

## **LIBRARY DIRECTOR REPORT**

*Submitted by Angela Zimmermann, Library Director  
March 2019*

### **BUDGET**

We are currently successfully spending 19.3% of the 2019 budget (should be at 20.8%). The Supplies Line Item (5311) is already significantly high but this was due to the items needed for Technical Services (these invoices came before the Board in February). I will monitor this line item very closely as we go forward. Otherwise, spending of the budget looks good thus far. WCCF statements are attached separately.

### **BUILDING AND GROUNDS**

I had several meetings over the past weeks with the architects that received the proposals for the facilities study. The recommended consultant to go with is on this evening's agenda. The facilities study is being completed as directed by the 2018-2021 strategic plan to understand better our space needs.

Towards the end of April, our landscaper will be returning to the grounds to prepare us for spring and summer. This has been budgeted for the year in the operating expenditures. Since the installation of the UniFi Access Point Enterprise Wi-Fi System as reported last month to the Board, our Wi-Fi has been working splendidly!

### **CIRCULATION AND PROGRAMMING**

Circulation was 24,181 in February, down 2.0% from 24,669 in February of 2018. As I reported in January, I expected us to be down in February as well because of weather-related issues. Also, the library is quite often busy but people are not checking out items. We are expected to be down in March as well. For the year, we are currently -4.5%.

February programs across the board were a success. This obviously included the Cultural Showcase. Other successful programs included the special children's programs on Saturdays (Groundhog's Day Celebration and a Date with a Very Important Person), our computer classes bring in a steady amount of people each week, the Apollo 11: 50<sup>th</sup> Anniversary Celebration with Park View Middle School Teacher, Kellie Arenz, the woodburning class in MetaSpace 511, as well as a couple author book talks and launches. The Bluegrass Jam and the Mukwonago Winter Farmers' Market continue to be very well-attended.

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

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

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 be visiting MCL the following week.

MCL applied for the 2019 Library Improvement & Innovation Grant, which is a one-time, competitive grant offered through the Bridges Library System for \$2500. We submitted it for

the mixed reality device called the Microsoft Hololens 2 to further our advances in MetaSpace 511 concerning virtual and augmented reality and focusing on the importance of public libraries staying involved with emerging technologies.

Angela Meyers (Coordinator of Youth and Inclusive Services) came out for a meeting with me and we went over our Accessibility Report that we had done. It's a lot of little stuff that could be changed

The monthly director's meeting was last Friday. Again, it was lighter agenda. We started preliminary talks concerning the Resource Library Agreement (Waukesha Public Library is our resource library.) and the hiring status of the IT person Bridges shall be hiring.

### **FRIENDS OF MCL**

The Friends held their annual Pi Day on Thursday, March 14<sup>th</sup>. They raised about \$350. Their next regular meeting will be Wednesday, April 17<sup>th</sup> at 6:00 p.m.

### **MEETINGS/OUTREACH**

MCL was present with a resource table at the Playground to Pills event at the Mukwonago High School at the end of February.

Youth Services Librarian took part in the One Book, One School initiatives at both Prairie View Elementary School and Clarendon Elementary School.

I'm working closely with the Waukesha County Park System for an upcoming initiative in Mukwonago concerning physical activity and living well in Waukesha County. They've reached out to us because they saw the many programs we hold concerning physical activity (yoga, Tai Chi, etc.). We'll be collaborating as well with the Town of Mukwonago, the school district, the YMCA, ProHealth Care, and a few others. This collaboration will also mean excellent public relations and advertisement for the library.

Technology Supervisor, Craig Grisham, and I are currently interviewing IT Academy students to bring on one more student to assist with filling in some hours as our current IT Academy students are very busy. This will be a position with minimal hours (3 hours at the most each week).

Many other meetings concerned groups such as a local Girl Scout group about starting a collaboration with the Mukwonago Food Pantry and Park View Middle School about starting a community garden, meetings with the various architects for the space needs study, I'll be speaking at the leadership forum at the high school this Wednesday (the 20<sup>th</sup>) as well as simultaneously taking part in the IT Academy's Employability Workshop that same day. I'll also be meeting with interested patrons who are assisting with the research to potentially start a seed library here at MCL. I also have been asked to be on the school district's strategic planning committee with the first meeting for that being held this Monday, March 18<sup>th</sup>.

A significant project I am currently working on is a communications and marketing plan (in tandem with this year's objectives for the strategic plan) and I'll be meeting quite a bit with Reference Assistant, Dianne Dakich who has a strong background in marketing.

### **OPERATIONS / PERSONNEL**

I'm proposing this evening a discussion on various hours' changes with the library. The Friday night proposal is because we hear many complaints of how people just can't get to the library in time since we close at 5:00 when most people are getting out of work. The Sunday hours audit falls in line with the first year of the MCL 2018-2021 strategic plan.

### **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.)*

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

Various Wednesdays and Saturdays: *Tai Chi for Beginners*

Various Thursday at 9:30 a.m.: *Chair Yoga for Seniors*

Saturdays, March 23<sup>rd</sup> and April 13<sup>th</sup>: *Mukwonago Winter Farmers' Market*

Tuesday, March 26<sup>th</sup> at 6:00 p.m.: *Reel to Real Documentary Series "Ivory Tower" (2014)*

Thursday, March 28<sup>th</sup> at 9:30 a.m.: *Purple Springs Memory Café – Barn Quilts*

Thursday, March 28<sup>th</sup> at 6:00 p.m.: *Managing Chronic Pain*

Monday, April 8<sup>th</sup> at 6:00 p.m.: *Parenting in the Digital World*

Monday, April 15<sup>th</sup> at 6:00 p.m.: *A Journey to the Bottom of the Top of the World: Trekking to Mount Everest Base Camp*

#### ***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 1<sup>st</sup> Thursday of the month: *Family Bingo*

Wednesday, March 27<sup>th</sup> at 4:00 p.m. *Sunset Storytime*

Thursday, March 28<sup>th</sup> at 11:00 a.m.: *Rascally Robots*

Saturday, March 30<sup>th</sup> at 11:00 a.m.: *Ah, Spring! Storytime with Ms. Kelsey*

Thursday, March 28<sup>th</sup> at 6:00 p.m.: *Family Film Night – "Fantastic Beasts: The Crimes of Grindelwald"*

#### ***Teen Programs***

Tuesday, March 26<sup>th</sup> at 2:00 p.m.: *Origami Workshop*

Wednesday, March 27<sup>th</sup> and April 10<sup>th</sup>: *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*