



December 2015 Report

Presented at the January 12, 2016 Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2015	33,255	3,463	18,338	55,056	714,660
2014	33,404	3,708	18,557	55,669	723,897
2013	35,279	3,398	18,948	57,625	774,215
(2014-2015 +/-)					(-1.28%)

Self-Service checkouts:

	ITG#1	ITG#2	ITG#3	Total	% of Total
2015 (December)	11,776	6,121	7,312	25,209	45.7%
2014 (December)	11,401	6,243	7,242	24,886	44.7%
2013 (December)	10,645	9,298	4,325	24,268	42.1%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2015 (December)	68	21	6	0	93
2014 (December)	67	10	7	0	84
2013 (December)	56	10	1	0	86

LINK holds in December:

	Loaned to LINK libraries	Borrowed from LINK libraries
2015 (December)	18,681	17,744
2014 (December)	20,948	18,604
2013 (December)	17,416	17,951

Miscellaneous:(December)	ILL	Visits	Study rooms use
2015 (December)	53	27,048	515.5 hrs / 350 Bookings
2014 (December)	35	24,738	448.5 hrs / 315 Bookings
2013 (December)	41	23,616	595.5 hrs / 384 Bookings

Walk-in laptop WI-FI access sessions:

2015 (December)	5,003
2014 (December)	572
2013 (December)	935

Fax Use:

53 users / 206 pages
52 users / 152 pages
55 users / 175 pages

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES





Date	Program	Attendance
12/1/2015	Exam Proctoring - 2014 Total (DIY) : Demonstrator, Jim and other reference staff	62
12/1/2015	December 2015 CD of the Month : Demonstrator, Brendan	34
12/1/2015	StoryTime - Toddler : Demonstrator, Lori	27
12/1/2015	StoryTime - Toddler : Demonstrator, Lori	33
12/1/2015	StoryTime - Toddler : Demonstrator, Lori	14
12/1/2015	Excel Basics : Demonstrator, Amanda Brzeszkiewicz	13
12/1/2015	Henry Vilas Zoo Storytime : Demonstrator, Amanda	17
12/1/2015	Tech Tuesday : Demonstrator, Brian Miles	15
12/2/2015	Outreach Visit - American Family Children's Hospital (AFCH) (DIY) : Demonstrator, Amy Perry	3
12/2/2015	Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
12/2/2015	Outreach Visit - Northside ECC 8:45am class : Demonstrator, Amy Perry	8
12/2/2015	Baby and Tiny Tots Storytime : Demonstrator, Amanda	33
12/2/2015	Baby and Tiny Tots Storytime : Demonstrator, Amanda	22
12/2/2015	Tales and Tunes All-Ages Storytime : Demonstrator, Amanda	35
12/3/2015	Outreach Visit - West Middleton 4k morning class : Demonstrator, Amy Perry	13
12/3/2015	StoryTime - Tales & Tunes : Demonstrator, Lori	38
12/3/2015	StoryTime - Baby & Tiny Tots : Demonstrator, Lori	26
12/3/2015	StoryTime - Baby & Tiny Tots : Demonstrator, Lori	13
12/3/2015	Outreach Visit - West Middleton Elementary 4K afternoon class : Demonstrator, Amy Perry	16
12/3/2015	Woodcarving for Beginners : Demonstrator, Capital Area Carvers of Wisconsin 	25
12/3/2015	Teen Techno Minutes : Demonstrator, Sam Smith, RL eval	2
12/3/2015	3DS Club : Demonstrator, Chris & Jill	5

12/4/2015	Holidays Unraveled : Demonstrator, Rebecca V. 	7
12/4/2015	Outreach Visit - Pooh Bear 4k am class : Demonstrator, Amy Perry	23
12/4/2015	Outreach Visit - Pooh Bear 4k pm class : Demonstrator, Amy Perry	10
12/4/2015	Bilingual Spanish & English Storytime : Demonstrator, Katy Shannon	22
12/5/2015	Krafty Kids - Gingerbread! : Demonstrator, Kathy R. with 6 volunteers	152
12/7/2015	Gio's Garden Library Visit : Demonstrator, Amy Perry	3
12/7/2015	Mason Jar Edibles 1st Session : Demonstrator, Amanda & Lori	31
12/7/2015	Mason Jar Edibles 2nd Session : Demonstrator, Amanda & Lori	49
12/7/2015	Teen Advisory Committee : Demonstrator, Rebecca V.	7
12/8/2015	StoryTime - Toddler : Demonstrator, Lori	12
12/8/2015	StoryTime - Toddler : Demonstrator, Lori	26
12/8/2015	StoryTime - Toddler : Demonstrator, Lori	17
12/8/2015	Tech Tuesday : Demonstrator, Brian Miles	15
12/8/2015	Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
12/9/2015	Baby and Tiny Tots Storytime : Demonstrator, Amanda	28
12/9/2015	Outreach Visit - La Petite Fourier : Demonstrator, Amy Perry	18
12/9/2015	Baby and Tiny Tots Storytime : Demonstrator, Amanda	14
12/9/2015	Tales and Tunes Storytime : Demonstrator, Amanda	25
12/10/2015	StoryTime - Tales & Tunes : Demonstrator, Lori	46
12/10/2015	StoryTime - Baby & Tiny Tots : Demonstrator, Lori	26
12/10/2015	StoryTime - Baby & Tiny Tots : Demonstrator, Lori	18
12/10/2015	Outreach Visit - La Petite Gammon 4k class : Demonstrator, Amy Perry	10
12/10/2015	Afterschool specials: Folklore & Fairytales : Demonstrator, Lori	19
12/11/2015	Bilingual Spanish & English Storytime : Demonstrator, Katy Shannon	32
12/12/2015	StoryTime - Tales & Tunes : Demonstrator, Lori	13
12/12/2015	Origami Open House : Demonstrator, Ruthanne Bessman and MadCity Folders	192

