

LIBRARY DIRECTOR REPORT

*Submitted by Angela Zimmermann, Library Director
June 2019*

BUDGET

We currently remain on track with spending of the 2019 budget at 44.5%. Please note the many reimbursements to come out of the Donations account – Engberg Anderson (first installment received and I've already pulled the full amount of funds in from WCCF for reimbursement), the McAdams funded various tools needed for the library landscape, and many, many reimbursements for the Summer Reading Program.

BUILDING AND GROUNDS

Grunau has been to the library a couple of times in the last weeks conducting their annual inspection. During one of Grunau's visits, he heard a large bang in the basement which was an indication of one of our sump pumps going on. Martens Plumbing was able to make it the next day to confirm the sump pump was broken and needed replacing. Luckily, our other sump pump was able to keep going otherwise we would have a big problem!

Facilities Study: In discussions with Engberg Anderson, we made the decision to slow down and not rush through the facilities study process. Meaning, that the next step in the process is to do the design charrette meeting with Board members, staff and community members but we were having a very difficult time syncing up our schedules and trying to get community involvement during the summer months. With that, I made the recommendation that we attempt to reconvene during the months of August or September.

CIRCULATION AND PROGRAMMING

Circulation was 25,212 in May, up 2.9% from May of 2018. With that, we are down currently 2.4% for the year. You'll notice an increase in volunteer hours at the library. We have 19 active and great volunteers assisting us primarily with shelving and all are doing a fantastic job.

We decreased programs slightly during the month of May to prepare for the Summer Library Program, however, programs such as the bluegrass jam, a presentation on hiking the Ice Age Trail, a program on medicinal herbs, our Tech Camp computer classes and Tech Savvy Tutors, our various storytimes, Coffee with a Cop, STEAM-tastic events were all well-attended during the month of May.

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

GRANTS

I've applied for the annual Community Grant through Walmart. I requested \$5,000 to be used towards Youth Services initiatives. Unknown yet is the amount we will receive but we have been requested to be present on Friday, June 21st at their Grand Opening for their remodel to receive the grant.

Waukesha County Community Foundation is hosting the WCCF Caring Catalog, a crowdfunding campaign, to support the nonprofit work of their fund holders in Waukesha County. Their goal is to connect donors to nonprofits who are looking for end-of-year funding to reach their project or program goals. WCCF reached out to me to apply and we can request up to \$5,000. I'll be submitting a grant proposal prior to the deadline of August 1st.

I will also be filling out the paperwork to apply for a WE Energies Foundation community grant. And the Friends of the Library are trying yet again this year for the Heart of Canal Street grant through Potawatomi Hotel & Casino (they were awarded these funds last in December of 2017).

MEDIA MENTIONINGS

We were mentioned in a great article that came out in the Journal Sentinel and Waukesha Now titled "Modern Libraries are focusing on programs and services over books". Here's the link to it if you're able to access it (you may have to subscribe):

<https://www.jsonline.com/story/communities/lake-country/2019/05/29/modern-libraries-focusing-programs-and-services-over-books/3764822002/>

It was great exposure for MCL and really highlighted where modern libraries are trending.

I've also been working with James Hutter of the Port Washington Public Library in New York discussing with him our virtual reality and augmented reality equipment. Our work in these two areas will be highlighted in his upcoming book that he's coauthoring entitled "Best Technologies for Public Libraries".

MEETINGS/OUTREACH

Youth Services Librarian, Jane DeAngelis and Youth Services Assistant, Michelle Michalik were able to visit all of the grade levels at all of the schools within the district to talk about the Summer Reading Program.

The book bike has been present each week thus far at the Wednesday Farmers' Market. We are community partner once a month which means we will be there from 2:00 – 6:00 p.m. The remaining Wednesdays of the month, we are there from 2:00 – 4:00 p.m.

On Wednesday, June 12th, we were present at the Mukwonago Food Pantry as a resource table for their annual senior BBQ. We were able to talk about the various activities and services we offer seniors as well as talk about the Summer Reading Program available for all ages.

