

LIBRARY DIRECTOR REPORT

*Submitted by Angela Zimmermann, Library Director
January 2019*

BUDGET

The financials that are attached *separately* show the preliminary numbers for the end of the year of 2018 and the executive summary for funds expended thus far in 2019. As mentioned earlier: The 2018 financials still reflect the health insurance that was paid in 2018 but is actually for 2019. The adjustment for this will be made hopefully within the next month. Also, the wages from the last week of 2018 have not yet been added into wages, so that will also change. The donated funds will show an increase as we received several generous donations in the past couple of months. Various donations are to be put towards assisting with the upcoming Cultural Showcase.

BUILDING AND GROUNDS

The Building and Grounds Committee met last on October 15th, 2018. From that meeting, it was determined that I would prepare the Request for Proposals for the facilities space needs study and for the HVAC maintenance working with Chairperson Mark Penzkover. The RFP for the facilities space needs study was completed and sent out to seven potential vendors. *I'm including the RFP in the packet immediately after my Director's report.* The HVAC maintenance RFP is still a work in progress.

CIRCULATION AND PROGRAMMING

Circulation was 24,859 in November, up .4% from 24,758 in November of 2017. Circulation 21,738 in December, up 4.1% from 20,875 in December of 2017. ***Circulation for the entire year of 2018 was 326,199, up 2.6% from 317,877 for the entire year of 2017.*** December also saw an increase of 14.6% in library cards being added and a 3.8% increase in patron visits to the library.

Overall, we slowed down programs quite a bit in December given the time of year. The Mukwonago Winter Farmers' Market continues to be a success each time it's hosted, roughly bringing in around 300 people each time. I do believe the recent increase we see in numbers such as new library cards and patron visits are thanks to the Farmers' Market. With the New Year now, all regular programs have started again (storytimes, computer classes, MetaSpace 511 programs, etc.)

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

Please take note that this year's 2nd Annual Cultural Showcase will be held on Saturday, February 16th from 10:00 a.m. to 4:00 p.m. Representation from the following will be in attendance: Austria, Azerbaijan, Canada, China, Colombia, the Cornish heritage, Croatia, France, Italy, Jordan, Kyrgyzstan, Nigeria, Poland, Scotland, Spain, Thailand, Turkey, the Welsh heritage, and more. As well as, the Milwaukee German Liederkrantz Choir, Hmong Friendship Association, Aarabhi Indian Dance School, Ceol Cairde Music Group, the

Milwaukee Irish Dancers, Old World Wisconsin, Milwaukee Scottish Country Dancers, the Milwaukee Chinese Immersion School, and a possible few others.

CONTINUED SYSTEM INVOLVEMENT / AUTOMATION

The monthly director's meeting was held last Friday. I did miss the meeting as I was out ill and have yet to receive the minutes but have heard the meeting was quite short. Topics of discussion were related to Bridges Library System's policy manual and records retention policy and schedule (this will be a topic of discussion at our next Policy Committee meeting).

FRIENDS OF MCL

The Friends of MCL met last week on Wednesday. The Friends agreed to continue to sponsor the Milwaukee County Zoo passes that we circulate. They also sponsored \$2,000 towards the upcoming Cultural Showcase that will assist with marketing costs, supplies, and any possible stipends for performers.

The Friends collected \$2,000 during Midnight Magic this year - a great result considering the dismal weather for Midnight Magic last year.

The Friends are also still currently looking for a President and Vice President.

LIBRARY LEGISLATIVE DAY

Library Legislative Day is Tuesday, February 12th. This is a great opportunity to influence legislators face-to-face who may know nothing about all the exciting things taking place in libraries. It's also important because it's a budget year so it's critical that these decision makers hear from us. I am trying to rearrange some things on my schedule to be able to go. If any trustees are interested in going, that'd be amazing!

MEETINGS/OUTREACH

The Mukwonago Rotary Club's State of the Village event will be held again in our Community Room on Thursday, January 24th.

The Mukwonago Area Chamber of Commerce's Winter Farmers' Market will continue to be held in the Community Room the 2nd and 4th Saturdays through end of April.

