

LIBRARY DIRECTOR REPORT

Submitted by Angela Zimmermann, Library Director

BUDGET

We are still on track with the spending of the 2018 budget at 58.6% (should be at 70.4%). Line Item 5219 - Professional Services does show us in the red due to the first installment for the GovHR Compensation study. This will only increase as the second installment has yet to be received. The compensation study was not a budgeted item for 2018. Line Item 5220 - Contracted Services also shows us in the red because of the higher than anticipated maintenance contract costs with EnvisionWare. This maintenance contract was expected for the new self-checkout machines purchased in 2017 which this covers. However, this also covers the new faxing and maintenance that comes along with the EnvisionWare services purchased in 2018.

A draft of the 2019 budget is prepared but I am still waiting on the compensation study results to finalize the salaries portion of the budget plan.

The Donations account (5806) still appears a bit inflated as we have not yet received the new Young Adult furniture. The invoice should be in the September bill list.

BUILDING AND GROUNDS

Despite the reports that I gave that the building security system is complete, we are *still* having issues with the burglar alarm system. During open hours the system will consistently alert the emergency phone call list that there is motion detected. Finally we were sent a technician that listened to our problems over the past several months and he assumes that there is an underlying issue with the wiring that is causing the system to continuously alert us that there is an intrusion. He'll be back on August 20th and has talked to the salesperson and the accounts department to halt all further invoices until these issues are resolved.

Our weekend custodians have decided to move on from their positions at the library due to personal reasons. There were two weekend custodians: one working Friday night to prepare for Saturday and one working Saturday night or Sunday afternoon to prepare us for Monday opening. With this, I've decided to go forward with a cleaning service on the weekends to assist with the cleaning of bathrooms, vacuuming, garbage removal and a few other tasks. This is far more of a cost advantage to the library to take this route.

Our annual fire inspection of the building will take place on Wednesday, August 22nd.

CIRCULATION AND PROGRAMMING

Circulation was up 34,092 in July, up 1.5% from 33,585 in July of 2017. Overall for the year, we are up 3.7% from 2017. We also saw a 61.5% increase in new library cards added during the month of July. Please continue to note that the use of MetaSpace 511 for individual purposes is going to appear quite weak throughout the summer months due to the large amount of library-led programs still occurring (ending mostly in August now).

Programming for July: we held 27 adult programs of which well-received were Plant Yo Junk! and the Easy Days Barbershop Quartet. Recurring programs like Tai Chi and Chair Yoga for Seniors will continue through the end of the year because they have become so popular. The Touch-A-Truck event was once again successful with nearly 700 people visiting over the course of the 2-hour program. Thank you to the DPW, Mukwonago Police, Mukwonago Fire, and a few private organizations for their time. There were near 60 children's programs with the Wonderful Wednesdays and Terrific Tuesdays bringing in the usual amount of excitement.

Future Programming: We will significantly stop most programming in MetaSpace 511 for the month of September. This will be a well-deserved break as well as time to 'revamp' how we will conduct programs and market the services MetaSpace 511 has to offer. We will also be going through a transition with two new IT Academy interns and preparing for the upcoming Milwaukee Maker Faire at the end of September.

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

CONTINUED SYSTEM INVOLVEMENT / AUTOMATION

With the way the days have fallen this month, the monthly director's meeting is now after our Board meeting and is on Friday, August 17th.

The library's router was replaced the beginning of July. On the morning of Tuesday, August 14th, there will be a Polaris upgrade to the latest version, 6.0. Some highlights of this upgrade include: Highlights are One Click Holds, Lexile Reading Level Facet in PowerPAC (for the applicable bibliographic records with that information) and viewing options in Leap. We will be in offline mode then in the morning during the upgrade.

FRIENDS OF MCL

The Friends of MCL held their annual Rummage Sale on July 21st and raised near \$900. The overall assessment of the event is that next year it should possibly be held for two days and not just one to allow more patrons to visit. The Friends also served ice cream during the Backyard Bash on August 4th and held a dedication of the Lorraine McAdams tree.

MEETINGS/OUTREACH

The Adult Services Librarian, Chris Stape attended a Media Relations Workshop in which was discussed ways public libraries can build positive relationships with local media and how to use that for marketing purposes.

Technology Supervisor, Craig Grisham and myself met with Jim Ferwerda of the IT Academy at Mukwonago High School to discuss what we are looking for in our two new interns (We'll be calling them 'Innovators in Residence'!).

We will be at the Mukwonago Economic Development Summit at the Greenwald Foundation Performing Arts Center with a table the morning of Thursday, August 16th.

MCL will be the host to the Winters Farmers' Market on the 2nd and 4th Saturdays November through April and I will be meeting on Tuesday, August 14th with Chamber of Commerce Director, April Reszka and Market Manager, Amy Mueller to discuss this further and the expectations of the library during these weekends.

We will continue to partner with the YMCA in offering outreach services once a month. We'll be there next on Friday, September 7th with storytime and a community STEM project.

We will be present at Fall Fest (September 22nd), the three days of the Milwaukee Maker Faire (September 28th – 30th), Sectionfest on September 4th, and Senior Citizens Day at the Farmers' Market (September 5th).

METASPACE 511

As mentioned earlier, we'll be slowing things down a bit during the month of September to catch our breaths. This will also be down time to rethink some of our programs and focus on how we can better market the area. Time will be spent acclimating the new interns, prepping for the Milwaukee Maker Faire, creating 'How-To' videos of the room, analyzing data from the past 10 months in regards to program successes/failures, patrons' joys/concerns, where we are lacking, and preparation for the Wisconsin Science Festival, etc.

OPERATIONS / PERSONNEL

The GovHR compensation study survey was sent out to comparable libraries on July 24th with the request that the completed surveys be sent back by August 8th. Only 5 libraries had responded by August 8th, so a reminder was sent out to those that had not responded hoping that they can take the time to respond to the survey by August 20th.

Because of the increased usage and popularity of Wi-Fi hotspots, more have been purchased to add to our collection. These should be added to the collection by September.

The highly anticipated MCL Book Bike should be arriving during the week of September 17th.

We are working on a virtual tour of the library that we'll put on our website and social media avenues.

The library will be closed on Monday, September 3rd for Labor Day.

PLSR UPDATE

The PLSR Model Development Summit took place on July 30th-July 31st, in which the two models (Models Gold and Green) were discussed in great detail. The next meeting is a Steering Committee meeting on August 16th to discuss the direction of the content of the report/recommendation, establish a timeline for the Steering Committee's work to make their recommendation, and develop a plan for public comments and communication throughout the remainder of the project.

STRATEGIC PLAN

Sarah Keister Armstrong returned to the library on August 1st to meet with the staff. Considering it would have been impossible for me to pull the entire staff together, I requested that all staff provide any feedback, ideas or thoughts in relation to the Board approved priorities and strategies. We also discussed this during our July staff meeting. I then required that the Department Heads be present for the meeting with Sarah. Overall the meeting went well and all were engaged. We went through each individual priority and correlating strategies. Each strategy and priority has measurable action steps divided out between Year One, Year Two and Year Three. This is a discussion / action item during Thursday night's meeting.

SUMMER LIBRARY PROGRAM

A total of 1,426 kids and teens registered for the Summer Library Program. 659 children for the Bedtime Math Program. 514 adults registered for the Summer Library Program. Total all together is just shy of 2,000 registrants. Overall, a fantastically well-attended program.

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