		
12/14/2015	Outreach Visit - Middleton Baby & Childcare Center : Demonstrator, Amy Perry	39
12/14/2015	Huckleberry and Persimmon Demo Class: La Lengua : Demonstrator, Huckleberry and Persimmon Staff	8
12/14/2015	Read It and Eat Book Club : Demonstrator, Amanda	12
12/15/2015	TechTuesday : Demonstrator, Brian Miles	17
12/15/2015	Drop-in Job Help (Worksmart Network) : Demonstrator, Marvel Brown, Worksmart Network	7
12/15/2015	Toddler Storytime : Demonstrator, Amy Perry	26
12/15/2015	Outreach Visit - Lunch Bunch @ Kromrey : Demonstrator, Amy Perry	32
12/15/2015	Special Edition Storytime with Communication Innovations : Demonstrator, Communication Innovations 	43
12/15/2015	Excel: Beyond the Basics : Demonstrator, Amanda Brzeszkiewicz, Jim Ramsey	7
12/16/2015	Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
12/16/2015	Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
12/16/2015	Baby and Tiny Tots Storytime : Demonstrator, Amanda	25
12/16/2015	Baby and Tiny Tots Storytime : Demonstrator, Amanda	14
12/16/2015	All Ages Tales and Tunes Storytime : Demonstrator, Amanda	37
12/16/2015	Outreach Visit - Arbor Lakes : Demonstrator, Amy Perry	5
12/16/2015	Adult Creative Writing Group : Demonstrator, Kathy Steffen	10

12/17/2015	Storytime - Tales & Tunes : Demonstrator, Lori	28
12/17/2015	Storytime - baby & tiny tots : Demonstrator, Lori	32
12/17/2015	Storytime - baby & tiny tots : Demonstrator, Lori	8
12/17/2015	Outreach Visit - Clubhouse for Kids 4k AM class : Demonstrator, Amy Perry	14
12/17/2015	Outreach Visit - Clubhouse for Kids 4k PM class : Demonstrator, Amy Perry	17
12/18/2015	Outreach Visit - Middleton Baby & Childcare 4k class : Demonstrator, Amy Perry	27
12/18/2015	Bilingual Spanish & English Storytime : Demonstrator, Katy Shannon	38
12/18/2015	Acts of Kindness Club : Demonstrator, Amanda 	5
12/19/2015	Killer Uno & Ultimate Spoons : Demonstrator, Rebecca V.	2
12/21/2015	Gio's Garden : Demonstrator, Amy Perry	7
12/21/2015	Snap Circuit Exploration : Demonstrator, Amanda	29
12/21/2015	Winter Wonderland Family Storytime Event : Demonstrator, Lori	42
12/22/2015	Winter Wonderland Storytime : Demonstrator, Lori	95
	Number of Programs / Total Attendance	
	Children's	57 / 1472
	Teens	6 / 68
	Adults	14 / 359
	Grand Total	77 / 1899
	DIY/Passive Program Total (this number included in totals above)	2 / 65

3. LIBRARY EXHIBITS

Exhibit Case	Art Railing
	
Origami	Terrence Doeler - paintings
Displays	
	
Youth Services – interactive literacy panels 1000 Books Before Kindergarten Board	Adult Services - New and Notable collection

4. STAFF DEVELOPMENT & INVOLVEMENT OPPORTUNITIES

Date	Department	Staff	Title
12/4/2015	Other/All	Sarah H.	collectionHQ Phone Conference with Marie

