



January 2016 Report

Presented at the February 9, 2016 Library Board Meeting

1. STATISTICS – ** Emergency Roof Repair – 2 week closing and 2 week limited services had negative impact on all library activity the month. ******

Circulation:	Adult	YA	Juv.	Total	Year to Date
2016	30,584	3,045	16,330	49,959	49,959
2015	36,177	3,847	19,079	59,103	59,103

Self-Service checkouts (January):

	ITG#1	ITG #2	ITG #3	Total	%of Circ
2016	9,455	5,037	5,409	19,901	39.8%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2016	56	13	9	0	78
2015	88	12	8	0	108
2014	91	19	5	0	115

	Loaned to other LINK libraries	Borrowed From other LINK libraries
2016	19,199	19,451
2015	21,975	20,047
2014	19,758	20,065

Miscellaneous:	ILL (non-LINK)	Visits	Study rooms use
2016	67	19,035	409 Hours - 279 Bookings
2015	84	26,687	507.5 Hours - 349 Bookings

Fax Usage:

2016	34 Sessions and 159 pages sent
2015	63 sessions and 200 pages sent

	2016	2015	2014
Number of Days Open:	20	29	29
Total Sessions:	7,244	7,867	7,611
Total Hours Used:	7,724	2,370	2,416
Total Printed Sides:	6,325 (+541 color)	7,918 (+337 color)	7,281 (+283 color)
Walk-in laptop WI-FI access	4,372	661	936

2. DIRECTOR'S COMMENTS

The first half of the month was focused on compiling and entering the information to file our annual report to the Wisconsin Department of Public Instruction, preparing for the All Staff Inservice on January 15, 2016, and coordinating the second phase of our recarpeting project of the lower level of the library.

On January 16, 2016 the library was closed for Emergency Roof Repair work.

3. LIBRARIANS' REPORTS

Patrick Williams, Head of Information Technology

A new color printer / copier was installed and put on the network for upper level staff use. A new color printer was also installed at the Help Desk, for both staff and public printing.

Obsolete systems and components were identified and prepared for E-wasting from the IT department. Assistance was given for the re-carpeting project; moving every staff and public PC and device from the lower level, and the upper level circulation office.

Temporary workstations for staff were set up for circulation and office work as the roof repair went underway.

Rebecca Van Dan, Head of Young Adult Services

Despite an unusual January with the library structural repairs, we did manage to accomplish quite a bit this month!

Outreach/Partnerships: We continued to partner with the Junior League for their All Dressed Up event that benefits lower-income teens and managed to gather even more dress donations than we have in previous years, despite a shorter time period. (15 dresses) We also coordinated with the High School tutoring program, which set up a table at the library to recruit more tutoring volunteers. They are promoting tutor.com, our tutoring database at the high school. We had also coordinated with six other libraries in the state for a Beyond the Page grant to create a video making contest for teens and heard back that the grant is funded. We

will plan a Stop Motion program for the summer and advertise the contest, which ends in September, with a showing of the videos and awards ceremony in October.

Summer Reading Program: The Youth Services Department met at the staff in-service and worked out a lot of details and a game plan for our 2016 SRP. I have contacted a few businesses to request SRP donations, contacted performers for the summer, and started putting together the SRP brochure.

Weeding: In January, we created weeding lists from Collection HQ and weeded teen audiobooks and music CDs. A list has also been started for teen non-fiction.

Programs: We coordinated with Jim, Lori, and Amanda this month to plan an all ages Cinco de Mayo program in May and are excited to have a mariachi band and tortilla-making! I worked to make bilingual promotional material for it this month for Centro Hispano and other agencies, and sent an article in Spanish to La Comunidad news. I also have been working with four teen bands who are interested in playing at our Teen Bands Night in March and Tiffany and I have been scheduling them to come in for filmed interviews. I started publicity for our March and April events this month and created individual fliers for these events. We coordinated for space relocation for programming due to the Library's building repairs in Jan. and sent notifications to volunteers, presenters, staff, and patrons about our changes.

Other: We added Lori Bell to the Teen Programming account at the bank this month and took Norberta to the vet. We also have been working to learn a new photo editing website to create event posters.

Displays: Dark Tales, Frozen, Genrebenders: books that have it all

Sarah Hartman, Head of Technical Services

Our items added count for January was, not surprisingly, the lowest since I started keeping stats in 2012. The lower level recarpeting project and then the problems with the Library roof contributed to our only adding just over 1,000 items this month. We have a lot of catching up to do in future months.

In preparation for shifting the non-fiction collection, I weeded the music books, and with Vijaya

gone on extended leave, I trained Reference Desk substitute Trevor on linking New & Notable and Serendipity Collection materials. We also shifted some responsibilities among the other Technical Services Pages to balance workload during this time. In addition, I worked with a student doing field work at the Library on cataloging new materials, and Jennie worked with her on processing new materials and disc repair.

Also this month, Jason performed the annual magazine weed and updated our print magazine list, and he reports that we now have over 1,500 likes on Facebook.

