

## **LIBRARY DIRECTOR REPORT**

*Submitted by Angela Zimmermann, Library Director*

*April 2018*

### **1. BUDGET**

We are on track for spending of the 2018 at 33% when we should be around %37.5. There will be an excess of money in the Donations account for now as I've already requested from WCCF the funds for the security project and the outside motion lights around MetaSpace 511. I've also attached *separately* the revenue and expenditures guideline. We've also started to receive quite a bit of Summer Library Program donations, so that money will also be put into the Donations account.

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

I've expressed my concerns to some members of the Building & Grounds Committee about the security project with Johnson Controls and I'm working on arranging a meeting with some members of the Building & Grounds committee to address all of these issues with representatives from Johnson Controls. I am still hopeful that the project will completely be finalized and working by the beginning of June. According to the original quote from Johnson Controls there would have to be involvement from Schindler in regards to the access control and wiring of the elevator. I received a quote directly from Schindler for what would be the installation of a new communications traveling cable required for card reader hookup. The new wiring that would have to be pulled through the hoistway and through the existing trough in the IT room and terminating in the elevator controller would be at an additional cost of \$9,195. I will NOT be pursuing that at this point. This was not be covered in the original Board approved amount for the security project. If I feel there is a significant need in the future for the elevator to be access controlled, I will bring this issue back to the Building & Grounds committee.

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

Circulation was up 26,717 in April, up 6.1% from 25,172 in April of 2017. New library cards added were down quite a bit again and the staff and I are a little baffled as to why this is. Patron visits were up by 6.8% and 17 users to MetaSpace 511, outside of all of the monthly programming in the room.

Programming for March: we held 26 adult programs with particular interest for the Tai Chi classes, Gardening for Butterflies and Hummingbirds class, the Mother's Day Essential Oils workshop, and the Going Solar: Residential Power informational session. There were 30 dedicated children's programs. The wildly successful program were the Duckling Storytime with over 220 people attending and the Un-Frozen Royal Celebration with over 160 people attending.

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

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

On April 19<sup>th</sup>, library directors from within the Bridges Library System, Bridges Library System staff, and Bridges Library System Board members met for a riveting 7 hour meeting to discuss

the Bridges Library System's next strategic plan. Topics of discussion were their vision and mission, a SWOT analysis and further identification of service goals and action steps. I mentioned the PLSR (Public Library System Redesign) initiative at the last Board meeting. The PLSR Steering Committee is being invited to present at our next Director's meeting in June. Our last APL meeting was this past Friday, the 11<sup>th</sup> and topics of discussion were a CAFÉ Catalog user survey that will be coming out soon, ideas for staff in-service training, meaningful measurement of library programs, and we shared ideas and things learned at the recent WAPL (WI Association of Public Libraries) Conference.

## **5. FRIENDS OF MCL**

The Friends of the Library do not meet again until Wednesday, June 13<sup>th</sup>. They are already prepping for the rummage sale in July and I've allocated to them some space in our basement for storage. They will also be doing a promotional activity in line with our Summer Library Program Registration Week (June 4<sup>th</sup> – 9<sup>th</sup>) in that any member that renews or anybody that signs-up as a new member of the Friends can receive a canvas bag that states 'I support the Friends of the Mukwonago Community Library.'

## **6. MEETINGS / OUTREACH**

Between myself, the Youth Services Librarian, Jane, and the Youth Services Assistant, Michelle, all of the elementary schools and the middle school will have been visited by the end of this week to learn about the opportunities and excitement of the upcoming Summer Library Program. The theme this year is Libraries Rock! We're obviously taking various twists on this to incorporate music, geology, and the simple and very obvious fact that libraries just rock, in general. ☺ We are still continuing our monthly visit to the YMCA. Our next night there is this Friday, May 18<sup>th</sup> with a Make N' Take STEAM/ STEM theme. We are back at the Farmers' Market now on a regular basis starting May 16<sup>th</sup> and we are attempting a Pop-Up Library. So, we'll bring with us new adult and children's materials and we'll be able to use LEAP (the web-based application that allows us to have the functionality of our ILS (integrated library system) on one of our iPads, so we'll be able to check items out, create new library cards, renew items, etc.) We are also taking one of our 3D printers to the Farmers' Market. Home Depot has graciously donated a generator for the day. Obviously, taking materials and 3D printer will be dependent upon weather. The Pop-Up Library is something I really want to push to make those community connections.

In regards to meetings, I attended a couple of weeks ago the WAPL (WI Association of Public Libraries) conference and attended the keynote speech and workshops entitled 'What are Friends For', 'Managing Performance with the Library HR Guy', 'WI Public Library Standards, 6<sup>th</sup> Edition: Using the NEW Standards to Improve Your Library Services', 'Legal and Other Issues Presented by Technology in the Workplace', 'Reinventing Your Library', and more. The HR workshop was particularly insightful. I've also recently completed through UW-Madison a Personnel Management course.

Tammy, Circulation Supervisor, attended last month in Janesville a conference called 'Everybody Does Security' where they discussed strategies to empower your staff to handle tough situations with library users and learning about the policies and procedures that can help and effective ways to share information among staff.

