



May 2015 Report

Presented at the June 16, 2015
Library Board Meeting

1. STATISTICS

| Circulation: | Adult | YA | Juv. | Total | Year to Date |
|---------------|---------------|--------------|---------------|---------------|----------------|
| 2015 | 32,461 | 3,274 | 19,017 | 54,752 | 284,324 |
| 2014 | 33,948 | 3,402 | 18,078 | 55,428 | 301,197 |
| 2013 | 36,356 | 3,667 | 19,280 | 59,303 | 316,194 |
| (+/- 2014/15) | | | | | (-5.6%) |

Self-Service checkouts:

| | ITG | ITG#2 | ITG#3 | Total | % of total |
|-------------|---------------|--------------|--------------|---------------|------------|
| 2015 | 11,160 | 6,092 | 7,373 | 24,625 | 45% |
| 2014 | 11,227 | 7,389 | 6,878 | 25,494 | 46% |
| 2013 | 12,467 | 10,798 | 4,348 | 27,613 | 46.7% |

| Library cards issued: | Adult | Juv. | Sr. | Org. | Total |
|-----------------------|-----------|-----------|----------|------|-----------|
| 2015 | 69 | 24 | 3 | | 96 |
| 2014 | 61 | 14 | 8 | | 83 |
| 2013 | 69 | 23 | 3 | | 95 |

| Dynix holds: | Loaned to | Borrowed from other LINK libraries |
|--------------|---------------|------------------------------------|
| 2015 | 18,966 | 17,065 |
| 2014 | 20,262 | 18,264 |
| 2013 | 18,664 | 17,793 |

| Miscellaneous: | ILL | Visits | Study Rooms Use | Public Fax |
|----------------|-----------|---------------|----------------------------------|-----------------------------------|
| 2015 | 48 | 26,635 | 542.25 hrs / 349 Bookings | 41 user sessions / 144 pgs |
| 2014 | 47 | 27,254 | 575 hrs / 369 Bookings | 75 user sessions / 276 pages |
| 2013 | 61 | 28,404 | 562.25 hrs / 347 Bookings | 77 user sessions / 277 pages |

Public Computer Usage:

| | # of days open | Total Sessions | Total hrs. | Total printed sides | Walk-in WI-FI |
|-------------|----------------|----------------|--------------|-------------------------|---------------|
| 2015 | 28 | 10,470 | 7,815 | 7,002 (+641 col) | 600 |
| 2014 | 29 | 9,891 | 2,336 | 7,518 (+426 col) | 626 |
| 2013 | 29 | 7,743 | 2,536 | 9,583 (+494 col) | 559 |



2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

| Date | Program | Attendance |
|----------|--|------------|
| 5/1/2015 | Bilingual Spanish-English Storytime : Demonstrator, Katy Shannon | 21 |
| 5/1/2015 | 1000 Books Before Kindergarten : Demonstrator, YS Staff | 16 |
| 5/2/2015 | Free Comic Book Day (DIY) : Demonstrator, (Westfield Comics/Rebecca coordinating, Kathy/Lindsay at desk) | 60 |
| 5/2/2015 | Walk In Shoes Display (DIY) : Demonstrator, RL, PKW | 12 |
| 5/2/2015 | Krafty Kids -Welcome Springtime! : Demonstrator, Kathy R. | 55 |
| 5/3/2015 | Excel: The Basics : Demonstrator, Amanda Brzeszkiewicz | 11 |
| 5/4/2015 | Outreach Visit - Gio's Garden : Demonstrator, Amy | 10 |
| 5/4/2015 | Tween Yoga : Demonstrator, Tanya Vogelsang (Little Om Big Om Instructor) | 8 |
| 5/4/2015 | May the Fourth Be With You: Star Wars Origami (DIY) : Demonstrator, DIY/assistance from YS staff as needed | 25 |
| 5/5/2015 | Toddler Storytime - Feelings : Demonstrator, Svetha | 38 |
| 5/5/2015 | Toddler Storytime - Feelings : Demonstrator, Svetha | 32 |
| 5/5/2015 | Scenes from "To Kill a Mockingbird" : Demonstrator, Children's Theater of Madison  | 57 |
| 5/6/2015 | All-Ages Storytime: Numbers : Demonstrator, Amanda | 38 |
| 5/6/2015 | All-Ages Storytime: Numbers : Demonstrator, Amanda | 32 |
| 5/6/2015 | Outreach Visit - La Petite Fourier : Demonstrator, Amy | 16 |
| 5/6/2015 | Techno Minutes : Demonstrator, Amanda Brzeszkiewicz | 1 |
| 5/6/2015 | Social Justice Book Club: Speak : Demonstrator, Rebecca | 2 |
| 5/7/2015 | Outreach Visit - West Middleton Elementary 4K afternoon class : Demonstrator, Amy | 14 |
| 5/7/2015 | Dungeons and Dragons : Demonstrator, Travis Mueller | 5 |