5. DIRECTOR'S REPORT

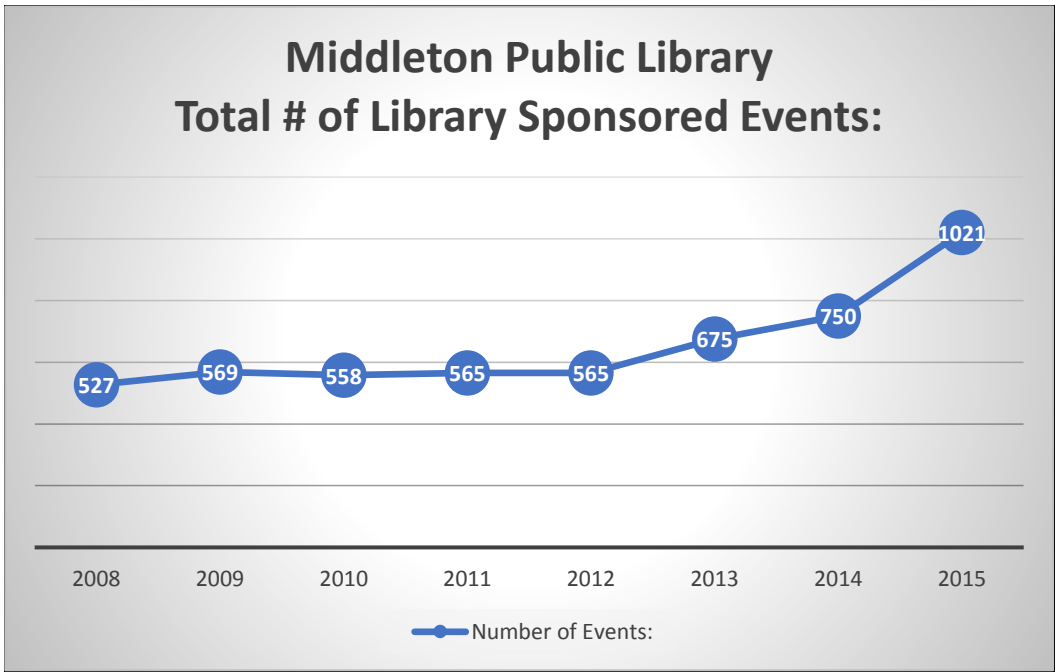
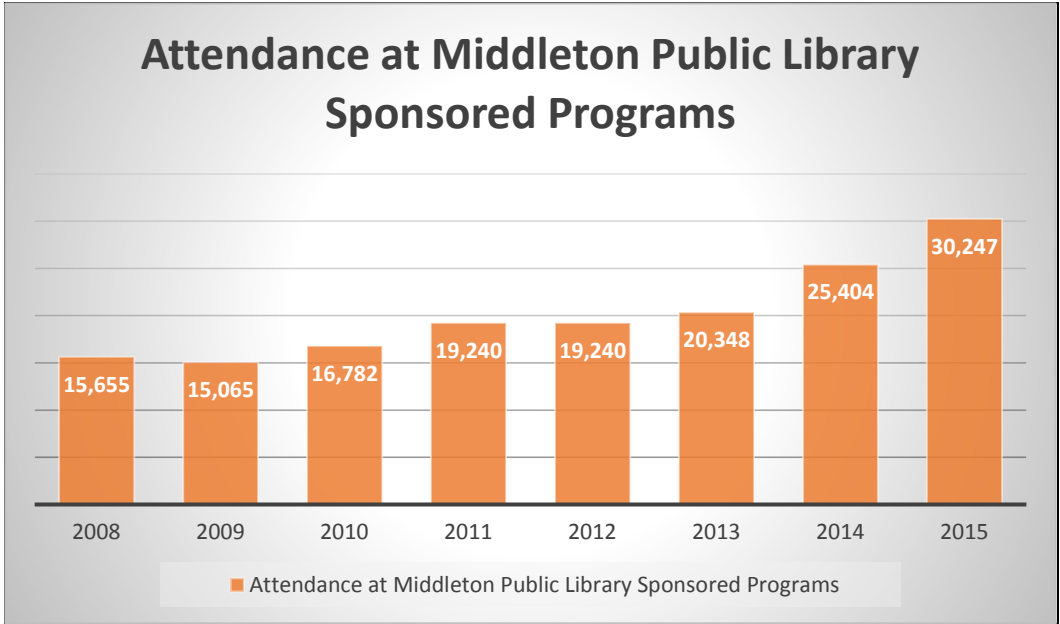
Circulation and Use:

The year-end total circulation for 2015 was 714,660 items, a slight decrease by -1.28% compared to the 2014 year-end total of 723,897. Self-checkout use, the number of library cards issued, visitor counts, study room use and the number of interlibrary loans were all higher in December 2015 compared to December 2014.

Walk-in laptop Wi-Fi access sessions and fax use also took an upward climb in December of 2015 compared to 2014; while items loaned to and borrowed from LINK libraries experienced a drop.

Programming:

The number of library sponsored programs and attendance at the events has increased significantly since 2008, at a rate of +99% and +80% respectively.



Facilities:

The main level recarpeting project went so well that we schedule the lower level recarpeting for January. Brendan, Patrick and I met with the vendors to finalize the schedule. Our all staff inservice will be scheduled concurrently with the recarpeting schedule.

A big thank you to Tina Gordon of Dimension IV and Deb Haefner of SCLS for their consulting services on the carpet selection and help with the accent tiles. The fresh carpet and muted tones give the library a fresh and modern look.

Our vendors, Nonn's Flooring and Coakley Brothers (movers) were easy to work with. Circulation staff, Amy Perry, Lori Bell, Jason Boak and Patrick Williams pitched in, especially with the redesign of the floor plan. This new open style design has garnered compliments from staff, patrons and volunteers.

Administration:

I reviewed the E-rate application proposed by South Central Library System. Middleton could apply to receive discounted telecommunication rates, but filtering software must be applied to all public PCs. No further action was taken.

Patrick and I met with GFC to review our equipment leases and were able to reduce monthly payments by adjusting the number of prints in the contract.

We received donations to Katie's Kids Fund from the family of Catherine Tanner. Their generous gifts were acknowledged.

December is a busy time of the year. I began compiling yearend statistics, especially those needed for the Annual Report to Wisconsin Department of Public Instruction. I also sketched out a design for our patron-friendly annual report brochure.

Staff:

This year the City of Middleton invited library staff to participate in a round robin end of the year of potluck lunches. We enjoyed welcoming staff from other departments to our

meal and a few library staff attended the gatherings held at city hall and the police department. Fun!

The Area Leaders met for an end of the year for a festive luncheon meeting at Cold Fusion. I bought lunch as my way of saying thank you to a tremendous team and a successful year!

