LIBRARY DIRECTOR REPORT

Submitted by Angela Zimmermann, Library Director
May 2019

BUDGET

We are currently on track with spending of the 2019 budget at 34.1%. The laser engraver has arrived so a portion of the invoice will be coming through this month and this will all be funneling through the Donations (5806) account. We have yet to be billed for the installation and training. Please take note that the Village has purchased a new software for their accounting. This will not affect the Library this month yet but will incur new processes and procedures for us beginning in June. Simply put, everything will now be done electronically. We've already had one training and will be working out the best methods going forward to report accurately to the Library Board.

BUILDING AND GROUNDS

Engberg Anderson will conduct their second day at the library on May 14th meeting separately with myself, the staff, and the community stakeholders that I was able to gather.
I will be moving forward with the plans for the History Room a little quicker than expected. We've already relocated the recurring groups that meet in that room and they were/are all ECSTATIC about what we are using the room for going forward. So, the table will be removed in the coming weeks and the microfiche, Memory Lab, and the new equipment to begin oral history projects will all be moved in there. It will slowly evolve into a true genealogy/local history section of the library.
When the weather is poor, our landscaper/gardener, Oliver, has been diligently cleaning all of the carpets and furniture within the library which so desperately need it.

CIRCULATION AND PROGRAMMING

Circulation was 25,785 in April, down 3.5% from April of 2018. We are down currently 3.7% for the year. We did see a 61% increase in library cards though in the month of April. I do think a lot of this had to do with our National Library Week campaign and the partnering with the local businesses/organizations.

Programs across most all ages do continue to be well-attended. There has been a slight decrease in attendance of young adults but they have so much going on during this time of the year, it does not concern me. The Teen Library Council is very excited for summer to start and have many exciting plans/programs that they'd like to work with the library to offer to the community.

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

MEETINGS/OUTREACH

Since we last met on April 25th, Dianne Dakich (Marketing Consultant on staff), Chris Stape (Adult Services) and myself have met several times to discuss the branding guidelines. We will be coming out with dedicated templates for age groups for the Summer Reading Program however, I'll be allowing a few more months yet before the branding guidelines need to be finalized. This will allow time to see what works and if we have to make any changes. The branding guidelines are a goal of the communications plan.

There will be for the first time a system-wide meeting on Wednesday, May 15th for those that handle incoming and outgoing WISCAT inter-library loan requests. Cathryn Kim (Administrative Assistant) handles everything for us with WISCAT/ILLs and will be attending on behalf of MCL.

Cathryn Kim and I also took part in the training at the Village in regards to the new accounting software. Implementation for the new software will take place for the Village this week (May 13th) and will affect how we submit/do our bills for the month of June.

<u>OPERATIONS</u>
The library was closed on Friday, May 3rd as we conducted our staff in-service training day. The first two hours were dedicated to Mellanie Mercier (Assistant Director and Automation Coordinator at Bridges Library System). She spoke to the staff on BiblioBoard, our databases, and the recent CAFÉ catalog survey that was conducted. There was also plenty of opportunity to ask questions about anything system-related and LEAP (the responsive web client of our automation system which we solely use at circulation now). In the afternoon, we had dementia-friendly training from Randy Kohl of the Aging and Disability Resource Center and I can now happily report that Mukwonago Community Library is a dementia-friendly library.
The remainder of the time was dedicated to analyzing and discussing the strategic plan. We went through each individual action step to brainstorm how we could be accomplishing it to our best abilities. We've also now started online registration through our calendar on our website so we discussed the procedures of how this will work and how we can eventually incorporate this to include our study rooms, the History Room and MetaSpace 511.
Further topics we discussed in detail were: the Communications Plan and the future MCL branding guidelines, the book bike schedule, new service models and continuous cross-training, renaming the Reference and Circulation Desks, customer service, dress code, and the upcoming Milwaukee Maker Faire. There was also time for team-building and an engaging discussion on what each staff member would consider to be their ideal library. A long but successful day.

MCL will soon be starting a seed library which means patrons will be able to check out seeds and donate seeds to be circulated and traded with fellow patrons. We'll be using the old card catalog and hope to start this in a few weeks. It's quite innovative and several other libraries in the state do it but it will take some time to ensure everything is properly operational as there

are some state statutes and licensing that we must comply with. We've been working with some of the other public libraries that have a seed library to ensure we are doing everything correctly.

