

LIBRARY DIRECTOR REPORT

Submitted by Angela Zimmermann, Library Director

1. BUDGET

We're on track for spending of the 2018 budget at 26.3%. Reimbursements yet to come from the Waukesha County Community Foundation are for the second 30% installment of the strategic plan, the self-service faxing bundle, and the building security system. You'll see these reimbursements reflected in the May reports. Additionally, I've requested WCCF current statements of our accounts and have been informed that they went through a software upgrade recently and were working on some issues yet. I hope to have accurate WCCF statements for the Board on Monday.

2. BUILDING AND GROUNDS

The building security installation began on April 4th with the wiring for all three projects: video surveillance, intrusion, and access control. Access control will be the first completed of all the installations. It's expected that the entire project will be completed by the first week of May.

The Young Adult area renovation / rearranging has also begun. Anticipated completed date of this project will be the beginning of June.

3. CIRCULATION AND PROGRAMMING

Circulation was up 27,694 in March, up 2.3% from 27,066 in March of 2017. There were slight decreases in other areas such as new library cards and patron visits. 26 individual users to MetaSpace 511, outside of all the other programming we do in the room.

Programming for March; we held 24 adult programs and of particular interest were the Ceol Cairde Irish music performers, an author visit by Matthew Prigge talking about the history of the Creamt City, and our monthly Tai Chi program. There were 36 children's programs and of particular interest were the St. Patrick's Day storytime, our Family Film nights and the Hands-On Micro-Green Workshop. 19 programs were held in MetaSpace 511. The computer classes that we are hosting every Tuesday night are very well-received.

During the month of March, we also had a wide variety of passive programming and contestants going on for patrons.

4. CONTINUED SYSTEM INVOLVEMENT / AUTOMATION

My monthly director's meeting (APL) was not held in March as there were no agenda items to discuss. APL did meet this morning and the main item of discussion was PLSR (the Public Library System Redesign project) of which I will discuss briefly at our meeting on Monday.

5. FRIENDS OF MCL

The Friends of the Library held their annual Pi Day event. \$230.10 was the income of their efforts. At their last meeting they discussed their upcoming annual rummage sale during the summer,

new fundraisers they could explore, and hosting a memorial this summer for the Lorraine McAdams tree. Their next meeting date is on June 13th.

6. MEETINGS / OUTREACH

I attended during the morning of March 22nd a Program Management Meeting in Oconomowoc. The meeting was designed to provide participants with foundational knowledge regarding the use of project management techniques (meeting management, benchmarks, baseline information, communication, organization and soft skills). I also attended this past Saturday the Chamber of Commerce's annual Spring Fling event. The 2018 Wisconsin Association of Public Libraries (WAPL) Conference will be held in early May at the Country Springs Hotel and Conference Center. I and the Youth Services Librarian, Jane, will be going to various presentations. Circulation Supervisor, Tammy, will also be going to a workshop at the end of the month entitled 'Everybody Does Security' covering concerns and practices in dealing with any given situation. Tammy will also be visiting some other libraries in the system to assess how they use LEAP in their day-to-day operations. LEAP is a web application that allows users to access Polaris (our ILS – Integrated Library System) services to a desktop, tablet, mobile device, etc. It's designed to help on-the-go librarians to work with patrons by adding mobile functionality (i.e. using a tablet while we are at the Farmers' Market to register a new library card). Using LEAP in-house, I'd like to start using it for during our routine in the morning of pulling the hold list.

7. METASPACE 511

Our MetaSpace 511 continues to be well-received. We've discussed that since the room has received so much attention and press in the past months that we are going to have to plan accordingly for the Summer Library Program and require registration for all programs.

8. OPERATIONS

All periodic evaluations with each employee have taken place and each employee has been given three attainable goals which will then be reviewed in conjunction with the annual evaluation in September.

The new, exciting and very popular items that are now circulating are the two new zoo passes. One zoo pass admits 8 people and includes parking for 1 vehicle. Patrons cannot place holds nor renew these zoo passes. We've also added a few new STEAM kits to our circulation as these are highly popular items with our patrons.

National Library Week was observed during April 8th through the 14th. MCL connected with local businesses so that if patrons 'Show Their Library Card', they'd receive discounts or freebies at those specific places. It was FANTASTICALLY well-received.

We held our In-Service Staff Training Day on Friday, March 23rd where we covered training on bloodborne pathogens, teambuilding skills, and breakout sessions to cover topics and procedures within Circulation and Reference.

Additionally, our self-service faxing machine and mobile printing are all up and running! The operation allows patrons on their own to scan and fax or send to a USB stick, Google Drive, mobile device, or OneDrive. The mobile printing allows patrons to send to our printer from wherever they are whether in the library or not and come up pick up their documents at their convenience.

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

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

Adults

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

Wednesday, April 18th at 6:00 p.m.: *Genealogy 101*

Saturday, April 21st at 10:00 a.m.: *Tai Chi for Beginners*

Monday, April 23rd at 6:00 p.m.: *Understanding Anxiety and Depression*

Tuesday, April 24th from 9:30 a.m. – 1:00 p.m.: *Memory Screenings with ADRC*

Tuesday, April 24th at 6:00 p.m.: *Gardening for Butterfly and Hummingbird Habitats*

Wednesday, April 25th at 6:00 p.m.: *Mother's Day Make-n-Take with Essential Oils*

Thursday, April 26th at 6:00 p.m.: *Meditation and Mindfulness*

Monday, April 30th at 6:00 p.m.: *Going Solar: Residential Solar Power*

Wednesday, May 2nd at 1:00 p.m.: *The Ukuladies Performance*

Tuesday, May 8th at 6:00 p.m.: *Bluegrass Jam*

Thursday, May 10th at 10:00 a.m.: *Real to Reel Documentary Series: "Mad Hot Ballroom"*

Thursday, May 10th at 6:00 p.m.: *Milwaukee German Liederkrantz Choir*

Friday, May 12th at 10:00 a.m.: *Tai Chi for Beginners*

Children

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

Every Wednesday at 10:00 a.m.: *Preschool Storytime* (no Preschool Storytime in May)

Every Thursday at 10:00 a.m.: *Lapsit Storytime* (no Lapsit Storytime in May)

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*

Friday, April 20th at 10:00 a.m.: *Dancing with Ducks*

Saturday, April 28th at 11:00 a.m.: *Un-Frozen: A Royal Celebration of the Return of Spring*

Saturday, May 12th at 10:00 a.m.: *Mother's Day Storytime*

Teens

Monday, April 16th at 4:30 p.m.: *Teen Library Council*

Thursday, April 19th at 3:30 p.m.: *Teen Territory: Table Top Games*

Monday, April 30th at 4:30 p.m.: *Teen Library Council*

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*

Thursday, April 19th at 6:00 p.m.: *DIY Craft Series: Distressed Air-Dry Clay Vessel*

Wednesday, April 25th at 4:30 p.m.: *STEAM-tastic Wednesdays: Perler Beads*

Thursday, May 3rd at 6:00 p.m.: *Sewing Made Simple: DIY Reusable Kitchen Towels*

Wednesday, May 9th at 4:30 p.m.: *STEAM-tastic Wednesdays: Mother's Day LED Circuit Cards*