Jim Ramsey, Head of Adult Services

January started out normally enough, but ended with a major lower-level re-carpeting project and, of course, the discovery of major defects in our roof which required the closing of the building. In terms of programming and events, we held several classes on downloading digital content from Overdrive. The first of these was well-attended, although patrons seemed to need less help with their tablets this year overall. We're not sure if this is a long-term trend, but it may lead us to offer fewer classes next year. Other programming highlights include a very successful all-ages origami workshop on Martin Luther King Day and a well-attended *Let's Talk About Texts* book discussion.

Adult Services staff spent a lot of time preparing to vacate our offices for the lower-level re-carpeting project scheduled to begin on January 22nd, the day of our staff in-service. Since the completion of the re-carpeting on Friday, January 26th, most of my time has been spent trying to put the lower-level and the non-fiction collection back together. We decided to re-order the non-fiction collection so that the Dewey Decimal call numbers increase from left to right, starting on the east end of the lower level. This required the shifting and re-shelving of nearly the entire collection. If there is any silver lining to the library's unexpected closing, it's that it allowed us to complete this enormous task in a timely manner.

I also spent a lot of time preparing and creating publicity for programs in the first half of 2016. After the relative lull of December and January, our programming schedule kicks into high gear until at least the early summer. The closing of the library also required that several events be

moved across the street to City Hall, so I spent a lot of time communicating this to presenters and updating publicity to reflect the change.

Brendan Faherty, Head of Circulation Services

January in the Circulation Department proved to be a challenging month for a variety of reasons. As is usually the case, the weather presented issues from time to time, as snowy days result in increased volume for the next few days. Obviously, the largest disruption is the closing of the library since January 23rd. Circulation staff has worked tirelessly over the past two weeks to ensure that our patrons have access to their hold requests, via the Alicia Ashman branch of Madison Public Library. MPL has been generous with their space and efforts, as our patrons have inundated their library with returns and visits.

The library's policy concerning out-of-state borrowers has been finalized and I will be working with Pamela and Patrick to update both the policy itself and the information available on our website.

The closure of the library also provided the opportunity for some much-needed weeding in the Large Print and Serendipity Collections, as most of our materials have found their way back to Middleton. By providing more shelf space in these collections, we can promote the materials we do have and encourage more active browsing by our patrons.

Bella Zopf has started as a Page I and is picking up the position quickly. As a high school sophomore, we are lucky to have her on board for the next few years. We have also hired Linda Schmalz, who previously worked as a Page at Alicia Ashman (of all places). She has worked a couple of shifts, but will really get acquainted with our library in the coming weeks as we gradually build toward a full open library once again.

I want to take a minute to officially thank all those whose hard work and flexibility have made the logistical nightmare of relocating parts of our library to another location as smooth as could be expected. Barbara Henderson, Katie Ganser, and Sara Simpson have been wonderful in

directing staff at two different locations in work assignments and organization. Our regular Circulation desk staff (Maria Ochoa Podell, Joe Goad, Jennifer Das, Travis Mueller, Jenny Hiorns, Lori Esenther, Nivi Nair, and Tiffany Reichard) have been wonderful dealing with patron questions and holds over at Ashman. Our intrepid shelvers have worked around numerous obstacles to help maintain some level of order in the chaos of our own library. And finally, a huge debt of gratitude is owed to Marc Gartler, Peg Kostrowki, and the rest of the staff at Alicia Ashman for being so accommodating despite the sometimes overwhelming burden our library has placed on them.

Lastly, I'd like to share an email I received from a CD of the Month Club member recently, after I notified everyone that their February selections may be a few days later than usual:

Hi Brendan,

I wanted to let you know how much our whole family (including 2 older teens) is enjoying your 2015 CD of the Year. It's definitely a winner! As soon as we heard it the first time, I was already hoping you'll make another for 2016.

I am sure that the whole library staff must be going through a very challenging time right now with the emergency repairs to the library's roof. As a frequent patron of both the Middleton and Ashman branches, I am glad to see that Ashman is helping you out. I hope the repair goes as smoothly as possible!

Best wishes,

C_____

This kind of response from our patrons exemplifies the wonderful sense of community that exists in our library.

Amanda Struckmeyer, Youth Services Librarian

It's hard to believe that we're already a month into 2016! We started off the year with our Read It and Eat Book Club and our Acts of Kindness Club, where we created paper fortune cookies holding positive messages. These cookies and messages are part of a larger project for Random Acts of Kindness Week, and our club was happy to be a part of it! I held a games

workshop on a no-school day for MCPASD, and on a Saturday, I offered an all-ages storytime and a Star Wars program, complete with visits from Darth Vader, two stormtroopers, an At-At driver, and other characters. I'm so glad that we've been able to continue offering programming while the library has been closed.

Amy Perry and I shifted the Juvenile Nonfiction, Audiobooks, Graphic Novels, Magazines, Reference, and Software to make room for the Celebrations collection and the new Discovery Kits. We now have Discovery Kits on the shelves, ready to circulate when the library opens!

