpace 511 (most events applicable to 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 Wednesdays and various Saturdays: *Drop-In Open Tech Times*

Alternating Mondays from Virtual Reality at 4:30 p.m.: *Coding Club with various themes*

Every Tuesday from March 13th through May 29th: *Computer Classes with various themes*

Tuesday, March 27th at 6:30 p.m.: *3D Printing: Redux: Using 3D Printing in Everyday Life*

Wednesday, March 28th at 4:00 p.m.: *STEAM-tastic Wednesdays! Drinking Bird*

Thursday, March 29th at 2:00 p.m.: *Adult Coloring Group*

Thursday, March 29th at 6:00 p.m.: *Drone Day*

Wednesday, April 11th at 4:00 p.m.: *STEAM-tastic Wednesdays: Soda Bottle Airplane*