

LIBRARY DIRECTOR REPORT

*Submitted by Angela Zimmermann, Library Director
February 2019*

BUDGET

We are on track for spending of the 2019 budget at 11.3%. The supplies line item was diminished right off the bat for the year a bit because we needed quite a bit of backup supplies for technical services. Many of our charges as being part of CAFÉ and the library system came through this month as well and hence our expenditures are so high. These are one-time, budgeted charges though. There's also quite a bit of spending that took place from the Donations account (5806) due to the amount of donations given for the Cultural Showcase. The budget amendment for Thingery line items is on the agenda for discussion and action on Thursday evening.

BUILDING AND GROUNDS

The Building and Grounds committee is meeting an hour before the regular Board meeting on Thursday, February 21st. We'll be discussing the request for proposal for the HVAC and preventive maintenance, the status of the request for proposal that is currently with vendors/consultants for the space needs study, and the potential of adding a laser engraver to MetaSpace 511. As was reported and included in January's Board packet, the request for proposal for the facilities study already went out. Proposals are due back to me by March 8th. The Building and Grounds committee will then review proposals and we'll be reporting back to the full Board in March.

Other related Building & Grounds items: Martens Plumbing has made several trips out to the building to fix the hot water in the staff break area. As mentioned at the last Board meeting, I would be reaching out to Taylor Computer Services to fix what has been a pain for MCL – the Wi-Fi issues. Taylor Computer Services came out on Wednesday, February 13th to install the UniFi Access Point Enterprise Wi-Fi System, as well as a firewall. The firewall is to protect the staff and the internal computers from the public. This came as a recommendation from the system, as well as from the county, to immediately install. Grunau did a recent inspection in the basement for their annual Cross Connection Control performance test and informed us that our water softener and brine tank are in desperate need of service and maintenance. I'll be working with the DPW to get these items taken care of. And also after our wonderful amounts of snow, there were a couple of days in there where the library was not plowed out immediately for opening. I've discussed with DPW why this took place and we hopefully won't see this issue again should we sadly expect more snow.

CIRCULATION AND PROGRAMMING

Circulation was 24,599 in January, down 6.8% from 26,386 in January of 2018. This was completely expected due to the weather. We were down in pretty much every area for January 2019, again, which was sadly expected.

There were quite a few programs that also had to be rescheduled in January. Of the programs that did take place, the Armchair Travel: Explore France and Discover its World Famous Dairy Goat and Cheese Industry, the Bluegrass Jam, and several themed-storytimes were quite popular. The kickoff of the Purple Springs Memory Project was not well-attended but we are attributing this to the cold. The Winter Farmers' Market however, continues to bring in a decent amount of people each time.

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

CONTINUED SYSTEM INVOLVEMENT / AUTOMATION

We had our monthly director's meeting this past Friday. It was a fairly light agenda. Because of the many recent days where libraries were closed because of the weather, this was one topic of discussion as to how each library handles closing as well as staff pay when the library unexpectedly closes. Another discussion topic was potential new magazine titles to be added to the database, Flipster. CAFÉ Council also met after the APL meeting. CAFÉ Council is the CAFÉ consortium governance committee. We discussed patron self-registration through the public access computers which the Council agreed to go forward with it. We also discussed patrons having the ability within the PAC (public access computer) to change their CAFÉ library barcode number to a username of their choosing. This would only be on the patron's end of things. Library staff could not assign a username during registration nor are they searchable or available for reports and are not displayed in the patron record (only the patron's library CAFÉ number). Only the patrons can create or change usernames via their access to the PAC. I will be going forward with allowing this for Mukwonago patrons.

Other system-wide initiatives: Bridges is working with their vendor, Interactive Business Solutions, to provide the member libraries with local tech support. They had originally hired someone but after a period of time, they realized this wasn't the right person for the job, so they will be continuing their search. MCL will not have an immediate need for the local tech support person at the system level. Database Management Librarian, Beth Bechtel and CAFÉ System Administrator, Shawn Carlson are conducting tours to each of the libraries to discuss cataloging and circulation functions and will soon be scheduling a visit with MCL.

FRIENDS OF MCL

The Friends will be hosting their annual Pi Day Event and offering pie, ice cream, and coffee at 3:14 on March 14th in the Community Room. And the next Friends regular meeting is Wednesday, April 17th at 6:00 p.m.

MEETINGS/OUTREACH

Since the last Board meeting, the library has hosted the Rotary Club's State of the Village Address on Thursday, January 24th. There were 117 people in attendance.

We were present for the last Family Fun Night at the YMCA on Friday January 25th and led a storytime about snow and provided a craft.

I accepted on behalf of the library at the annual Mukwonago Chamber of Commerce award ceremony, the Partnership Award for the library's work with Midnight Magic and the hosting of the Winter Farmers' Market.