I coordinated lunch for the all-staff inservice, and I set up a Discovery Kit Petting Zoo so that staff could have a chance to familiarize themselves with the kits at the inservice.

I attended the American Library Association's Midwinter Conference in Boston, where I participated in committee meetings and presentations, and collected information to bring back for other staff members. I got to see a 24 hour library in action (this machine accommodates holds and browsing), and I learned about a Mango app update for in-the-car use. I had the chance to find out about notable forthcoming books as well. The ALSC Services to Special Populations and their Caregivers Committee, which I'm part of, reviewed grant applications, selected a winner, and prepared a press release during the conference.

Amy Perry, Outreach and Children's Services Librarian

Outreach resumed to its full force this month with twelve storytime visits to 4k and ECC classrooms, five visits to school age, tweens, and teens, as well as seven visits for adult outreach.

Highlights include my first visit to the Voss Haus, subsidized housing for seniors and the disabled. My visit coincided with MOM's mobile food pantry. Residents were very excited to learn the library plans to visit on a monthly basis. Withdrawn books were distributed and lots of info was given to promote the library. I also issued two new library cards, which is always exciting to do offsite! Kendall Clay joined me on this visit

and was a big help!

I made three visits to the Middleton Outreach Ministry and all three visits were very successful. Ann Puser, a Page here at the library, came with me on all three visits and she was a high help too! We connected with a total of 155 people and issued three new library cards. People asked a lot of questions about the temporary library closure, so it was good to be available especially for that reason.

In January, I partnered with Catherine Baer, the children's librarian at the Rosemary Garfoot Library, on her program to support the book *I Am Jazz* written by Jazz Jennings and Jessica Herthel. Catherine handled the bulk of the program but I assisted with the hands on activity. I appreciated being involved with this and to be supportive of another library's programming.

In January, I met with Rebecca Price of Middleton's Parks and Recreation department to nail down dates for my summer Splash Pad visits. It's great to collaborate with other city departments!

The last outreach highlight is the Middleton Public Library was chosen as this year's beneficiary for Greenway Station's Kid's Day event in October. This event takes place during their Farmer's Market and as the beneficiary, the library will receive a \$200 donation. During this event, we hope to offer a storytime, button making, and other kid's programming. I'm also hoping other library staff will be involved and I invite any library board member to participate as well. The event will be held Thursday, October 6th from 8-1pm. Specifics are yet to be determined but I'm excited to be involved in this event as it's a good way to reach some non-users.

Regarding Children's Services, I continue to order, weed, and replace children's material. I also worked with Amanda Struckmeyer to shift the children's non-fiction

collection. Circ staff also helped shift the holiday collection and picture book collections. I think these shifts and changes will make browsing and shelving much easier.

Lori Bell, Children's Services Librarian

Our regular storytimes resumed on a Saturday in January after a break for the holidays with a very nice turnout of 17. Patrons continue to express their gratitude that we're offering more weekend and evening storytimes. My continuing focus is to expand our early literacy programs in order to provide greater access for our entire community.

We offered two special programs for our youngest patrons this month. The pediatric specialists from Communication Innovations were here on the 5th to offer a special storytime. Four therapists, including one playing an instrument very similar to a ukulele, provided an interactive reading and music session followed by a simple craft. Their programs continue to be well-attended (45 at this program) and much appreciated. Lee Alliet from Huckleberry & Persimmon held a free program, *Animal Movement*, which was a fun yoga class for children ages 1-5 years old. A fantastic and energetic program that matched animals with movement activities, the 25 minutes flew by for the 38 participants.

For Martin Luther King, Jr. Day, we offered an all-week DIY craft of *A Wreath of Peace* using hands of all colors. A selection of worksheets and coloring pages was also on hand for children to do here at the library or at home.

The Area Leaders and the Youth Services Staff meetings were very informative. All departments continue to work towards greater communication and efficiency in planning truly multi-generational programs. The Youth Services Meeting continued during the afternoon of the staff in-service day. It was wonderful to have the time to really discuss the details of our upcoming Summer Library Program. I was also able to re-organize the storytime room closet and refresh some of the toys in the play & learn space.

Work continued on our Events Brochure for March – May. We have an exciting lineup planned

for the spring. The expanded storytime schedule will continue with several Saturday and evening sessions. I also booked several performers for the summer and worked on outlining our summer events offerings.

I am continuing to work with Breanna Short from Beanstack to set up the online reading incentive program here at Middleton. We worked out how the kids would earn their badges, which thematic system we would be using, and developed marketing materials to promote the new program. Training webinars will be offered in the coming weeks to familiarize staff with the program. I'll be holding a Beanstack Kick-off Party in March.

The Youth Services Department responded to the unexpected closure of the library by moving as many programs and events as possible to the Council Chambers at City Hall – a surprisingly perfect space for children's programs! I sent notices out via NotifyMe regarding the change in venue for upcoming programs and made a "Storytime Notice" for the front door. Our storytime attendance did suffer at the end of January due to the library closing and the inclement weather, but we seem to be rebounding nicely.