At the end of May, Technology Supervisor Craig Grisham and I were invited to attend the IT Academy Capstone Presentations as Abby Myers (former Innovator in Residence at MCL)

presented her project and graduated. Craig Grisham went on behalf of MCL as I was out sick a good portion of that week.

We are continuing our monthly appearances at the YMCA for Family Fun Night. We've also partnered with the YMCA and offer a 3-day explore pass from our Thingery for a family to check-out the YMCA.

Youth Services Assistant, Michelle Michalik will be taking the book bike at various times throughout the summer school sessions within the school district for storytime and for children to check-out materials.

I have had several meetings with a couple of Girl Scout members working on their Silver Award. They have interest in starting a community garden on the library property and I'm willing to entertain the idea. We've invited a Master Gardener to be part of the conversation and my only concern from the library end would be maintenance and sustainability of the garden. We are in the very preliminary talks of the project.

This past Friday, June 14th was the monthly director's meeting. The main item of discussion was the 2020 Bridges Library System budget and with that all of the exciting conversations that concern databases, libraries' costs for CAFÉ, and possible projects for the Bridges reserve fund, etc. They were very preliminary talks but it does seem that MCL will see an increase in payments to Bridges in 2020 for most everything.

This Friday, June 21st and Monday, June 24th I will be in Washington D.C. for the American Library Association Conference. I'll be back in the library late morning of Tuesday, June 25th.

OPERATIONS

At this point, I decided to not hire extra help for the Summer Library Program as we are doing VERY well at our continuous cross-training of staff. Essentially meaning that when vacations, sickness or something comes up, most staff are able to step-in and assist at either circulation or reference. I shall continue to monitor as the summer goes along though should we need extra assistance.

We will be closed Thursday, July 4th for the holiday.

The book bike has made appearances thus far at the Farmers' Market each week as well as to Linden Grove, Walgreens, and the Village Square.

In the past couple of weeks, we've had SIGNIFICANT issues with our Internet being down due to fiber cuts. Considering the libraries of Mukwonago, Delafield, Eagle, and Palmyra are on the same CenturyTel circuit, these four libraries were down quite often over the course of one

week. Several instances we were down for more than 5 hours. We were able to transition quite quickly most times to offline mode, however, there were a couple of times though when it happened and we were insanely busy so I'm certain we sadly did lose some circulation numbers.

Our MCL Seed Library is now active. The seeds taken from the MCL Seed Library are a gift for patrons. Patrons are then asked to save and return seeds which are then a gift to the community. Plant and harvest. At the Board meeting, I'll supply the handout that we created and I encourage you to take a glance at the repurposed card catalog (done by staff member Terry Buchmann) located just inside the library in the coffee corner.

The Memory/Digitization Lab (from MetaSpace 511) and microfiche have been moved to the History Room. With the funds supplied by the Friends of the library and after some research, we've purchased the necessary equipment (recorders, microphones, table-top mic stands, absorption panels) to start setting-up the third section of the History Room which will relate to oral history.

We've completed and launched our new branding for the posters and flyers that adorn the inside of the library. It's a very clean and uniform approach. Each flyer has a generic bottom portion highlighting the library's information and logos (should it be a MetaSpace 511 program). The target age range for each program is called out by various colors. For example, Youth Services is yellow, Young Adult is green, MetaSpace 511 is orange, and Adult Services is dark blue. For larger events, we have a separate template but the generic bottom portion will always remain the same. Each program will also have a QR code on the flyer which will allow patrons to scan the code with their smart phone and it will automatically be added to their calendar. Attached *separately* is an example of an Adult Services flyer titled *MCL Adults Services Freedom from Depression _ 20190619*. The next step in the branding process is to carry this over into the e-newsletter, all informational brochures within the library, and social media. The goal for the branding guidelines to be completed is end of September.

SUMMER LIBRARY PROGRAM

As of Monday, June 17th, we have over 1100 children and young adult registrants for the Summer Library Program. We do expect to go over 2,000. The adult Summer Reading Program has currently near 200 and we are hoping to reach around 500. Considering we've now entered the second week of the program, those that signed-up will then return weekly to turn in their reading minutes to receive destination passes and prizes.