The Purple Springs Library Memory Project kickoff is on Thursday, January 24th here at MCL. As a reminder, the Library Memory Project is a partnership between public libraries in Waukesha, Washington, and Milwaukee Counties and the Alzheimer's Association with a mission to provide programs to those affected by memory loss, Alzheimer's disease, and other forms of dementia. Each group meets once a month for a social gathering called a Memory Café. Libraries involved in the memory project also offer educational programs on memory loss and brain health. Purple Springs will be a collaboration between MCL and Alice Baker Memorial Library with all programs held at MCL.

The Annual Wild Wisconsin Winter Web Conference will be held on January 23rd - 24th. I have a number of employees signed-up as there are a substantial amount of interesting courses covering marketing, customer service, community engagement, and programming.

UPCOMING PROGRAMS (Before the next MCL Board Meeting)

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

Adult Programs

Every Tuesday at 2:00 p.m.: *Seniors Day (variety of topics from health, wellness, advanced card planning, recreational activities, etc.)*

Saturday, January 19th at 10:00 a.m. and Wednesday, January 23rd at 6:00 p.m.: *Tai Chi for Beginners*

Monday, January 21st at 6:00 p.m.: *Bluegrass Jam*

Thursday, January 24th, February 7th and February 21st at 9:30 a.m.: *Chair Yoga for Seniors*

Thursday, January 24th at 9:30 a.m.: *Purple Springs Memory Café*

Monday, January 28th at 6:00 p.m.: *The Two Faces of Patriotism- The Great War Comes to WI: Sacrifice, Patriotism, and Free Speech in a Time of Crisis*

Tuesday, January 29th at 6:00 p.m.: *Help Your Dog Beat the Winter Blues*

Wednesday, January 30th at 6:00 p.m.: *Amelia Earhart Portrayal by Leslie Goddard*

Saturday, February 16th at 10:00 a.m.: *2nd Annual Cultural Showcase*

Tuesday, February 19th at 6:00 p.m.: *Apollo 11: A 50th Anniversary Celebration with Kellie Arenz*

Children's Programs

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.: *Fantastic Fridays (i.e. Budding Builders, Crazy for Crafts, Play with Words, Sensory Storytime, etc.)*

Various Mondays at 10:00 a.m.: *Monday Morning Storytime Yoga*

Various Tuesdays and Wednesdays: *Paws to Read Therapy Dogs*

Every 1st Thursday of the month: *Family Bingo*

Thursday, January 17th at 10:00 a.m.: *Storytime with Miss New Berlin Jamie Watkins*

Wednesday, January 23rd at 4:00 p.m.: *Sunset Storytime*

Thursday, February 14th at 6:00 p.m.: *Family Film Night: The House with a Clock in its Walls*

Saturday, February 16th at 10:00 a.m.: *2nd Annual Cultural Showcase*

Tuesday, February 19th at 6:00 p.m.: *Apollo 11: A 50th Anniversary Celebration with Kellie Arenz*

Teen Programs

Wednesdays, January 30th, February 6th and 13th: *Teen Library Council*

Saturday, February 16th at 10:00 a.m.: *2nd Annual Cultural Showcase*

*Please see MetaSpace 511 for more teen programs.

MetaSpace 511

Every Tuesday at 6:30 p.m.: *Computer Classes (Varying themes)*

Every Wednesday at 4:00 p.m.: *Girls Who Code*

Every Wednesday at 4:00 p.m.: *STEAM-tastic Wednesdays (Varying themes)*

Every other Wednesday: *MetaSpace 511 for Homeschooling Families (Varying themes)*

Various Saturdays and Mondays: *Tech Savvy Tutors*

Monday, January 21st at 10:00 a.m.: *What's in MetaSpace 511? Cricut Class*

Tuesday, January 22nd at 10:00 a.m.: *What's in MetaSpace 511? Preserving Your Past*

Saturday, February 2nd at 10:00 a.m.: *What's in MetaSpace 511? Explore the Robotics Cabinet*