| | | |
|-----------|--|----|
| 5/7/2015 | Outreach Visit - West Middleton Elementary 4K morning class : Demonstrator, Amy | 20 |
| 5/7/2015 | Baby & Tiny Tots Storytime : Demonstrator, Svetha | 26 |
| 5/7/2015 | Baby & Tiny Tots Storytime : Demonstrator, Svetha | 14 |
| 5/8/2015 | Bilingual Spanish-English Storytime : Demonstrator, Katy Shannon | 12 |
| 5/9/2015 | Get Your Button On! : Demonstrator, Sally | 38 |
| 5/10/2015 | Chess Club : Demonstrator, Brad Phillips | 2 |
| 5/11/2015 | Tween Yoga : Demonstrator, Little Om Big Om Yoga (Tanya Vogelsang) | 9 |
| 5/11/2015 | Teen Advisory Committee : Demonstrator, Rebecca V. | 4 |
| 5/11/2015 | Read It and Eat Book Club : Demonstrator, Amanda  | 12 |
| 5/12/2015 | Toddler Storytime - Monkeys : Demonstrator, Svetha | 38 |
| 5/12/2015 | Toddler Storytime - Monkeys : Demonstrator, Svetha | 30 |
| 5/12/2015 | RFID/Self-Check User Grop : Demonstrator, SCLS Staff | 15 |
| 5/13/2015 | All Ages Storytime : Demonstrator, Amanda | 14 |
| 5/13/2015 | Outreach Visit - Northside ECC class : Demonstrator, Amy | 10 |
| 5/13/2015 | All Ages Storytime : Demonstrator, Amanda | 25 |
| 5/13/2015 | Outreach Visit - Arbor Lakes Apartments : Demonstrator, Amy | 2 |
| 5/13/2015 | Techno Minutes : Demonstrator, Amanda Brzeszkiewicz | 1 |
| 5/13/2015 | Techno Minutes : Demonstrator, Amanda Brzeszkiewicz | 1 |
| 5/13/2015 | Getting to Know Medicare : Demonstrator, Jesse Grutz, the Retirement Classroom | 14 |
| 5/14/2015 | Baby & Tiny Tots Storytime : Demonstrator, Svetha | 42 |
| 5/14/2015 | Baby & Tiny Tots Storytime : Demonstrator, Svetha | 20 |
| 5/14/2015 | Outreach Visit - La Petite Gammon : Demonstrator, Amy | 13 |
| 5/14/2015 | Outreach Visit - Summer Reading Poster & Flier Drop off (DIY) : Demonstrator, Amy | 0 |
| 5/14/2015 | Geek Prom : Demonstrator, Rebecca V. | 5 |



| | | |
|-----------|---|-----|
| 5/14/2015 | <u>Dungeons and Dragons</u> : Demonstrator, Travis Mueller | 5 |
| 5/15/2015 | <u>Bilingual Spanish-English Storytime</u> : Demonstrator, Katy Shannon | 15 |
| 5/16/2015 | <u>Mamma Mia Sing-Along & Lip Synch</u> : Demonstrator, Rebecca V. | 1 |
| 5/17/2015 | <u>Navigate LINKcat</u> : Demonstrator, Amanda Brzeszkiewicz | 2 |
| 5/18/2015 | <u>Outreach Event - 4k Celebration!</u> : Demonstrator, Amy & Catherine Baer from Cross Plains Public Library | 125 |
| 5/19/2015 | <u>Outreach Visit - Lunch Bunch @ Kromrey</u> : Demonstrator, Amy | 15 |
| 5/19/2015 | <u>Social Networking for Your Business</u> : Demonstrator, WWBIC | 13 |
| 5/20/2015 | <u>Social Security and Retirement Planning</u> : Demonstrator, Jesse Grutz, The Retirement Classroom | 13 |
| 5/20/2015 | <u>Adult Creative Writing Group</u> : Demonstrator, Kathy Steffen | 9 |
| 5/20/2015 | <u>Kids Book Club</u> : Demonstrator, Svetha | 8 |
| 5/21/2015 | <u>Outreach Visit- Glacier Creek</u> : Demonstrator, Amy & Catherine Baer from Cross Plains Public Library | 70 |
| 5/21/2015 | <u>Adult Book Discussion</u> : Demonstrator, Jenny Carr | 21 |
| 5/21/2015 | <u>Outreach Visit - Little Red Preschool</u> : Demonstrator, Svetha | 13 |
| 5/21/2015 | <u>Outreach Visit - Little Red Preschool</u> : Demonstrator, Amy | 31 |
| 5/22/2015 | <u>Outreach Visit - Kromrey 6th grade</u> : Demonstrator, Amy | 74 |
| 5/26/2015 | <u>Outreach Visit - Sauk Trail Elementary School</u> : Demonstrator, Amy | 375 |
| 5/26/2015 | <u>Toddler and Preschool Art</u> : Demonstrator, Svetha and Jean DeVore (volunteer) | 85 |
| 5/26/2015 | <u>Outreach Visit - West Middleton Elementary School</u> : Demonstrator, Amy | 157 |
| 5/26/2015 | <u>Excel: Beyond the Basics</u> : Demonstrator, Amanda Brzeszkiewicz, Jim Ramsey | 7 |
| 5/27/2015 | <u>Outreach Visit - West Middleton Elementary</u> : Demonstrator, Amy | 240 |
| 5/28/2015 | <u>Outreach Visit- Glacier Creek Middle School</u> : Demonstrator, Amy | 90 |

