

LIBRARY DIRECTOR REPORT

*Submitted by Angela Zimmermann, Library Director
April 2019*

BUDGET

We are currently on track with spending of the 2019 budget at 27%. You will notice a significant inflation in the Donations Revenue account. Per the Board approved items on the March 2019 agenda, I've brought this money over already from WCCF for the laser engraver and strategic plan expenditures. The Donations account has already seen significant funds added to it because of our soliciting for the upcoming Summer Library Program.

BUILDING AND GROUNDS

As mentioned in my background information, the committee met last Wednesday and reviewed the proposals submitted for the HVAC emergent services and preventative maintenance. The recommendation is coming before the Board on Thursday evening.

We recently had some issues with most of all of our public toilets as the gaskets were worn down on most of them. Parts were ordered and the DPW was promptly in here to repair them all.

Our landscaper/gardener has returned under the same contract as last year and the library grounds should soon be in tiptop shape again.

CIRCULATION AND PROGRAMMING

Circulation was 27,022 in March, down 2.4% from 27,694 in March of 2018. This brings us down 3.7% for the year. We are also projecting to be significantly down for April. This is significantly difficult for me to report as historically, I used to only be reporting of our increases. 😊 We've looked at the demographics and various collections to see if anything stands out and there's nothing too alarmingly different. A notable area as compared to this time last year is that we see not as many DVDs being checked-out from the collection. In summary, people are coming to the library, programs, and facility but not necessarily checking items out.

We did see a 31.3% increase with new library cards being added during the month of March and a 3.3% increase in patron visits.

With that, most March programs were all relatively successful. The Trinity Irish Dancers brought in near 300 people that day. The Farmers' Market continues to hold steady (the final one at the library being this coming Saturday, April 27th). Various other programs in March that were well-attended were Jessica Michna as Golda Meir, the Basics of Beekeeping, the Maple Syrup class, and a couple of author book launches. In the Youth Services department, we always see lots of

involvement with passive programs such as scavenger hunts and station play events (in March we had one related to Dr. Seuss). Our Family Bingo nights are gathering roughly 50-60 people and special storytimes such as Harold and the Purple Crayon seem to be quite popular with the community.

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

FACILITIES / SPACE NEEDS STUDY

Engberg Anderson met with the MCL Board of Trustees on Tuesday, April 9th (special meeting minutes enclosed in the packet) and went over the goals, aspirations, priorities, and concerns of the facilities study.

The next step is for Engberg Anderson to meet with me to review the details of their findings thus far, the staff and the community stakeholders for an all day workshop on Tuesday, May 14th. Engberg Anderson will then reconvene with the MCL Board on **Tuesday, May 14th at 6:30 p.m.** to present a review of the day.

FRIENDS OF MCL

The Friends of the Library had their quarterly meeting this past Wednesday, April 17th. They discussed the current vacancies of the President and Vice President positions. They also discussed their upcoming Rummage Sale in July when the event will run for two days. I requested funds from them for the Summer Library Program and for funds to be dedicated to a future oral history recording station. They gave a total of \$2,000.

MEETINGS/OUTREACH

We continue to work 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.

I reported at the March meeting that I would be taking part in the MHS IT Academy's Employability Workshop and the MHS's Leadership Forum.

Much of my time in the past month or so has been in conversations and e-mails with Engberg Anderson in regards to the facilities study and reaching out to the various stakeholders to take part in the upcoming meeting on the 14th.

Mary Jo, Technical Services Librarian attended the quarterly CAFÉ Catalogers meeting this month as well.

OPERATIONS

A reminder that we will be closed all day on Friday, May 3rd for a staff in-service training day. Mellanie Mercier from Bridges Library System will be coming to speak. We will also have dementia-friendly training by the Alzheimer's Association. Other topics we'll be discussing are customer service, communications and branding, and the Summer Library Program. Since the Board approved decision in March to be open on Sundays, we've been open two Sundays thus far and it's been quite successful. The second Sunday, there were more than ten cars waiting in the parking lot prior to opening. The facility is definitely being utilized and appreciated as the study rooms and meetings rooms are full. During the month of May, we are going to try and host a couple of programs on Sundays and see what kind of attendance it draws. A reminder then that Sundays beginning Memorial Day weekend, we will be closed through Labor Day.

I've hired another IT Academy student to "replace" Abby Myers who will be leaving us at the end of May as she'll be preparing to go off to college. Abby has made a significant impact on our Girls Who Code club and our computer classes. Her rapport with patrons has been fantastic and she will be dearly missed.

Based on circulation numbers thus far, I don't see the need at the moment to hire any extra, temporary help for the summer months but will make that decision as we get closer to the kickoff of the Summer Library Program. I would put out a job posting and hire someone then as a hybrid shelver / circulation back assistant for only the summer months.

STRATEGIC PLAN

I did provide an update to the personnel committee at their last meeting in March but I would like to provide a quick update on the action steps at Thursday's meeting. One of the action steps is to develop a communications plan. I'm *attaching this separately* for the Board to review. This is solely a draft version and I will bring back the complete version back in May for approval and adoption.

SUMMER LIBRARY PROGRAM

Planning, preparation and school visits have all begun. The Summer Library Program theme this year is "A Universe of Stories" and will begin at MCL on Monday, June 10th.