Youth Services continues their weekly outreach to local daycares, schools, and churches. MCL will play a role again in the One Book, One School initiative with Clarendon Avenue Elementary and Prairie View Elementary. I'm working with the Montessori Schools to assist them with their upcoming open house week. I'm also working with St. Paul's in Genesee Depot as they are interested in setting-up classes in MetaSpace 511. I also had a follow-up meeting with Sarah Keister Armstrong to discuss the status and implementation of the 2018-2021 MCL strategic plan.

Otherwise, A LOT of my time in the past month has been dedicated to the Teen Library Council and to the execution and implementation of the Cultural Showcase.

OPERATIONS / PERSONNEL

I currently have four staff members in the UW-Madison reference class (Online Searching at the Reference Desk). Most all staff then will have taken this course, as by the end of 2019, I'd like that near 90% of questions asked either at the Circulation, Reference, or Children's Desk are able to be answered by whomever happens to be working the desk at that moment.

Due to inclement weather in the past month, we were closed all of Monday, January 28th. We closed early on Tuesday, January 29th, closed all day on Wednesday, January 30th, and opened at noon on Thursday, January 31st.

STATE ANNUAL REPORT

The library system pre-populated circulation and database numbers and then it took me roughly a week to complete the 2018 State Annual Report for MCL after compiling all of the necessary information on our end and waiting for our financial books to be near closed for 2018. The report is included separately if you happen to have any questions (all statistical data fun!) and it's on the agenda to authorize the Board President and Library Director to sign.

STRATEGIC PLAN UPDATE

If we look at the year one action steps of the 2018-2021 strategic plan, we have made quite decent progress. The biggest thing that will be tackled over the next several months will be to develop a communications plan. My goal is that this is completed by May 1st and right now we are in the beginning stages. The development of this marketing/communications plan is then going to guide us in other areas such as 'updating the public feedback form to solicit more valuable information' and in 'creating an evaluation process and public feedback form specific to MetaSpace 511'. We've already hosted the Maker Faire to celebrate the one-year anniversary of MetaSpace 511, the facilities study is currently in progress, and a senior citizen day has been established. I will expand more on the current status of the strategic plan on Thursday at the Board meeting.

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.)*

Saturdays, February 23rd and March 9th: *Winter Farmers' Market*

Monday, February 25th at 7:00 p.m.: *Cold War Wisconsin: A Visit with Author Chris Sturdevant*

Wednesday, February 27th at 12:00 p.m.: 3:00 p.m.: *Free Healthy Hearing Screenings*

Thursday, February 28th at 9:30 a.m.: *Purple Springs Memory Café: A Walk Down Memory Lane*

Thursday, February 28th at 6:00 p.m.: *The Two Faces of Patriotism: The Great War Comes to Wisconsin*

Saturday, March 2nd at 10:00 a.m. and Wednesday, March 13th at 6:00 p.m.: *Tai Chi for Beginners*

Monday, March 4th at 5:00 p.m.: *Book Launch with Author Emma Briedis 'Where Demons Dance'*

Tuesday, March 5th at 6:00 p.m.: *Bluegrass Jam*

Thursday, March 7th at 9:30 a.m.: *Chair Yoga for Seniors*

Thursday, March 7th at 6:00 p.m.: *Maple Syrup Class*

Tuesday, March 12th at 6:00 p.m.: *The Basics of Beekeeping*

Wednesday, March 13th at 6:00 p.m.: *Jessica Michna as Golda Meir: The Journey Home*

Saturday, March 16th at 1:00 p.m.: *The Trinity Irish Dancers*

Wednesday, March 20th at 3:00 p.m.: *Cheese with Hill Valley Dairy*

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*

Saturday, February 23rd at 11:00 a.m.: *A Date with a VIP (Very Important Person)*

Wednesday, February 27th at 4:00 p.m.: *Sunset Storytime*

Friday, March 1st at 10:00 a.m.: *Dr. Seuss Party with the Greater Waukesha Literacy*

Saturday, March 2nd at 10:00 a.m.: *Dr. Seuss Day: A Saturday Station Play Event*

Saturday, March 16th at 1:00 p.m.: *The Trinity Irish Dancers*

Teen Programs

Wednesdays, February 27th and March 13th: *Teen Library Council*

*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*

Various Mondays at 4:30 p.m.: *Exploring Virtual and Augmented Reality*

Various Thursdays at 6:00 p.m.: *Zentangle Untangled*

Thursday, February 21st at 3:30 p.m.: *Teen Territory: Ice Volcanoes*

Monday, February 25th at 6:00 p.m.: *Woodburning: The Art of Pyrography* ‘

Saturday, March 2nd at 10:00 a.m.: *What’s in MetaSpace 511? Explore the Electronics Cabinet!*

Thursday, March 7th at 3:30 p.m.: *Teen Territory: Dunkaroo Dip*