| | | | |
|--|--|------------------|--|
| |  | | |
| 5/28/2015 | Let's Talk About Texts - The Snow Child : Demonstrator, RL, JAR | 11 | |
| 5/28/2015 | School Visit, Glacier Creek 7th grades : Demonstrator, Rebecca | 125 | |
| 5/28/2015 | Outreach Visit - Elm Lawn Elementary School : Demonstrator, Amy | 335 | |
| 5/29/2015 | DIY Corner- May - Muesums (DIY) : Demonstrator, Sally | 77 | |
| 5/30/2015 | Garden Storytime : Demonstrator, Svetha, Amy Jo, Carol, Tiffany, Dana  | 58 | |
| Number of Programs / Total Attendance | | | |
| | Children's | 44 / 2161 | |
| | Teens | 10 / 446 | |
| | Adults | 15 / 188 | |
| Grand Total | | 69 / 2795 | |
| DIY/Passive Program Total | | 5 / 174 | |

3. LIBRARY EXHIBITS

| Exhibit Space | Display | Contact Info |
|---------------|--|---------------------------|
| Display Case |  | Middleton Preschool |
| Art Railing |  | Linda Markwardt, acrylics |

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

| Date | Staff | Title |
|-----------|----------------------------------|--|
| 5/1/2015 | Rebecca V. | Collection HQ, Selection Training |
| 5/5/2015 | Sarah H. | collectionHQ for Non-Fiction Collection Development |
| 5/6/2015 | Svetha, Rebecca V., Amanda S. | Building STEAM Skills in Minecraft One Block at a Time |
| 5/6/2015 | Pamela | WAPL Annual Conference |
| 5/10/2015 | Svetha | ROW Committee Meeting |

| | | |
|-----------|--|--|
| 5/11/2015 | Svetha, Jenny Car | <u>CPR Training</u> |
| 5/11/2015 | Pamela and Rebecca | <u>Board Orientation</u> |
| 5/11/2015 | Pamela and Patrick | <u>Friends of the Library Board Meeting</u> |
| 5/12/2015 | Pamela, Jim, Rebecca L., Rebecca V., Sarah H., Brendan, Svetha, Amanda | <u>Collection Space Needs Planning</u> |
| 5/12/2015 | Jim, Jenny | <u>Taping of "Talk of the Town" for CW57</u> |
| 5/12/2015 | Svetha | <u>Youth Services Discussion Meeting</u> |
| 5/13/2015 | Sarah H. | <u>SCLS Collection Maintenance Subcommittee Meeting</u> |
| 5/14/2015 | Pamela | <u>Space Needs Planning - library areas</u> |
| 5/15/2015 | Pamela | <u>City Administrator Meeting</u> |
| 5/15/2015 | Pamela, Patrick, Brendan, Sarah H., Amanda, Rebecca V., Rebecca L., Sally, Katie G., Svetha, Jenny | <u>Staff Training of videoediting software</u> |
| 5/18/2015 | Pamela | <u>Dane County Library Director Conference</u> |
| 5/19/2015 | Svetha | <u>SCLS Library Innovation Subcommittee</u> |
| 5/19/2015 | Svetha & Amanda | <u>Fitchburg Public Library Visit</u> |
| 5/19/2015 | Pamela | <u>Community Partner - Middleton PD</u> |
| 5/20/2015 | Pamela | <u>Department Head Interview</u> |
| 5/21/2015 | Pamela | <u>All Directors' Meeting</u> |
| 5/21/2015 | Pamela | <u>All Directors' Meeting - Tour of Epic Campus</u> |
| 5/22/2015 | Pamela | <u>WLA Anniversary Planning</u> |
| 5/22/2015 | Pamela | <u>SCLS Annual Visit</u> |
| 5/28/2015 | Jason, Barbara, Katie | <u>2015 WLA-SSCS Professional Development Conference</u> |
| | | |

5. DIRECTOR'S REPORT

Circulation and activity:

- In May of 2015, the library circulated 59,303 items to patrons of all ages, a decrease of -6.9% compared to 55,428 items in May of 2014. Middleton remains the second highest circulating library. The children's collection was the only group to see an increase (from 18,078 in 2014 to 19,017 in 2015).
- Middleton loaned 18,966 items to other LINK libraries this past month, a -6% decrease compared to last year's total of 20,262 items loaned to other LINK libraries in May of 2014. Likewise, the number of items we borrowed 17,065 from other LINK libraries decreased by -7% compared to last year's total of 18,264 items.
- Walk in use of WI-FI, study rooms use, library card registration and interlibrary loan figures stayed pretty close to those of last year or the year before that.
- Total hours of public computer use spiked approximately 2,200 hours to more than 7,800 hours.
- The number of programs and tours was up compared to last year, thanks to our new outreach services initiative. This year we offered 69 programs for all ages, a 30% increase over last year's total programs of 53. Likewise, the number of attendees was up by 50% from 1,863 in 2014 to 2,795 attendees in 2015.

