

## **LIBRARY DIRECTOR REPORT**

*Submitted by Angela Zimmermann, Library Director*

September 2020

### **BUDGET**

Everything related to both the current status of the 2020 budget and the plans for the 2021 budget were mentioned previously in the packet.

### **BUILDING AND GROUNDS**

After last month's Board meeting, Hennes Services was awarded the bid to replace the air conditioning compressor unit as well as the HVAC preventative maintenance contract. Hennes has been in here to take further measurements for the air conditioning unit but we're still looking at roughly 4-6 weeks lead time on that yet.

In regards to the HVAC preventative maintenance contract, I sent notification of termination of our current contract with Grunau (30 days' notice) so that expires on September 17<sup>th</sup>. Hennes will then take over.

Rinderle replaced the bollard outside the front door. The original one was extremely rusted and well-used.

Roman Electric had to return to replace some of our lighting within the library as the drivers needed to be repaired. The replacements are under warranty yet but we will be charged for the labor.

### **CIRCULATION, PROGRAMMING, AND SERVICES**

Circulation was 20,620 in August of 2020, down 26.1% as compared to August of 2019. If we look at this in a positive light, we are slowly creeping our way back to whatever 'normal' will now be. We were 40% down in July and 26% down now in August. For the year now, we currently stand at being 38% less than last year.

We do find ourselves quite busy with patrons coming to the library to use the Wi-Fi. With virtual learning and many working remotely, if something happens with their Internet connections at home, we become the go to place. We'll be following some other libraries' leads and arranging our furniture in underutilized areas (children's and adult areas), spacing the furniture out for social distancing, and REQUIRING REGISTRATION of the table/chairs so we maintain the control the entire time.

Overall, we do notice that many people do not realize we are open just yet for browsing and various services.

Here are the statistics for August:

Circulation				Programming				
<b>Bridges Library System</b>	This Year	Last Year	Increase/ Decrease	Year To Date	Type	Adults	Kids	Teens
Village of Mukwonago	6,870	9,398	-26.9%	46,240	Adult LIVE Programs (10)	24		
Town of Mukwonago	5,680	7,290	-22.1%	35,911	Adult Take N 'Make (2)	100		
Eagle	646	1,116	-42.1%	4,988	Book Clubs (2)	20		
Genesee	673	782	-13.9%	3,815	Food Truck BBQ	49	8	
North Prairie	730	918	-20.5%	4,423	Escape Room	16	23	
Vernon	1,831	2,682	-31.7%	12,860	Pop-Up Library	4	5	
All other Waukesha County	1,064	1,493	-28.7%	7,134	Summer Reading Preschool		185	
Jefferson County	196	274	-28.5%	1,429	Summer Reading Schoolage		510	
<b>Subtotal Bridges System</b>	<b>17,690</b>	<b>23,953</b>	<b>-26.1%</b>	<b>116,800</b>	Summer Reading YA			104
<b>Other Wisconsin Counties</b>					Summer Reading Adult	386		
Milwaukee County	29	32	-9.4%	189	Girls Coding/STEAMtastic (8)		23	
Racine County	282	414	-31.9%	2,463	Other Kids programs (3)	9	18	
Walworth County	2,619	3,475	-24.6%	17,338	Kids Drop-in programs (6)	27	59	
All other Wisconsin Counties	-	44	-100.0%	38	Drone Fly- In		4	
<b>Subtotal Wisconsin Counties</b>	<b>2,930</b>	<b>3,965</b>	<b>-26.1%</b>	<b>20,028</b>	YA Take N' Make/ Drop in			9
<b>Total All Counties</b>	<b>20,620</b>	<b>27,918</b>	<b>-26.1%</b>	<b>136,828</b>				
<b>YTD ALL COUNTIES</b>	<b>136,828</b>	<b>220,596</b>	<b>-38.0%</b>		<b>Totals</b>	<b>635</b>	<b>835</b>	<b>113</b>