I finalized our salaries and compensation spreadsheet and met with Melissa to verify that our figures matched. Like most years, library directors from other communities contact me for our wage rates for the purpose of comparison.

There was a change to the Sick Leave Policy. I updated the Library Employee Handbook.

Services:

South Central Library System on our SIP2 server needed to host technology instructional videos through Lynda.com.

I ordered new library grade world globes; they should last for many years to come. We've had many positive comments about their usefulness and beauty. We placed one on the main level near the Helpdesk and one on the lower level.

I finalized the subscription title list for our electronic magazines through Zinio.

6. AROUND THE REGION LIBRARY NEWS

Belleville Public Library

The Belleville Public Library Board recently contracted with Jodi Sweeney of The Sweeney Group for a capital campaign planning study beginning in January to explore the feasibility of funding a library building project. The overall project being discussed is to reuse the current library building for a police station and build a new library nearby.

Fitchburg Public Library

The Fitchburg Public Library is delighted to announce that it will be adding a new position in July of 2016. The full-time Outreach Librarian/Volunteer Coordinator will be responsible for taking library services outside of the library building to underserved populations in the community. Activities will potentially include programs such as story times; resume help and computer instruction as well as traditional library services such as checking out items. The position will also screen, train and supervise volunteers to help provide these programs and services throughout Fitchburg.

Mount Horeb Public Library

When a Wisconsin elementary school was threatened with a lawsuit last month over a proposed reading of *I Am Jazz*, a book about a transgender girl, plans for the program came to a screeching halt. But within days, parents turned to the local public library for support, and with the community's help, the event was reestablished. The program was so successful, in fact, that library staff members had to move shelves to accommodate the hundreds of attendees.

Stoughton Public Library

Our renovation is complete! On the first floor, the work included a new wider front door with new outside lighting; redesign of the circulation desk, hold shelves, and circulation staff work area; expansion of the restrooms to meet modern ADA standards; and replacement of an outdoor ramp and railing. On the second floor the work included filling in some openings to create more floor space; a new ceiling; moving and enlarging two meeting rooms; replacing an old oversized public service desk with a more compact desk; replacing old particle board shelving with steel shelving; replacing old tables and chairs; adding "art rails" to display artwork from community artists; a new modernized and expanded teen section; and a rearrangement of the AV and adult reading areas. In addition, the City replaced the library's boiler and HVAC system with new energy-saving equipment.

Sun Prairie Public Library

A Full-Time Teen Services Librarian!

With this position, we hope to expand our reach to our teens in Sun Prairie. The library staff will have more opportunities to visit schools and other community organizations. We also look forward to increasing program and volunteer opportunities offered at the library.

Verona Public Library

Verona Public Library received funding for two new positions for 2016, a 50% reference librarian and 50% library assistant. They also began an endowment fund through Madison Community Foundation and will be fundraising \$100K to receive \$50K in matching funds from MCF between now and May 2017.

Waunakee Public Library

Waunakee Village board approved the selection of OPN Architects as the architect for the new library facility. They gave approval for the expenditures of funds to have the architect take us through the first phase of a new facility. Updating our space needs assessment, creating a building program and creating a couple of preliminary designs. They are also to create a couple of renderings for fund raising purposes. At the same meeting on December 7, the village board approved hiring McDonald Schaefer, fundraising consultant, to complete a feasibility study to determine a possible goal for a fundraising campaign.

7. LIBRARIANS' REPORTS

Patrick Williams, Head of Information Technology



Testing and development is being done for the upgrade to Windows 10 for all the patron stations. We will likely wait for the OS to mature a little longer, and deploy it in mid-2016. We also have upgrade rights to Office 2016, and will be installed at the same time.

Our patron printing system has been upgraded; the staff have a better method of releasing/canceling patron's print jobs from the staff PC station. The PrintMe "wireless" system was also enhanced, along with the ability of printing multiple copies via the web interface.

Rebecca Van Dan, Head of Young Adult Services



In December, we offered a Holidays Unraveled program that TAC had a lot of fun planning! From white elephant gifts like pickle flavored lollipops and bacon band-aids to an ugly holiday sweater contest, it offered some fun activities we will definitely repeat.

Our board games program (Killer Uno and Ultimate Spoons) was not so popular, but the teens who attended really appreciated it and formed a new friendship.

This month I planned out some of our 2016 teen programming and made room reservations. I contacted a singer/songwriter who runs a popular Girls Rock! camp to run a songwriting program in the summer and a presenter who runs an indoor Frisbee tournament. I also contacted a number of teen bands about performing in our annual Teen Bands Night, talked to school librarians and tutoring services about promoting our tutor.com database, and contacted the Junior League about participating again in their “All Dressed Up” event that benefits low-income teens.

We had a reconsideration form submitted for a Spanish movie this month and I met with the patron to discuss her concerns. It was a good opportunity to discuss the role of libraries, our selection policy, and intellectual freedom and the patron was grateful to explain her concerns. She was excited to help us plan an upcoming cultural event and offered us some good suggestions of Spanish materials to purchase in the future.

In terms of special orders, we have requested an additional slat wall for the teen shelving, which we think will be helpful in terms of moving the new teen magazines and gaining a little additional floor space and are looking into ordering drawing tablets for both program use and general check-out.