Administration

I attended this year's WAPL conference in Wisconsin Rapids. Besides hearing several good sessions (including one on developing a 3D printer policy for our library), I toured the Wisconsin Rapids Public Library. Their efforts to engage the community in their facility was impressive. The coffee and smoothie bar is also stocked with breads and pastries, inconveniently located to magazines, newspapers, audio books and movies and very busy. The meeting room was filled with artwork from students in the school and members of the public coming and going. The auditorium seats 250 people and they host monthly live music concerts, and they are creating a green room for the local broadcast channel in the backstage area.

Feasibility:

This month, I was busy with feasibility study related tasks. As part of the space needs assessment, I worked with South Central's Greg Barniskis to create new reports in Koha, analyzing collection use statistics and identifying areas of the collection where we needed more development. Staff spent a half day with the reports and Dimension IV predicting how the collections might grow in the next 20 years. The Hazmet Report came back with only two incidents of asbestos (fire doors and the roof).

I met with Senior Center Jill Krantz to hear about the feedback she had collected from the Center's staff. This was very helpful and inspiring.

I also met with Terrance Wall to discuss his plans for the new Bishop's Bay Community. A library branch location is included in the current plan and is an interesting concept. It's obvious that we need to focus our attention on keeping our presence downtown, but it's entirely possible that our community could support a branch location, as well. We've learned through our outreach efforts that we're still not reaching many residents in our community. Having library a presence on the north end of town would give us a new opportunity to reach out into the community. The location is within one (1) mile of many apartment buildings and multi-housing units (including some low income housing) and easily within walking distance. Public transportation is somewhat limited.

Currently, Mr. Wall's proposed plans call for a two-story mixed-use building with 15,000 square feet on each floor, with the option to expand with a 14,000 square foot adjacent building. The new park provides an added bonus for a family outing to that location. If there is community interest we should consider the option of leasing one floor to test a branch. Residents living in that area (even as far as Middleton Hills) would benefit.

Facility:

Other items I worked on this month include preparing the recarpeting bid documents, finalizing the HVAC plans with Dimension IV's mechanical engineer Mike Hein, ADS and public works, and working through some landscaping plans with Bruce Company.

Media Maker Lab:

This month, I wrote and submitted the evaluation to Monsanto Fund to finalize the grant. I arranged for Park's Electric to install a new projector in the PC lab in preparation for the media maker sessions. I also arranged for Deanna Kruger to provide staff training on the videoediting software.

Community and Outreach:

Amy Perry and I are partnering with Elm Lawn Elementary School to establish two Little Free Libraries in Middleton neighborhoods where kids could use a little encouragement to stave off "summer slide." We'll be making two visits in July and August to the parks where the Little Free Libraries will be installed.

Thanks to Steve Soeteber, Middleton Cross Plains Area School District Administration approved my request to collaborate on a joint registration effort. When parents enroll their students for school, they will be encouraged to register their child for a library card. This new partnership could have a big impact on how many area youth will be library cardholders and will be library users. MCPASD is not using an electronic enrollment system at this time, but establishing a relationship with administration makes us well-positioned for to continue the joint registration concept as the school goes forward with a customized online school enrollment system.

The Library is participating in an event at Capitol Brewery on June 20th – Beestock: a festival for the environment. One of our student workers, Tiffany Reichard will be presenting information about sustainability and the library will have a table with activities, books and a few give aways.

Dane County Library Board notified us that we meet the minimum standards of operation that the City of Middleton will be eligible to apply for exemption from County Library Tax.



Friends of the Middleton Public Library

The Annual Friends of the Library meeting was held in the Mack Reading Room. The membership voted in favor of supporting our Outreach Services with a \$300 gift to cover the purchase of new books to be used in a collaborative project with Middleton Outreach Ministry.

6. LIBRARIANS' REPORTS

Patrick Williams, Head of Information Technology



All of the computers in the computer lab have now been replaced; including the monitors and keyboards & mice. They have quad-core i5 Intel processors and have 8GB RAM, SSD drives and wide

touchscreen monitors. We have received several positive remarks from the public on how nice and peppy they are. Along with 3 web browsers with common, standard, plug-ins, they have Office 2013, LibreOffice, a variety of media editing software, news, entertainment, software development tools and other utilities. They currently have Windows 8.1, with an upgrade path to Windows 10 in the works when it is available later this year. A “short throw” data projector was also installed in the computer lab for a teacher/presenter’s use during classes on the newly repainted white wall on the far side of the room. The “#TechThursday” classes for kids and adults will be held in the lab through the summer.

The Media Maker Laptops were re-fit to circulate for in-library use at the Reference Desk, now that the Adobe Premiere video editing classes for the public and staff are over (for the time being). Staff can also use the pool of laptops for any hands-on classes that are held in the Archer room.

A new replacement “Early literacy station” PC was set up in the Children’s area and the old unit sent back to the manufacturer. The station has a variety of math, science and language software for

children ages 2-8.

Rebecca Van Dan, Head of Young Adult Services

In May, we worked to prepare for the Summer Reading Program and update the summer volunteer schedule by adding new daytime shifts to work in new volunteers and contacting our current volunteers to make sure their current shifts would work with summer plans. Sally helped train Betsy, a new sub, I attended the new Gaming Committee and a Minecraft webinar with Svetha and Amanda, and YS staff enjoyed seeing all the creative decorating ideas at the Epic tour. We tallied volunteer hours worked in 2014, gathered prizes for the scratch off promotion, and added Notify Me posts for upcoming events.

