

## **LIBRARY DIRECTOR REPORT**

*Submitted by Angela Zimmermann, Library Director*

### **BUDGET**

We are on track for spending of the 2018 budget sitting at 67.5%. A reminder that the Line Items 5219 – Professional Services is going to be in the red because of the GovHR compensation study, Line Item 5220 – Contracted Services is going to be in the red because of the unexpected high price of the maintenance contract with EnvisionWare (approved in August), and Line Item 5310 – Outside Services because of the costs of the outside landscaper. It was originally discussed that these costs would come out of the Donations account and was then motioned by the Board to come out of Outside Services. If the Board would like me to make a budget amendment so as not to show in the red in those line items, I can easily do so at the next Board meeting as there will be savings in other line items for the year. And again, the Donations account appears inflated as we have not yet received the Young Adult furniture invoice.

### **BUILDING AND GROUNDS**

The building security system has been functioning properly now for over a month. Grunau did conduct a routine visit in August to reclaim and store refrigerant and pressure test circuits with dry nitrogen. Through their analysis they located a leak and had to return over the next few days to take care of it. The new weekend custodian has also been working out nicely.

### **CIRCULATION AND PROGRAMMING**

Circulation was up 30,410 in August, up 3.7% from 29,332 in August of 2017. Overall for the year, we are up 3.7% from 2017. We also saw a 22.1% increase in new library cards added during the month of August. For the month of September, we are pushing new library cards wherever we go as it is National Library Card Sign-Up Month. Anyone that signs-up for a library card this month is automatically entered to win a gift card to a local business of their choosing.

During the month of August, we held 29 adult programs of which were successful the Chair Yoga for Seniors, the Winston Churchill program, Jeff Gordon as Elvis, and the RV lifestyle. During the month of August, we also rolled out our new Seniors Day idea which will be held every Tuesday at 2:00 p.m. There were 34 children's programs during the month of August of which were crazy successful were the Backyard Bash, the Unicorn Party, and the STEAM programs within MetaSpace 511. 11 teen programs were held during the month of August. The Teen Library Council met every Monday during summer and have now switched their meeting times to every other Wednesday during the school year. They are currently working on an escape room program for the community and a fundraiser awareness event at Culver's.

With school back in session, our preschool storytimes, lapsit storytimes, and sensory storytimes are all back in full swing through December. We paused most programming in MetaSpace 511 throughout the month of September to reassess our offerings and will be soon presenting our October – December schedule. More on MetaSpace 511 down below.

Also included in the statistics are the final numbers of the Summer Library programs, any passive programs that were held and the Teen Library Council's Summer Art Competition stats, as well as the outreach that was conducted to all of the schools for their individual open houses.

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

### **CONTINUED SYSTEM INVOLVEMENT / AUTOMATION**

Mellanie Mercier, Assistant Director and Automation Coordinator, recently came to MCL to conduct LEAP training with the MCL staff. LEAP is a responsive web client that brings the power and functionality of the ILS (integrated library system – Polaris) public services workflows to library staff through a browser. This is what enables us to check patrons out at the Farmers' Market, for example. By the end of the year, I'd like MCL to be fully functioning with LEAP. Bridges will also be coming out to conduct internal network visits as they look to make changes to how their network is set-up and to make the network more secure.

I received the 2019 Request for Exemption from the Waukesha County Library Levy 2018 Tax for 2019 Purposes and have been working with the Deputy Clerk, Linda Gourdoux, at the Village of Mukwonago as this requires an adopted municipal ordinance or resolution certifying that MCL's appropriation meets or exceeds the requirements is also required. That is on the Village of Mukwonago's agenda for adoption on Wednesday, September 19<sup>th</sup>.

### **FRIENDS OF MCL**

The Friends had their quarterly meeting on Wednesday, September 12<sup>th</sup>. They covered topics such as possibly partaking in the Jack-o-Lantern Jaunt at the end of October and their upcoming cookie sale at Midnight Magic. They've agreed to supply \$1,000 for programming expenses for the remainder of the year as well as supply \$250 to a volunteer of the Teen Library Council that has gone above and beyond in the TLC.

### **MEETINGS/OUTREACH**

I took a hiatus from the Rotary Club during the summer months because of the madness of everything going on but have now been reengaged in the group since the end of August. I've also joined their Membership Committee assisting with the preparation again for the State of the Village address that will be held in January and at the library. I've also joined the Midnight Magic Committee through the Mukwonago Area Chamber of Commerce as the library will be playing a far more crucial role this year with Midnight Magic.

MCL will be at Mukwonago's Fall Fest this Saturday, September 22<sup>nd</sup> from 10:00 a.m. to 4:00 p.m.

MetaSpace 511 will be at the Milwaukee Maker Faire at the State Fair Grounds September 28<sup>th</sup> – 30<sup>th</sup>. Friday, September 28<sup>th</sup> (5:00 p.m. – 9:00 p.m.), Saturday, September 29<sup>th</sup> (10:00 a.m. – 7:00 p.m.), and Sunday, September 30<sup>th</sup> (10:00 a.m. – 5:00 p.m.).

Between the Youth Services Librarian, the Youth Services Assistant, and helpful volunteers, MCL was at all open houses in the Mukwonago school district promoting upcoming programs,

resources, and library card registration. The Youth Services Librarian and Assistant are also now back in full swing visiting throughout each month local schools and daycares for storytimes and crafts.

We were at the YMCA for Family Fun Night on September 7<sup>th</sup> with a STEAM project and a storytime.

Our final Farmers' Market visit for the year will be on Wednesday, September 19<sup>th</sup>. BUT, the Winter Farmers' Market begins on November 10<sup>th</sup> running the 2<sup>nd</sup> and 4<sup>th</sup> Saturday November through April at the library.

We've been invited to be at Eagleville's Fall Literacy night on Thursday, October 11<sup>th</sup> and shall be in attendance.

### **METASPACE 511**

As mentioned a number of times, I've halted a lot of the programming for MetaSpace 511 during the month of September to reassess what's been working and what hasn't, as well as to prepare for the upcoming Milwaukee Maker Faire and to get our two new IT Academy interns on board and trained. We did hold an informational, sort of brainstorming session for homeschooling families and we'll hold another on September 26<sup>th</sup> to understand what they'd like to see from MetaSpace 511. October – December programs and services for MetaSpace 511 is forthcoming. One major program we are working on is a one year anniversary celebration of the room and that will be held on November 10<sup>th</sup> and it will be our own mini Maker Faire. It is simultaneously the same weekend as the first Winter Farmers' Market at the library.

### **OPERATIONS / PERSONNEL**

We are back on our normal Saturday hours, opening at 9:00 a.m. and closing at 4:00 p.m. Working closely with the IT Academy at the high school, I've hired two new interns for the semester. They will not be working as many hours as the previous interns but will be helping out primarily in areas of STEAM-tastic events on Wednesdays, the Girls Who Code club, and computer classes. Beginning of September saw some new service models being implemented into the operations at MCL. Cross-training is taking place among the staff so that all are fluent in LEAP, registering and renewing library cards, and placing holds. This means that patrons will be able to flow smoothly to any of the service desks within the library and receive help at any of these areas. High-level reference or research questions then require a librarian to be called. This provides far more opportunities for the librarians to meet the patrons where they are at and engage them more with patrons.