Further outreach this past month has extended to making contact with many of the local businesses and organizations in regards to the Summer Library Program and how we can collaborate or discuss their interests in donating to the program.

## **7. METASPACE 511**

Despite the majority of things slowing down in April and May (end of the school year and Summer Library Program prep), MetaSpace 511 interest remains consistent. The SLP brochure for MetaSpace 511 will be finalized soon. The vast array of programs will cover everything from computer and tech talks and geocaching programs to two dedicated STEAM camps for various ages and 3D printing programs. This is our first summer with MetaSpace 511 and it's quite exciting. We'll be utilizing the help from the various volunteers from the IT Academy, as well as the summer interns, Rory Sherrod and Tyler Maciejewski. We do expect quite the interest in MetaSpace 511 programming and this is ASIDE from all of the other children's programs and performers that are already arranged.

## **8. OPERATIONS**

Staff members that showed interest will be CPR/AED trained on May 24<sup>th</sup>. This training will take place at the Mukwonago Fire Department.

Items that we will be circulating soon include various backpacks with themes such as geocaching, stargazing, bird-watching, rocks and minerals, and wildflowers. Each backpack will contain binoculars, compasses, orienteering guides, local hiking guides, and related books to each topic. The geocaching kit will have a bit more and include a GPS navigator, portable battery pack, flashlight, first-aid kit, etc. We will also start circulating soon what are called 'Starlings' by VersaMe. These are early-education devices that count the words your child is hearing each day. It pairs through Bluetooth technology and connects to an app and helps in areas of engagement, reading, and motion.

The Young Adult furniture has all been purchased. Considering it's custom-made, delivery is roughly 7-9 weeks. We've contacted the DPW though as we are ready to move and arrange the shelves, which will then result in 6' of 'new' space immediately by the coffee corner. We will then eventually be transitioning the new items closer to that area, so it's one of the first things patrons see when entering the building.

I'm also hiring for a part-time shelver for the summer (no more than 8 hours a week) to assist on the busier days and to prep for what I anticipate will be a quite active summer. The applications were due this past Friday, May 11<sup>th</sup>.

All updated job descriptions are coming before the Board this evening for approval. Once approved, we can begin working with a vendor to conduct the compensation / salary study.

We will be closed for Memorial Day. Also, the annual Bike Race that takes place around the library property is set for Saturday, June 2<sup>nd</sup>. I chose to not bring this to the Board for consideration to close as it will only affect the north entrance to the library since they've changed the route as compared to previous years.

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

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

Summer Library Program begins with registration the entire week of June 4<sup>th</sup>.  
The Summer Library Program begins on June 11<sup>th</sup> for all ages. Please note all of the programs are not yet publicized on our public calendar.

### **Adults**

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

Wednesday, May 23<sup>rd</sup> at 6:00 p.m.: *Your Brain on IT: The Human Impact of Information Technology with Psychotherapist Dr. Philip Chard*

Thursday, May 24<sup>th</sup> at 6:00 p.m.: *Lincoln: "A New Birth of Freedom"*

Tuesday, May 29<sup>th</sup> at 6:00 p.m.: *Bluegrass Jams*

Thursday, May 31<sup>st</sup> at 6:00 p.m.: *Meditation and Mindfulness: A Series for Beginners*

Saturday, June 9<sup>th</sup> at 10:00 a.m.: *Around the Farm Table: A Cooking Demonstration with Inga Witscher*

Monday, June 11<sup>th</sup> at 2:00 p.m.: *Chair Yoga for Seniors*

Thursday, June 14<sup>th</sup> at 10:00 a.m.: *Real to Reel Documentary Series: "Grizzly Man"*

Thursday, June 14<sup>th</sup> at 6:00 p.m.: *Kraut & Kimchi and the Process of Fermentation*

Monday, June 18<sup>th</sup> at 7:00 p.m.: *TJ & the Ukuladies*

### **Children**

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

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*

Tuesday, May 22<sup>nd</sup> at 6:00 p.m.: *Basics of Backyard Maple Syrup*

Saturday, May 26<sup>th</sup> at 11:00 a.m.: *Chirp, Cheep, SQUAWK: A Super Storytime*

Thursday, June 7<sup>th</sup> at 6:00 p.m.: *Mini-Veggie Garden for Children with Yerke Frog Alley Greenhouses*

Saturday, June 16<sup>th</sup> at 10:00 a.m.: *Father's Day Storytime*

### **Teens**

Mondays, May 21<sup>st</sup>, Tuesday, May 29<sup>th</sup> and Monday, June 4<sup>th</sup>: *Teen Library Council*

Thursday, May 14<sup>th</sup> at 2:00 p.m.: *Salsa & Salsa*

### **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 13<sup>th</sup> through May 29<sup>th</sup>: *Computer Classes with various themes*

Various Tuesdays: *Teen Tech Tutoring*

Wednesday, May 23<sup>rd</sup> at 4:00 p.m.: *STEAM-tastic Wednesdays! Wind Chimes*