We focused a lot on technology this month: I trained Sally on using PicMonkey, PowerPoint, and transferring slides and Kathy tried out Collection HQ and Ancestry.com to get more practice with different databases. I practiced with our iPads and the Comic Life app for an upcoming program and updated our Teen Kindle titles. Patrick and I did a test run of the MuVChat software for the upcoming Mock the Movie program (allows participants to text to the screen while movie is playing.) We also kept Kathy and Sally very busy with withdrawals as we used Collection HQ to run weeding and grubby reports for the Spanish collection and Teen BOCDs, music CDs, and DVDs.

We also ordered a new teen paperback spinner this month which allowed us to interfile the mass market and oversize paperbacks, giving us more breathing room in that collection. We had a few last-minute requests for visits from the schools, and Amy and I worked together to speak to Glacier Creek students about the Teen Summer Reading Program and new teen books. Geek Prom went very well—the participants were very competitive with the trivia questions and seemed to bond well and the Teen Advisory Committee had some great ideas for fall programming that we are eager to start preparing.

Displays: Sabor Latino (Latin Flavor), Diversity, Urban Lit, Graduation

Sarah Hartman, Head of Technical Services

This month we added slightly fewer items than last month, but we added more than any other SCLS library, including Madison-Central. We worked on the children's holiday collection re-cataloging and relabeling project, which will continue into next month, and I requested the necessary shelving location batch change and rewrote the linking and processing documentation for the integration of the teen mass market and trade paperback collections. I submitted a higher than usual number of problem bib record forms to SCLS to help with catalog cleanup.

We started holding performance conversations this month, and I began the process of hiring a new Page II-Technical Services to replace Kathy Hutchison, who will be moving away this summer. We hope to have someone in place sometime next month.

I attended the SCLS CMC meeting, the building feasibility study space needs meeting, and a staff workshop on video editing as part of our Media Maker Lab program. At the end of the month, Jason attended the 2015 WLA-SSCS Professional Development Conference in Beloit, which he enjoyed and found useful.

Svetha Hetzler, Head of Children's Services

We wrapped up our spring storytimes this month and quite a few patrons that visit several libraries in the area mentioned that we were the only library in town still offering storytimes. Most libraries end their spring sessions in April to prepare for the summer reading program. The addition our Outreach Librarian, Amy Perry has allowed us to extend our storytime sessions. I also hosted a Toddler and Preschool Art Party which was very well attended and provided many early learning and literacy opportunities including pre-writing skills, science, art, and social cooperation. The Saturday afternoon Garden Storytime was another opportunity to work cooperatively with Middleton's Public Lands department, encourage scientific discovery, and promote the seed library to families with young children.

I offered a school-aged Kids Book Club featuring the classic early reader series, *Amelia Bedelia* by Peggy Parish. Our young patrons created a decorative blackboard and made mini lemon pies as reading extensions. Brad Phillips wrapped our spring Chess Club meetings and will resume again this fall.

The Play and Learn space in our storytime room continues to be popular and well used. In fact, some of our toys were quite worn so I made some new purchases including a set of “Magnatiles”, a superhero version of “Chutes and Ladders” and “Let’s Go Fishing”. The “Magnatiles” have been a big hit – makerspace, science, engineering, and technology rolled into one!

I completed the recataloging and relabeling holiday book project with the help of Technical Services. The next step will be to shift this collection along with our picture book collection. This shift will allow more room for the Early Reader collection.

Patrick installed our new Early Literacy Station computer and I placed an order for Playaway Launchpads. Launchpads are preloaded tablets with Android apps. I am looking forward to introducing another format to our circulating collection!

I updated our children’s website to include summer events and added the following link (<http://www.dkfindout.com/us/>) to our “Resources for Youth” tab. I also updated our Toddler and Preschool favorites Bookletters booklist.

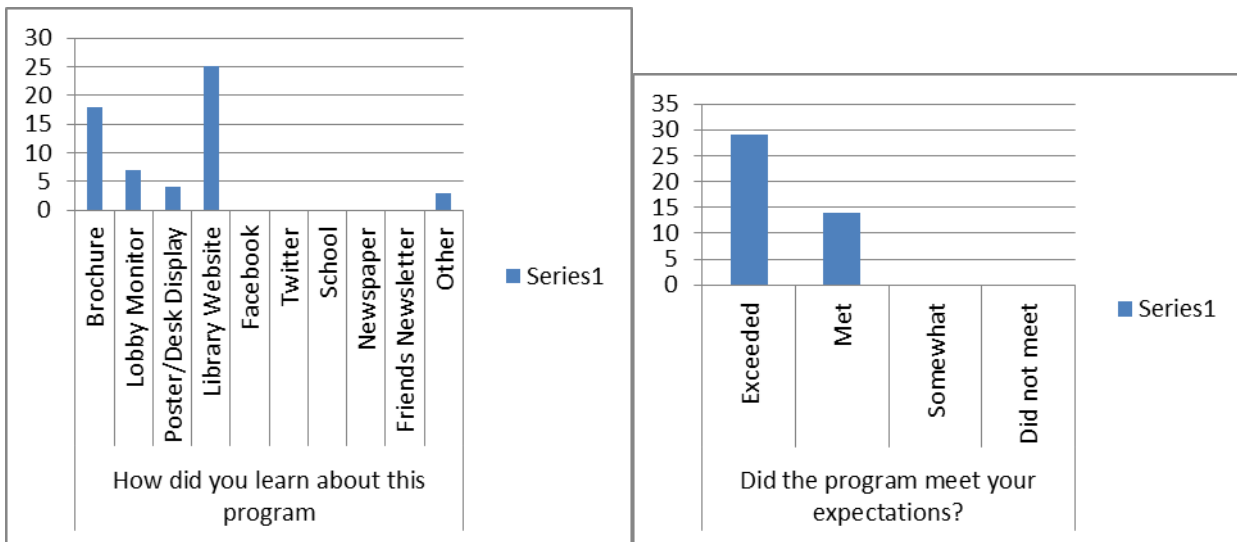
I attended several in-person meetings and webinars including a Minecraft webinar, Read On Wisconsin Committee meeting, CPR/AED training, SCLS YSS meeting, Youth Services department meeting, SCLS Library Innovation Subcommittee meeting, a trip to the Fitchburg Public Library and EPIC. I also conducted two performance conversations with our Youth Services substitutes.