Our teen volunteers were very helpful this month in pulling books for weeding reports of teen hardcover and paperback fiction and we managed to get through the weeding of both collections this month, and have printed a weeding list for teen non-fiction we will start in January. Teen volunteers also stepped in on short notice to help Lori with a Winter Wonderland event and to help with other program prep work—it is great to have so many dependable volunteers! Kendall also started working with Youth Services this month for practicum work at UW-Eau Claire. She was trained on desk procedures and will be working on some collection management work for us. Sally and Kathy continue to offer great programming, vibrant displays and have managed to stay on top of all of our weeding projects—we are thankful for their hard work!

Displays: Season's Readings, Book Cover Art, New Music Discoveries: TAC picks/CD of the Month Club

Sarah Hartman, Head of Technical Services



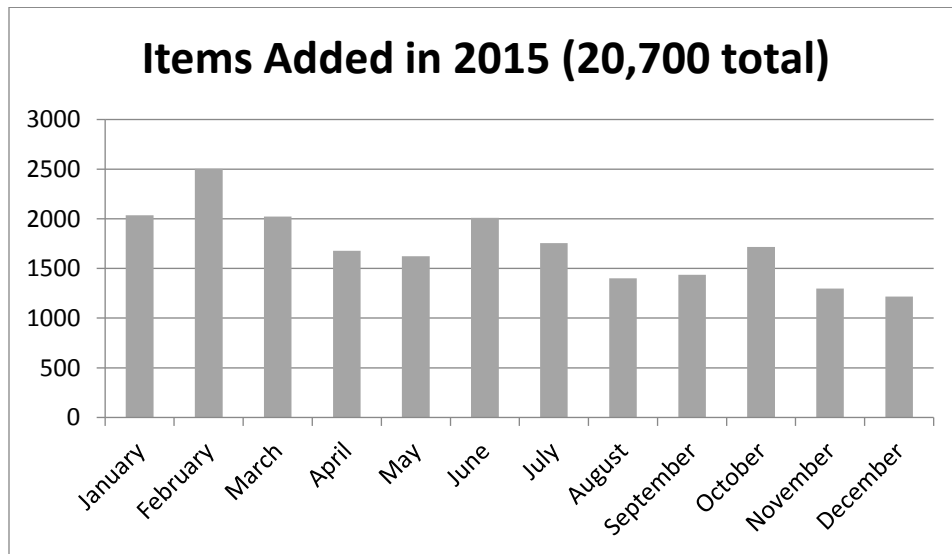
Our items added count for December was on the low side, as expected given that no orders were placed this month, but we still added more items than most other SCLS libraries. The only libraries that beat us this month were Madison-Central (as usual), Madison-Sequoia (by only 19 items), and the Lester Public Library of Rome (new to the system, so they have been adding their entire collection).

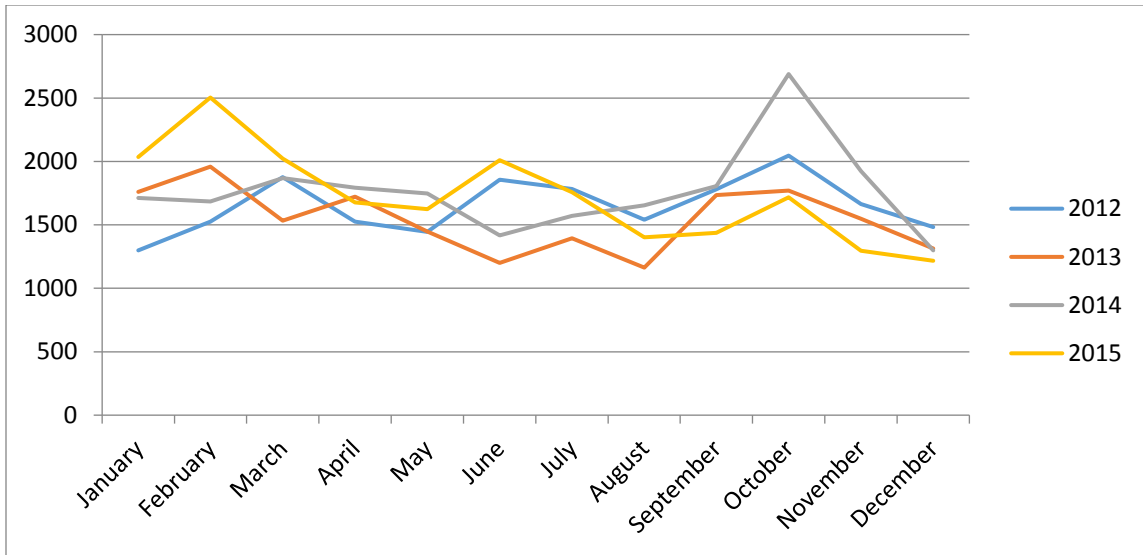
I was pleased to meet my goal of finishing up Amanda S.'s seven new Discovery Kits by the end of the month. I estimate it took me about ten hours to complete all kits and compile documentation for Circulation staff. There are no library standards for processing pasta makers and cookie presses, but now that I have the templates for contents cards and labels, future kits should go a little more quickly. Working with non-traditional materials is a nice change of pace from our usual routine.

My administrative work with collectionHQ in December involved reworking some of the scheduled tasks to better reflect staff responsibilities. It was also time to look at our targets and make any desired changes. In other collection management news this month, Jim, Brendan, and I sat down to go over the Baker & Taylor Automatically Yours list, which sends us a specified number of copies of each new fiction book by each author we select to be on the list. We deleted authors, added authors, and adjusted quantities to better reflect anticipated demand in 2016. It is necessary to do this on a regular basis so that we are spending our money wisely.