The popularity of The Thingery is spreading like wildfire! Other libraries, library systems, the American Library Association, and the Public Library Association have been calling/writing and asking about how it was started, how it works and how it's been received. The Thingery will see some new items added in the coming weeks including but not limited to: a YMCA day pass that families will be able to check out for 3 days, oral history recoding kits, CPR training kit (possibly for Girl/Boy Scout troops, classrooms, etc.), adult dedicated STEAM kits (science, technology, engineering, art, and math) as we've had many questions from adults about having these kits for them specifically and in relation to coding and programming, a telescope (perfect for the Summer Library Program theme this year – A Universe of Stories), a hoverboard, new backyard games, and several other exciting items.

By the end of May, I will have completed the periodic evaluations with each staff member in which we will discuss their individual goals for the year and offer feedback (two-way street), where they are at, how I can further help to ensure they reach their goals for the year, and what they may need from me.

Summer hours will begin Memorial Day weekend.

Noah Fairchild will become our new IT Academy intern. He will be a fantastic addition to MetaSpace 511 and its initiatives. He'll be assisting with coding classes and STEAM camps this summer as well as the regular computer classes that we hold.

SUMMER LIBRARY PROGRAM
We are finalizing all of our preparations for the Summer Library Program which will begin with registration on Monday, June 10th (Mukwonago school district is done with school on June 7th). All school visits have been scheduled as well.

UPCOMING PROGRAMS (Before the next MCL Board Meeting)

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

Friday, May 17th at 9:00 a.m.: *Coffee with a Cop*

Monday, May 20th at 6:00 p.m.: *10 Common Garden Problems and How to Solve Them*

Tuesday, May 21st at 6:00 p.m.: *Get Published! How to Write, Publish, and Market Your Novel*

Wednesday, May 22nd at 6:00 p.m.: *Real to Reel Documentary Series – Mercury 13*

Thursday, May 23rd at 9:30 a.m.: *Purple Springs Memory Café: Soap-Making*

Thursday, May 24th at 6:00 p.m.: *How the Battle for Woman Suffrage was won*

Tuesday, May 28th at 6:00 p.m.: *Bluegrass Jam*

Tuesday, May 28th at 6:00 p.m. *Contentment in Everyday Life: A 5-Week Series*

Wednesday, May 29th at 6:00 p.m.: *Active Shooter Training for the Public*

Monday, June 10th at 9:00 a.m.: *Adult Summer Reading Program begins*

Tuesday, June 11th at 4:00 p.m.: *Considering Weight Loss? A program in collaboration with Aurora Healthcare*

Children's Programs
(During the month of May, there is a break with Lapsit/Preschool storytimes. These storytimes will begin again in earnest in June. Programs significantly slow down as well to prepare for the Summer Library Program.)

Every Tuesday at 9:30 a.m.: *Shake, Rattle & Roll*

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*

Sunday, May 19th at 1:30 p.m. *Sunday Movie Matinee: Have a Superhero Sunday!!!*

Wednesday, May 22nd at 4:00 p.m.: *Sunset Storytime*

Saturday, May 25th at 11:00 a.m.: *Patriotic Storytime*

Wednesday, May 29th at 10:00 a.m.: *Just Ducky: A Super Storytime*

Monday, June 10th at 9:00 a.m.: *Children's Summer Reading Program begins*

Wednesday, June 12th at 10:00 a.m.: *Tony's Creepy Crawly Zoo*

Every Monday beginning June 17th: *Zumba for Kids*

Monday, June 17th at 6:00 p.m.: *Ardan James, Animated Illusionist*

Tuesday, June 18th at 2:00 & 3:30 p.m.: *Seeing Stars in the StarLab Portable Planetarium with Paul Kinzer*

Wednesday, June 19th at 10:00 a.m.: *Little Miss Ann, Musician*

Friday, June 21st at 10:00 a.m.: *Touch-a-Truck Event*

Teen Programs
Wednesday, May 22nd & June 5th at 4:00 p.m.: *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*

And a whole slew of exciting programs/events for the summer, they just aren't completely finalized yet. ☺