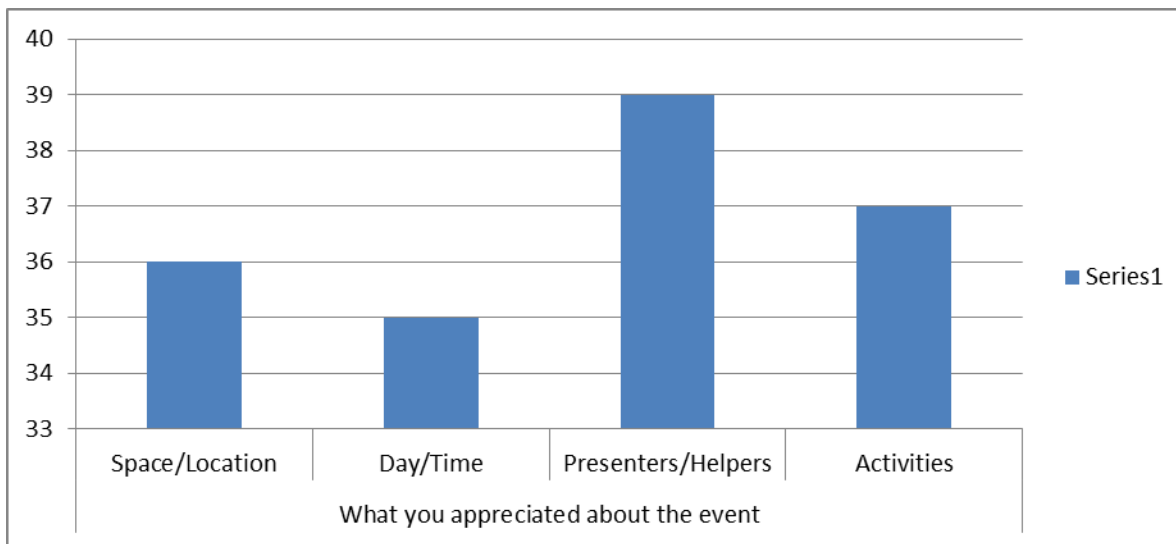
Our substitutes continue to provide support to the entire department. Betsy Bermant put together an ongoing display of “Toddler and Preschool Favorites”. The display will be kept just to the right of the storytime room. Lindsay Barcus will be assuming the responsibility of decorating our large bulletin

board just above our youth computers.

I also began supervising a UW-SLIS student. Dana Johnson will be with the YS department for the summer. She is already working on a collection development project utilizing reports from Collection HQ. Her work will help us complete our weeding, replacing and shifting project for our picture book collection. Dana will also be presenting Toddler Storytimes with me on Tuesday mornings and we have already begun preparing. I'm looking forward to working with Dana and serving as a mentor.

Several patrons at various events filled out program surveys with many positive comments to share. I also gained some valuable information regarding how patrons learn about our events. Below are charts with data from the survey results:





Jim Ramsey, Head of Adult Services

Our busy schedule of adult programming continued this month with a live theatrical performance by CTM (our Read Together Middleton wrap-up) and a hugely successful author event featuring Jerry Apps. Additionally, Amanda Brzeszkiewicz offered three technology classes, including an intermediate Excel class that she and I co-taught. Our Adult Summer Reading Program kicks off in June, so I also spent some time this month preparing materials and publicity for that.

Rebecca Light and I held our bi-monthly “Let’s Talk About Texts” book group this month at the Craftsman Table & Tap. We had 11 people attend this month’s discussion of Eowyn Ivey’s magical-realist novel, *The Snow Child*—our best attendance figure so far this year. Our decision to start publicizing the group through meetup.com has definitely paid dividends.

On May 12th, Jenny Carr and I taped a segment for the “Talk of the Town” program on CW57 in which we discussed seed libraries. The five minute segment has aired several times in the past month. Jenny did a great job preparing the questions and answers for the segment, which turned out to be a wonderful opportunity to promote our seed library here at Middleton. Since the middle of March, our seed library has been located near the elevator on the library’s main level. As of the end of May, 419 seed packets have been checked out by our patrons. In case you were wondering, the most popular seeds are sweet basil, followed by sugar peas and spinach.

