

## **LIBRARY DIRECTOR REPORT**

*Submitted by Angela Zimmermann, Library Director*

*November 2019*

### **BUDGET**

We are on track for spending of the 2019 budget. There are many line items in the red due to unexpected costs, but I do anticipate the expenditures to remain under the revenues for 2019. I am monitoring the books line item and staffing expenditures closely and will adjust spending accordingly.

### **BUILDING AND GROUNDS**

We've had significant issues with our front door handles. They were old, well-used, and corroded. One of the handles fell off the front door and the door company has now got it repaired (new handles, rods, etc.). It was determined that all the door handles (front doors, inside foyer doors, and the staff exterior door) will eventually fall off or rust, so I'm having the door company quote new parts for all of them. I'll be asking the Building and Grounds Committee to convene soon to review what could be considered capital expenses or not.

As reported at the October meeting, we were having issues with the outdoor lights. Originally it was assumed it was because of the amount of rain received in October but it was determined that there was a burnt-up wire that kept shortening out.

Both the front door handle and the exterior lights have been repaired and are functioning properly.

### **CIRCULATION AND PROGRAMMING**

Circulation was 25,718 in October, down 2.7% from 26,419 in October of 2018. For the entire year, we are 2.9% down. In most areas during the month of October, we did see a decline in usage except for with MetaSpace 511. There we saw an increase of 275% in individual usage of the room and its offerings.

There was successful programming for all ages in October from the various themed storytimes, the Purple Springs Memory Café which was a drumming program, an information hemp-based cannabidiol program, our Tech Savvy Tutors (continues to expand), trick-or-treating at the library, the bluegrass jams, and the robotics presentation by the FRC Team 930 Mukwonago Bears.

Beginning in November, I will host a monthly 'Coffee with the Director'. Although my door is most always open, this will be another opportunity for patrons to share their thoughts as to how the library can provide value with them. It's truly important to me that our library Page 10 of 14 MCL November 2019 Board Packet continues to provide excellent service and resources to our current patrons and that I continue to hear from those we serve.

We have the highly anticipated local historian and author, John Gurda and his presentation of the book 'The Making of Milwaukee' joining us on Monday, November 18th at 6:00 p.m. I did have to make the decision to relocate the event because of the amount of people we expect. Sadly, we do want these people to visit the library, but I also don't want people upset that they don't have a seat, so the event will be held at Brooklife Church.

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

The Alliance of Public Librarians (Directors within Bridges Library System) last met on Friday, November 8th. I was not there as I was on vacation but from my follow-up thus far, it was a fairly short meeting and discussion topics included managing collection budgets, an APL nominating committee report, and discussion on program attendees recording programs.

On Tuesday, November 5th, we went for a small amount of time into offline mode (meaning our Polaris system, online catalog, self-checks, staff-client access, etc. were all unavailable) for all of the new authority records to be imported back into the system and everything re-indexed. The authority records project through the system was to clean-up all our bibliographic and authority data.

### **FRIENDS OF THE LIBRARY**

The Friends of the Library met last on Wednesday, October 23rd . I gave a report on the happenings at the library and requested funds to cover several upcoming programs. The Friends of the Library did provide roughly \$1,000 in programming expenditures to cover half of the John Gurda program, the Francis Gary Powers Jr. visit and talk, and the American folk singer Mark Dvorak.

The remainder of their meeting entailed discussion on Midnight Magic and their annual cookie sale. They've requested to be allowed into the building sooner so I will be here to let them in around 7:00 a.m. so they can start selling at 7:30 a.m. They will sell until 5:00 p.m. or until cookies run out. This is the Friends largest fundraiser of the year.

### **MEETINGS/OUTREACH**

Much of the month of October was used as prep for the removal of the Reference Desk. Our inservice staff training day was on Friday, October 25th. It was a successful day of customer service training, role-playing, prepping the new information service station, and reviewing specific resources such as our website, MetaSpace 511, certain operational procedures, OverDrive/Libby, our remote web client access portal, etc.

On October 18th, I took part in the 2nd Annual College and Career Day at the Mukwonago High School and shared my knowledge of the librarian profession.

We continue to be present monthly at the schools and daycares for storytimes. We'll also be meeting with the school librarian at Park View Middle School in the coming week to determine how we can expand our collaboration further.

The first Mukwonago Winter Farmers' Market was held on Saturday, November 9th. The Winter Farmers' Market takes place every 2nd & 4th Saturday (9:00 am – 12:00 pm) during the months of November through April in our Community Room.

As reported back in October, the Purple Springs Memory Café (a collaboration between MCL, Alice Baker Memorial Library, and the Alzheimer's Association) met with the Waterford Public Library to see if they'd like to join our Memory Café or not. I'm happy to report that they are THRILLED to join our café. This means that 2020, our Purple Springs Memory Café will become a rotating café (rotating monthly between Eagle, Mukwonago, and Waterford).

I presented the 2020 Library Budget before the Village of Mukwonago Board on the 16th of October. It was voted to provide the library with the requested 2% tax levy increase. There was one question/comment made and that was regarding our outside services and who completes the work. The Village Board commented how wonderful the entire landscape looks and hoped some of the 2% would go towards the continued funding for the outside services. Also, on the 16th of October and before the Village of Mukwonago Board, I presented on our current facilities study.

I've been invited to breakfast on November 15th with the IT Academy at the Mukwonago high school. They want to recognize their current board members and business partners who do so much for them and contribute greatly to their success. The school year marks their 5th year in operation. The IT Academy is a very proud collaboration we have within the community.

Midnight Magic will be held on Saturday, December 7th. The library will host the Friends of the Library and their cookie sale, various storytimes throughout the day, crafts, as well as performances by Kay's Academy of Dance after the parade.

We've been invited to partake in the Elkhorn Maker Faire on February 15th and 16th. This would be similar to our involvement in the Milwaukee Maker Faire. As of right now, I've stated we'd be involved but this is also the same weekend as the 3rd Annual Cultural Showcase so we'll have to figure out scheduling.

### **OPERATIONS**

As approved by the Library Board in October, we'll be holding a Food for Fines week November 10th – 17th. Amnesty week is when people can bring in nonperishable food items to eliminate fines from their accounts. Fines being waived can only belong to MCL and cannot exceed \$10. Collected food would then go to the two food pantries in Mukwonago.

### **UPCOMING PROGRAMS (Before the next MCL Board Meeting)**

For a complete list of ALL events, please refer to our online calendar.