At the end of the month, Jennie V. worked with a field study student who is exploring all areas of library operations with us. Jennie provided instruction on processing new AV materials and using the disc repair machine. She is an excellent teacher! Next month, Jason and I will work with this student on more Technical Services and Reference tasks. Rebecca L. and I enjoyed hosting the Woodcarving for Beginners class this month, taught by a group from the Capital Area Carvers. Attendance was impressive, almost too many for the materials provided, and participants had a great time making their owls. We have started planning for our 2016 craft events and expect them to continue to be successful. Some of our participants are coming to nearly every event, and it's great to see people make new, crafty friends and explore their creativity.

Looking back on the year, we added 20,700 items in 2015, including nearly 1,200 seed packets for our first year of providing a Seed Library. The total count was down a little from last year but up from 2013. (2014's numbers were skewed by the large number of copies of *To Kill a Mockingbird* added for the community reads program.) The following charts illustrate our workflow throughout the year and how this year compared to previous years:





Overall, despite the slightly lower number of total items added, this was actually a busier year for many of us, for me mainly due to the building feasibility study and collectionHQ.

I asked Jason to reflect on our social media use in 2015. His report follows:

“Social Media continues to provide us with a good way to communicate information about the library and to interact with patrons. It has also proved to be a good way to stay in touch with other libraries and see what services/programs they are using successfully. We’ve got nearly 1500 followers on FB and nearly 1000 on Twitter. In 2015 we also added Pinterest and Instagram to our social media platforms. Instagram in particular is one that patrons and staff have both requested we begin using. During 2016 we’ll look to make our presence across all platforms more robust and attractive to patrons and other followers.”

Everyone working in our Technical Services department and everyone in other departments who collaborated with us on various projects in 2015 deserve a big shout out for all of their hard work. It was a great year, and we’re very much looking forward to 2016.

Jim Ramsey, Head of Adult Services

Our department again broke with tradition this year and scheduled a handful of programs during the month of December: two successful craft events—one woodcarving class and an all-ages origami workshop; two classes on Microsoft Excel taught by me and Amanda Brzeszkiewicz; and a meeting of Jenny’s Thursday morning book group. I spent a lot of time this month preparing publicity for programs in the first few months of 2016, including the first in what I hope will be a long series of lectures by university professors that we’re calling “Scholar’d for Life.” The series kicks off on February 18th with a lecture by UW-Madison math professor and bestselling author Jordan Ellenberg. I’ve reached out to a few local newspapers for help in publicizing this event in addition to conducting a phone interview with a reporter from the Middleton Times-Tribune.

Speaking of programming, I wanted to take this opportunity to acknowledge the work that Jenny Carr has done in growing her Thursday morning book over the last year. Attendance at these Thursday morning meetings has always been good, but over the last few months of 2015, Jenny has been drawing especially large groups of 20-30 patrons. This high level of interest is a testament to the time and energy Jenny puts into the group, including time spent selecting titles, preparing discussion questions and supplemental materials, publicizing the group, and leading the discussion itself. Over the years, I’ve heard from many attendees how much they appreciate the inclusive and intellectually stimulating environment Jenny fosters with the group. Our other book group, Let’s Talk About Texts, has also grown over the last year, thanks in large part to the hard work of Rebecca Light in promoting the group via sites like meetup.com. Book discussion groups are the bread and butter of any library’s adult programming schedule, and we’re very lucky to have such dedicated staff running our discussions.

We also started offering free job assistance at the library this month in partnership with an organization called The Worksmart Network, a non-profit that contracts with the Department of Workforce Development. These drop-in sessions will continue into 2016 with two dates scheduled for each month through the first half of the year. Six job seekers turned out for the first session on December 15th, which meant each person received about 20 minutes of help with resumes, applications, and job searching. There

is certainly a demand for these services in our ever-shifting and evolving job market; my hope is that members of our community will continue to think of the public library as a great resource for job seekers.

Like last year, the Beyond the Page Oversight Committee held their annual meeting to review applications and award grants from the Beyond the Page endowment. As Chair of the committee, I directed the discussion and consideration of over a dozen grant applications. In all, we awarded almost \$60,000 for humanities programming to be held at Dane County Libraries in 2016 and beyond. As in past years, Middleton Public Library is involved in several multi-library projects that will bring great humanities programming to our patrons throughout 2016.

As we prepare for the usual increase in tablet and eReader questions, I spent some time this month updating the presentations and instructional materials to reflect recent changes in the Overdrive app. As in previous years, Amanda and I will offer several workshops during January and February of 2016 on downloading eBooks to tablets and other mobile devices.

I accomplished most of my collection maintenance goals for 2015, including a comprehensive weed of the adult fiction collection and some targeted weeding projects in adult non-fiction. I didn't have as much time this month as I usually do for collection projects, but with help from a practicum student I was able to weed the non-genre adult paperback fiction collection, removing many worn and unsightly books.

It hard to believe that 2016 will mark the beginning of my fifth year as the Head of Adult Services. By any measure, this past year was an extremely productive one for our department, whether considered in terms of increased numbers of programs and attendance, the strength of our collection, or the quality of instruction and assistance provided by our well-qualified reference desk staff. 2016 should be another great year!