Rebecca and I volunteered again at the 4th annual Dane County Libraries Trivia Night to benefit the Beyond the Page fund. I composed the questions for this year's event, which was held at Madison's Central Library on Saturday May 9th. With help from former library board president Jill Kubiak (and her husband Chris), Rebecca and I scored all of the answer sheets and totaled the points for the 13 teams.

After finishing the weeding project in Adult Fiction last month, I started to weed the biography and memoir section in Adult Non-Fiction (921 Dewey numbers). For this project, I used Collection HQ to compile a list of non-circulating items to pull. As I become more familiar with Collection HQ, my goal is to use it for the majority of the adult collection development and maintenance projects. I'm fairly comfortable with the "Manage" section of the database, but I have yet to experiment in-depth with "Selection," the other major component.

Speaking of biography and memoir, I created a new display this month for the A-frame shelf near the DVDs entitled "The Best of Biography and Memoir," which focuses on the best books from recent years. Since January, the A-frame shelf has been home to the *To Kill a Mockingbird* read-a-likes for our Read Together Middleton program, so this new display is the first themed display I've created in the space since late last year. Biographies and memoirs continue to be one of the highest circulating subject areas of our adult non-fiction collection, and the display has already been very popular. Later in the year, I will continue to use the space to showcase other portions of our non-fiction collection which, owing to its location in the lower-level, is not browsed as often as collections on the main level.

Brendan Faherty, Head of Circulation

May arrived and everyone in the Circulation Department is eager and ready for summer. Circulation showed a bit at the beginning of the month, but has started to pick back up again, as we close in on the Summer Reading Program. Self-Check usage remained steady, finishing the month with a total of 58%. We did see an incredible 73.2% self-check usage on Saturday, May 16th, which is a record high (since I began tracking the daily statistics). Kudos to Barbara Henderson, Nivi Nair, and Lucas Schneider, who all worked the Circulation Desk that day and were no doubt inundated with patrons! The overall numbers would have been greater still, if not for a SCLS server crash on Monday the 18th,

that knocked out the Self-Check machines for 8 and ½ hours during the day.

Another interesting statistic of note: the number of items per Self-Check checkout has been steadily ticking up for the past few months. Instead of seeing an average of 3.0 to 3.4 items / checkout, we are now routinely seeing an average of over four items per transaction, with the Self-Check machine nearest the Children's Area generating upwards of 6-8 items / checkout. It will be interesting to see if this trend continues through the summer, with families tending to check out larger stacks of materials.

Personnel changes are also coming the Circulation Department. Long-time Page I/Page II/Sub Lucas Schneider decided to move on and devote more time to his college coursework (and another job as well). We wish him the best in his endeavors. Additionally, Dayle Haglund has stepped down from her Page II-Circ position to enjoy several family / travel opportunities. We are thankful for her dedication to the Middleton Public Library and are excited that she will be remaining on the sub list and helping us cover shifts from time to time. Katie Ganser and I have interviewed several candidates to replace Lucas and Dayle at the Circulation Desk and we anticipate a final decision in the first weeks of June.

The CD of the Month Club continues to be popular with members. Several new patrons signed up this month, bringing the total to 30 participants. Feedback continues to be positive and informative.

I am nearly done with the 2015 Performance Conversations for Circulation staff. They have been illuminating and informative and I appreciate the opportunity to engage candidly with each staff member, while still striving to make our overall service and department more efficient.

I also continue to develop plans for the 2015 Wisconsin Library Association Annual Conference, which will be taking place at the Madison Marriott in Middleton in early November. As one of the Local Arrangements co-chairs, I have been working with the Tourism department and the Chamber of Commerce to figure out how to promote the wide variety of dining, shopping, and entertainment options the city of Middleton has to offer conference attendees.

Amanda Struckmeyer, Youth Services Librarian

In May, we offered a variety of programming, including Dungeons and Dragons for 'tweens (facilitated by Middleton Public Library's own Travis Mueller), Yoga for 'tweens, and a Star Wars Origami program for all ages. A lot of time and energy went in to preparing for our Summer Reading Program. We finalized prize donations with local businesses, organized our record-keeping system, and worked on event promotion and preparation.

Rebecca Van Dan, Svetha Hetzler, and I attended a webinar on Minecraft programming. The presenter had a lot of great ideas, and I'm looking forward to offering a related Arts and MineCRAFTS program this summer. We certainly have a lot of Minecraft enthusiasts in our community!

I attended the technology training workshop led by Deanna Kruger. I learned a lot, and it was really valuable to have some hands-on time with the technology.

This month's collection development was focused on hardcover juvenile fiction, A-G. Collection HQ reports were very helpful in this process! It's nice to see some spaces opening up on our shelves, and I know our shelveers appreciate it, too.

I began working on creating Discovery Kits for all ages (geared toward 'tween through adult audiences). These will include musical instruments, cooking tools, art projects, and more. I will be meeting with Sarah Hartman next month to discuss the best way to catalog and package the kits.