TRUSTEE TRAINING WEEK

Each year there is a Trustee Training Week open to all trustees serving on Wisconsin library boards. Trustee Training Week's goal is to provide high-quality webinars to public library boards, friends, and trustees in Wisconsin. I'm attaching a flier showcasing the lineup for this year. Registration is currently open for the webinars that will take place August 12th - 16th over lunch hours (12:00 – 1:00 p.m.). These webinars are also archived. *Attached separately as Trustee Training Week Flyer.*

UPCOMING PROGRAMS (Before the next MCL Board Meeting)

We've slowed down on the adult programs just a bit during the summertime due to the focus on the Youth Services and the reading programs. For a complete list of ALL events, please reference our online calendar.

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 @ the Library*

Various Wednesdays and Saturdays: *Tai Chi for Beginners*

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

Tuesdays, June 25th at 6:00 p.m.: *Contentment in Everyday Life: A 5-Week Series*

Thursday, June 27th at 9:30 a.m.: *Memory Café: Backyard Birding*

Monday, July 1st at 9:30 a.m. & 6:00 p.m.: *We're Going Geocaching!*

Tuesday, July 2nd at 6:00 p.m.: *Amelia Earhart: A First-Person Portrayal by Leslie Goddard*

Monday, July 15th at 6:00 p.m.: *Real to Reel Documentary Series: "Building the Great Cathedrals"*

Friday & Saturday, July 19th and 20th: *Friends of the Library Rummage Sale (drop-off times are on Wednesday (17th) and Thursday (18th) from 12:00 – 6:00 p.m.*

Children's Programs

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

Various Fridays at 10:00 a.m. through the SLP: *Solar System Creations*

Various Mondays at 10:00 a.m.: *Zumba for Kids*

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

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

Saturday, June 22nd at 10:00 a.m.: *Eric Carle and The Very Hungry Caterpillar: a Saturday Station Play Event*

Tuesday, June 25th at 2:00 p.m.: *The Art of Eric Carle*

Wednesday, June 26th at 10:00 a.m.: *Randy Peterson, Musician*

Wednesday, July 3rd at 10:00 a.m.: *Robin's Dog Stars*

Tuesday, July 9th at 6:00 p.m.: *Family Film: Zathura, an Interactive Experience*

Wednesday, July 10th at 10:00 a.m.: *Peter Rabbit presented by the Puppet Place*

Saturday, July 13th at 11:00 a.m.: *Snake Discovery*
Monday, July 15th at 1:00 p.m.: *Alien Invasion Indoor Carnival*
Wednesday, July 17th at 10:00 a.m.: *Mad Science of Milwaukee*

Teen Programs

Every Wednesday at 4:00 p.m.: *Teen Library Council*
Thursday, June 27th at 3:30 p.m.: *Oreo Blind Taste Test*
Thursday, July 11th at 3:30 p.m.: *FrankenToys*
Thursday, July 18th at 3:30 p.m.: *Five-Minute Stories*
**Please see MetaSpace 511 for many 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)*
Various Saturdays and Mondays: *Tech Camps*
Various Mondays at 4:30 p.m.: *Immerse Yourself in Virtual and Augmented Reality*
Various Thursdays at 6:00 p.m.: *Zentangle Untangled*
Thursday, June 20th at 6:00 p.m.: *DIY Dreamcatchers*
Saturday, June 22nd from 9:00 a.m. – 12:00 p.m.: *Open Engineering Cabinet Day*
Monday, June 24th – Friday, June 28th: *STEAM Camps for 1st – 6th graders*
Wednesday, June 12th – July 17th: *Coding Classes (Scratch and Python) for 4th – 12th graders*
Saturday, June 29th at 11:00 a.m.: *Painting Hiking Sticks*
Monday, July 8th at 6:30 p.m.: *Laser Engraver Program*
Monday, July 15th at 2:00 p.m.: *Meet the Robots!*
Tuesday, July 16th at 10:00 a.m.: *LEGO Construction Challenge*
Thursday, July 18th at 1:00 p.m.: *Drones and Other Flying Objects*