Facility Use & Volunteers				Subscription Databases & Other Highlights			
	This Year	Last Year	Increase/ Decrease		This Year	Last Year	Increase/ Decrease
Meeting Room Library Use	13	84	-84.5%	MetaSpace/Memory Lab users (not pr	7	2	250.0%
Meeting Room Public Use	4	15	-73.3%	Overdrive Circulation	2671	2448	9.1%
Study Room Use	17	189	-91.0%	Gale Courses Verified (System Wide)	106	102	3.9%
Computer Usage	412	813	-49.3%	Interlibrary Loans Borrower	12	20	-40.0%
Patron Visits	6,326	13,832	-54.3%	Interlibrary Loans Lender	15	38	-60.5%
Active Volunteers	-	26	-100.0%	New Items Added	355	381	-6.8%
Volunteer Hours	-	127	-100.0%	New Cards Added	33	99	-66.7%

### *Programming*

As was reported at the last meeting, a wide variety of virtual, passive, and some limited in-person (held outdoors with pre-registration, masks, and social distancing) programming is taking place. The community is very gracious.

We're trying to think of any creative manner in which we can still carry forward some of our programming and services. For example this past week, we held a drive-by book launch for local author, Shawn Verdoni. Patrons didn't even have to get out of their cars and everyone was masked. We will be doing the same for Rod Vick and two of his book launches in October.

### *Beanstack*

- We're currently using Beanstack to offer a Fall Reading Program for Ages 0-17.
- Kids Choice Awards (for 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> graders to vote for their favorite books). You Read, You Vote! Kids in 4th, 5th, and 6th grades are invited to read and vote for their favorite books for the Bridges' Library System's Kids' Choice Awards 2020-2021. The Beanstack reading challenge begins July 24, 2020 and ends March 13, 2021. That's lots of time to read lots of books! Read at least six books to complete the Beanstack reading challenge and earn the reward of a box of theater candy and a free book from the Library's Prize Book Collection. Complete the Beanstack challenge and you are entered into a raffle for a Grand Prize \$50 gift card to someplace awesome. Also, Kids who read 3 or more of the books can vote for their favorite Bridges' Library System's Kids' Choice Award nominee at <https://bridgeslibrarysystem.org/kids-choice/> starting mid-February and ending mid-March. The more books you read, the more votes you get: read six books, get two votes; read nine books, get three votes; etc.
- Eric Carle celebration (ongoing). Celebrate the work of Eric Carle through reading, crafting, and more. Revisit your favorite book characters like The Mixed-Up Chameleon, Brown Bear, and, of course, The Very Hungry Caterpillar. Earn a badges just for fun by completing each activity.
- Read Woke Challenge: Read Woke is a movement. It is a feeling. It is a style. It is a form of education. It is a call to action; it is our right as lifelong learners. It means arming yourself with knowledge in order to better protect your rights. Knowledge is power and no one can take it away. It means learning about others so that you can treat people with the respect and dignity that they deserve no matter their religion, race, creed, or color. I concluded that a Woke Book must: Challenge a social norm; Give voice to the voiceless; Provide information about a group that has been disenfranchised; Seek to challenge the status quo; Have a protagonist from an underrepresented or oppressed. Cicely Lewis, creator of Read Woke.
- Teen 10 to Try: Teen 10 to Try is a challenge that asks you to read a book in each of 10 categories, keep track of your reading, and share your favorite discoveries with the

library and your fellow readers. Complete the challenge and earn a gift card. Broaden your reading horizons!

- #OwnVoices Teen: #Ownvoices refers to books about diverse characters written by authors of the same diverse group, e.g., Native American protagonists written by Native American authors. Here is a list of authors and books for your consideration.
- 100 before Graduation: Read 100 books before high school graduation. Log your reading in Beanstack and earn a new set of badges plus some prizes!
- 1000 Books before Kindergarten

### *Community / Outreach*

We've done a few various pop-up libraries at Field Park with the book bike. We remain masked and any patrons that visit the book bike must be masked. It's worked out well. We've taken this lead after seeing some other libraries in our system doing pop-up libraries within their communities.

The Mukwonago Area Chamber of Commerce kindly informed me that the Winter Farmers' Market would have to be relocated this year as the Community Room isn't large enough for social distancing with all of the vendors. The Chamber of Commerce has also indicated that this year's Midnight Magic choice of charity is.....the Mukwonago Community Library. I am on the Midnight Magic Committee and am working with them in whatever way possible to ensure the library can be involved this year while taking all COVID-19 safety precautions into place (i.e. the tree lighting which is held outside and holding the auction items at the library for several weeks prior which would not bring big crowds, etc.)