I began the process of renewing my Notary Public commission, which expires in December. I continued to serve as a member of ALSC's Services to Special Populations and Their Caregivers committee, and as the library staff's liaison to the *Middleton Times-Tribune*.

Amy Perry, Outreach Services Librarian

This month was all about promoting the Summer Reading Program and celebrating those students who completed the 4K program. For the Summer Reading promotional visits, I went to five different elementary and middle schools this month and talked to a total of 1341 students. (Glacier Creek Middle School, Kromrey 7th grade, Sauk Trail Elementary K-4th grade, West Middleton Elementary K-4th grade, Elm Lawn Elementary School's k-3rd grade)

The 4K celebration, which was held at the library on Monday night, May 18th, was a resounding hit! There were approximately 125 people in attendance which included Catherine Baer from the Cross Plains Public Library and the 4K Principal Kari Gault. Kari was thrilled with the program and the enthusiasm of the 4K families who attended. I recognized many 4K students from the classes I visit on a monthly basis. I made sure to promote this celebration by sending home a flyer to all students and I think these efforts really paid off!

In addition to these very successful outreach efforts, I also conducted my regular monthly outreach preschool visit to Gio's Garden, La Petite Fourier, Northside ECC, and La Petite Gammon. Little Red Preschool also visited the Middleton Public Library for two special storytime sessions. I conducted the first session and Svetha conducted the second since I had a scheduling conflict. I also visited Kromrey for the Lunch Bunch program. This was the final visit for this school year.

I visited the Middleton Outreach Ministry this month to organize their book cases and to provide more withdrawn library books as a donation. This partnership between MID and MOM is exactly the type of outreach that we want to cultivate. I'm looking forward to working with MOM on their backpack giveaway event and providing those students who get a free backpack with a coupon to redeem a free book at the library.

This month also saw my first visit to the Arbor Lakes Apartment Complex. Although it wasn't well attended, I believe there is potential for this collaboration especially now that the summer is approaching and kids will be off school.

7. AGENDA OVERVIEW

Proposed changes to the Library Board Bylaws (action item)

Article III: Officers

Section 1. The officers shall be a president, a vice-president, and a secretary, elected from among the appointed trustees at the regularly scheduled meeting of the board.

Section 2. A nominating committee shall be appointed by the president. The nominating committee will present a slate of officers at the regularly scheduled meeting of the board one month prior to the last month of the current officers' terms. Additional nominations may be made from the floor.

Section 3. Officers shall serve a term of one year from the beginning of the meeting at which they are elected and until their successors are duly elected. Officers shall not serve more than two consecutive terms in the same executive board position.

Recarpeting Bid Document is nearly completed. Request to accept the documents, pending final approval by the Legal Department.

HVAC equipment list & work bid by ADS, with consultation from Dimension IV's mechanical engineer Mike Hein. Keeping a possible library expansion in mind, the equipment list was modified; the order was placed.

Staff Entrance Renovation is currently "in influx." The dumpster fence and HVAC are more urgent projects and I was asked by City Administrator Davis to research an alternative to the ramp by adding a security pad and automatic door openers on the inside doors just inside the lobby. *No action needed at this time.*

2016 Budget Discussion: Operating Budget, Capital Improvements and the Classification, Compensation and Performance System Policy proposed by the City of Middleton. Materials will be distributed at the meeting.

Policy Reviews: Approve revisions to the Appropriate Behavior Policy (action item)

Unattended Children and Minors

- (A) One of the primary missions of the Library is to provide a variety of services for children of all ages. The library encourages visits by ~~young~~-children under the age of eight (8) years old, and it is our desire to make these visits both memorable and enjoyable for the child.
- (B) "Unattended" means that the parent or designated person is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children in the library. ~~Parents-Caregivers~~ are responsible for their children's ~~behavior~~ while in the library.
- (C) Therefore, it is the policy of the Library that all children under the age of ~~six-eight (8)~~ years ~~old of age~~ and under must be in the company of a parent/responsible person while in the library. Even if the young person is attending a program, it is required that the parent/responsible person remain in the library throughout the program.
- (D) If it is determined that a child is lost or left unattended, a staff member shall bring the child to the Youth Services staff member (or library staff member in charge) -who will attempt to identify and locate the parent/responsible person. If a parent/responsible person cannot be found, then the child will be remanded to the care of the Middleton Police Department.
- ~~(E) If it is determined that a minor (17 years old and under) is not ~~un~~accompanied by an adult at closing time, staff will attempt to locate a parent/responsible person. If a parent/responsible person cannot be found, then the minor will be remanded to the care of the Middleton Police Department.~~
- ~~(F) If it is determined that a minor is not ~~un~~accompanied by an adult during regular school hours and is truant, the minor will be informed of this law before officers are called and will have the opportunity to call a parent or guardian for a ride if needed. The Middleton Public Library will work with school and law enforcement officials to uphold Wisconsin State laws on truancy, including Wisconsin State Statutes Section 118.15~~



Election of Library Board Officers for 2015-16 (action item):

| 2015-2016 | Library Board Slate of Officers |
|----------------|---------------------------------|
| President | Jeremiah Tucker |
| Vice President | Steve Soeteber |
| Secretary | Anne Irish |