Brendan Faherty, Head of Circulation



December in the Circulation Department brings the chance to catch up on year-end projects and cover staff vacations over the holidays. Circulation numbers were typical for the month, with self-check usage at a stellar 60.1%. As we move toward 2016, the circulation supervisors and I continue to look at ways to improve and expand existing services we offer to our patrons.

I have started working on a revised policy concerning the issuing of library cards to out-of-state borrowers. Our current policy has some grey areas and can be interpreted a couple of different ways, depending on whether we look at the written Circulation policy or the bullet points on the website. I should have finalized changes ready for the Library Board at their January meeting.

The CD of the Month Club is going strong, with 31 active members for the month of January. As a new treat, I created a 'Best of 2016' CD for any members who were interested. Several took me up on the offer, and I actually got an email almost immediately from one patron:

Brendan - I have to say this is one of the greatest mixes I've heard in a while! Thank you so much for the new music!! I LOVE IT!

Amanda *****

Always nice to be appreciated!

Barbara and I have added a new Page I, Bella Zopf, who will be starting in early January. Bella is just a high school freshman right now, so we are glad to be able to hire a student who can continue to grow with the library for the next few years. Additionally, Barbara is interviewing a couple of people soon in hopes of filling our other vacant Page I position.

As I write this, we have now made it through the holiday season, which always brings its own unique challenges, from scheduling to the mountain of materials after New Year's. Circulation staff has done an admirable job keeping up with the workload. Staff processed more than 7,000 items (incoming and outgoing) on Saturday, Jan 2nd, and nearly 9,000 items on Monday, Jan 4th, some of our biggest days of the entire year. Kudos to everyone who worked the weekends following the holidays and their continued commitment to fast, friendly service to our patrons.

Amy Perry, Outreach and Youth Services Librarian



In December, I visited eleven 4k classrooms presenting an early literary enhanced storytime for each classroom. I was also invited to the Middleton Baby & Childcare Center's Winter Cozy Reads event on December 18th where I presented a special storytime for two of their preschool classrooms. The teachers and site director at this location was very pleased that I was able to accommodate their request for an outreach visit.

I also visited Kromrey Middle School in December for a monthly Lunch Bunch book club with the 5th, 6th, 7th, and 8th grades. I visited the American Family Children's Hospital this month bringing new children's and teen material for the teachers and their students to borrow for the month.

Lastly, I brought a small library to Arbor Lakes Apartment Complex again this month for my final visit to Arbor Lakes until the summertime. Resident interest in this outreach service has been consistently poor so I'm going to revisit outreach to this site in the summer when I can instead be outside in a more visible location.

I filled in for a Toddler Storytime this month and hosted a Communication Innovations special storytime too. I also spent a lot of December working on collection development projects finishing a big non-fiction grubby report weed as well as weeding the audio picture books and thematic picture book collection thanks to some help from Katie Ganser and Kendall Clay.

Amanda Struckmeyer, Youth Services Librarian



This month's programming for 'tweens included a Snap Circuits exploration that took place during winter break, which was a great way to offer something innovative and engaging to kids and families. Our Acts of Kindness Club wrapped up its winter clothing drive; we collected over 200 coats, hats, snowsuits, and other items for donation to MOM. MOM's Executive Director, Al Ripp, visited our club meeting to congratulate the group and talk with us about MOM and where our donations will end up. Lori Bell and I offered an all-ages Mason Jars Edibles program; participants had the chance to create layered jars full of either soup mix or cookie mix. We hosted a wide range of ages, and patrons were really happy with the end result of the project.

With the help of Technical Services, our Discovery Kits are ready to begin circulating! To kick off this new collection, we have a cookie making kit, a birdwatching kit, two juggling kits, a pasta making kit, a coloring kit, and a bongo drums kit; we'll continue to add discovery packs as new items arrive.

As part of the ALSC Services to Special Populations and Their Caregivers Committee, I took part in evaluating grant applications for the Light the Way grant this month. At the American Library Association Midwinter Conference in January, our committee will meet to determine the recipient of this grant.

Lori Bell, Children's Librarian



December was a great month of special family programs and storytimes. Amanda and I presented our first annual Mason Jar Edibles program which was such a hit with all age groups that we're already planning to do it again next year. The two-part program targeted vastly different learning styles and experiences. In making up the mason jar edible, kids had to follow a specific recipe and measure our ingredients very carefully - a very structured and linear process. For the second phase, kids were able to decorate gift bags and gift tags using a wide variety of art supplies from gluing die cut snowflakes (and other shapes) to coloring with crayons and marker to stamping with both letters and winter shapes. The second phase allowed kids to explore their creativity freely without boundaries. Both phases were equally enjoyed and praised by the participants.

My second After School Special, this one on *The Three Little Pigs*, enjoyed a nice turnout. The kids had a great time trying to create a wolf-proof house for their pigs using mini-marshmallows and toothpicks. I'm pleased with the attendance to this new program and hope it continues to grow each month.

I attended a webinar with Breanna from Beanstack introducing me to their product – an online book tracking program where kids earn badges by reading and completing quests. I will be working with Breanna through January to train staff and create marketing materials. Beanstack also provides personalized book recommendations for participants. In addition to the online program, participants will receive a Beanstack “Badge Book” which they can fill with actual stickers they pick up from the library adding a physical component to the virtual program. I think this is going to be a great addition to our Summer Library Program as well.