The Rotary Club has asked me if the Community Room would be possible to be utilized for the State of the Village address (as in years past) in January of 2021 in a hybrid fashion. This would mean only the speakers and some of the Rotary members would actually be here and it would be live-streamed for attendees. I've agreed to this as no more than 15 people would be in the Community Room for this.

### **CONTINUED SYSTEM AND INVOLVEMENT**

As mentioned in the past couple of Board meetings, so this is more of a reminder: This year's Bridges Library System Trustees Dinner will be virtual. I've attached the invitation. The date of the event is Thursday, October 1<sup>st</sup> at 7:00 pm and the author visit this year is award-winning author, Nickolas Butler. Bridges Library System has purchased a copy of his book "Little Faith" for all of the trustees. I have a copy for each of the MCL Board Members. I've been able to get some of the books to you all. Please remind me if you happen to be in the library.

Next Director's APL Meeting is on Friday, September 11<sup>th</sup>. At the last meeting we discussed various issues such as van delivery, cooperative purchasing, and the 2021 Bridges budget. We typically spend a good portion talking about everyone's reopening status which I'm not finding as helpful anymore since we're ALL doing something differently based on each of our municipalities.

### **MCL REOPENING PLAN / PHASES**

Overall, the staff and I continue to feel quite well about where we are. Everything we do is very methodically thought through before acting upon. We still receive, on a daily basis, many compliments about how everything has been executed, thought of, and how safe patrons feel visiting the library. We've still not exceeded the more than 40 people in the building at the time, however, with the latest Waukesha County new gathering guidelines (released last week), indoor settings can function at 50% capacity or 250 individuals (whichever is less).

As mentioned earlier, we will be rethinking our furniture set-up to allow for more one-on-one meetings that adhere to all social distancing rules, masks required, and registration needed for the area. Computers remain spaced out for social distancing, however, we have put more of our own Chromebooks and laptops into circulation for those that may need them.

I also have been receiving many phone calls from outside organizations for their meetings to resume. I am allowing this after taking into consideration the size of their group, indicating masks must be worn the entire time, and social distancing must be adhered to. The school district has thus far needed and used the Community Room several times before the school year started. The Mukwonago Historical Society & Red Brick Museum and the Friends of the Library have also utilized the room. Before and after we sanitize, clean, and wipe down all of the tables and chairs used. Everything has been executed just fine thus far.

As was discussed at the last Board meeting, when the Governor's mask mandate expires at the end of the month, the staff and I will assess how many are entering the library without a mask. As needed then, I'll bring back to the October Board meeting a potential separate policy to mandate masks at MCL.

### **OPERATIONS / VARIOUS PROJECTS**

#### *Credit Card Access*

This will hopefully be happening in the next couple of weeks! The Village has worked with the library to set-up a separate bank account where these funds would specifically go. Since we'd have this at the Print Release Station initially, there's no reason we can't begin with credit card usage at the Circulation Desk as well.

#### *Max Kade Institute Exhibit*

We're currently hosting the 'Neighbors Past and Present: The Wisconsin German Experience' exhibit. I arranged this end of last year so prior to COVID-19. I didn't cancel it now though as the bay area is so spacious and allows for social distancing so the panels can easily be read in comfort by patrons. It showcases the history of German heritage and ancestry in Wisconsin.

#### *Website*

It's coming! The hold-up is, well, it's with me. We've connected with an outside developer to do the higher end of coding/web development that we just don't have the skills on. His work is almost finalized. Otherwise the sandbox (play) site is almost completed and outside of the few things we needed help with from an outside developer, has been entirely set-up and designed by myself and the Adult Services Librarian. I've given all the feedback and the structure of what I'd like to see but the Adult Services Librarian has done ALL of the input and framework of it. An immense kudos to him. The hold-up comes from me at this moment based on further content needed to go live. I'm shooting for a live date of October 5<sup>th</sup>. I can then give a walkthrough at the next Board meeting.