The highlight of the month for me was my Winter Wonderland Storytime . I offered an evening session and a morning session. The evening group had over 40, and the morning group had almost 100 people attend! At both programs, I used the projector to display a power point presentation providing the words to the songs, book covers, and other information about what was happening. Our patrons really liked that! Several commented after that they’d appreciate that at every storytime! The kids loved the short movie, *A Snowy Day*, and the snowmaking project was a big hit – baking soda and shaving cream mixed in a tray - super simple, inexpensive and fun! A great way to end the year.

8. AGENDA ITEMS



Friends of the Library – Joint Meeting –

A warm welcome the Friends of the Library Board at this evening’s meeting!

The Friends of the Middleton Public Library is a group with members from the city and surrounding areas. The Friends work with the library staff and library board to enhance and improve library services to the community.

Friends are people who believe the public library is a valuable asset in the development of their community - its culture, its citizenry and its youth.

[Bylaws:](#)

<p>BY-LAWS OF THE FRIENDS OF THE MIDDLETON PUBLIC LIBRARY MIDDLETON, WISCONSIN</p> <p>ARTICLE I. NAME</p> <p>The name of the association shall be the Friends of the Middleton Public Library ("Friends").</p> <p>ARTICLE II. PURPOSE</p> <p>The purpose of the Friends shall be to promote and improve library services, materials, and facilities for the Middleton Public Library ("Library"); to stimulate and encourage gifts and bequests to the Library; to provide volunteer support in strengthening the Library's programs; and to encourage the broadest possible use of its facilities, materials, and services.</p>
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2016 Programming Budget:

Friends of the Middleton Public Library Supports library events, classes and programs:	2013 BUDGET	2014 BUDGET	2015 BUDGET	2016 BUDGET
Administration				
Middleton Chamber of Com. annual membership	\$ 55.00	\$ 57.00	\$ 61.00	\$ 61.00
Postage: Friends newsletter mailing & promotions	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Checking account charge				\$ 120.00
Misc./Pass-through for library swag - marketing items	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
Subtotal	\$ 1,255.00	\$ 1,257.00	\$ 1,261.00	\$ 1,381.00
Adult Services				
BookPage literary newsletter	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Adult Winter Reading Program	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Programming (January – April)	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Adult Summer Reading Program	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Programming (May – December)	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00	\$ 3,200.00
Adult Craft Programs (\$150 X 6)			\$ 900.00	\$ 900.00
Subtotal	\$ 6,400.00	\$ 6,400.00	\$ 7,300.00	\$ 7,300.00
Children's Services				
Performers	\$ 5,000.00	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
School Age: Tween & Family Programs	\$ 4,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Krafty Kids programs	\$ 500.00	\$ 600.00	\$ 800.00	\$ 800.00
Storytime support	\$ 1,000.00	\$ 600.00	\$ 500.00	\$ 1,500.00
Summer reading program	\$ 6,000.00	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
Movie license	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Ellison & Accu-Cut Dies	\$ 1,000.00	\$ 800.00	\$ 500.00	\$ 200.00
Early Literacy: 1000 Books Before Kindergarten		\$ 4,000.00	\$ 200.00	\$ 200.00
Subtotal	\$ 18,500.00	\$ 22,000.00	\$ 18,000.00	\$ 18,700.00

Teen Services				
Summer reading program (10 programs x \$100, reading incentives \$500)	\$ 1,500.00	\$ 1,500.00	\$ 1,750.00	\$ 1,875.00
Teen Programs	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,400.00
Performers (3 performers x \$500)	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Literary events (Books & Brownies, Lunch Bunch)	\$ 150.00	\$ 150.00	\$ 1,080.00	\$ 1,080.00
Teen Advisory Committee (\$10 x 12 months)	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
Educational Animal Exhibit: Dragon food & supplies	\$ 350.00	\$ 350.00	\$ 350.00	\$ 325.00
Subtotal	\$ 4,620.00	\$ 4,620.00	\$ 6,300.00	\$ 6,300.00
Outreach Services				
Afterschool visits (youth center, YMCA)				\$ 800.00
Splash Pad, Pool, Park visits				\$ 350.00
Book Giveaways at MOM backpacks				\$ 300.00
Outreach supplies & equipment (canopy)				\$ 400.00
Subtotal				\$ 1,850.00
Volunteer & staff activities				
Staff In-service and Staff Meetings	\$ 1,025.00	\$ 1,025.00	\$ 1,025.00	\$ 1,025.00
Volunteer appreciation dinner (fall)	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
April volunteer recognition	\$ 600.00	\$ 600.00	\$ 600.00	\$ 400.00
Staff Recognition and Appreciation	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Subtotal	\$ 3,125.00	\$ 3,125.00	\$ 3,125.00	\$ 2,925.00
TOTAL	\$ 33,900.00	\$ 37,402.00	\$ 35,986.00	\$ 38,456.00

Old Business:

Construction of ramp to the library staff entrance

The estimate to complete the project (building a ramp) was approximately \$40,000. With about \$10,000, Director Westby will update the Council why the project won't

New Business:

2015 Dane County Library Service Contract (action item)

This is an annual request for Library Board to renew our service contract with Dane County Library System. Middleton Public Library meets all standards. 2016 County Funding is a decrease from last year.

WLA Library Legislative Day is February 9th.

We changed the venue and the format for this year's event by incorporating an awards ceremony to recognize legislators who have made notable contributions that advanced

library services. As Library Champions, they will receive plaques from the Wisconsin Library Association.

We'll kick off our 125th year anniversary celebration in the rotunda. As President of WLA, I will be address the membership.