



## January 2017 Report

Presented at the February 14, 2017 Library Board Meeting

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
<b>2017</b>	<b>35,541</b>	<b>3,538</b>	<b>22,196</b>	<b>61,275</b>	<b>61,275</b>
2016	30,584	3,045	16,330	49,959	49,959*
2015	36,177	3,847	19,079	59,103	59,103

\*2016 YTD numbers were impacted by the February roof repair closure

#### Self-Service checkouts (January):

	ITG#1	ITG #2	ITG #3	Total	%of Circ
<b>2017</b>	<b>13,462</b>	<b>6,785</b>	<b>8,472</b>	<b>28,719</b>	<b>46.9%</b>
2016	9,455	5,037	5,409	19,901	39.8%
2015	12,303	7,138	7,764	27,205	46%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
<b>2017</b>	<b>105</b>	<b>23</b>	<b>8</b>	<b>0</b>	<b>136</b>
2016	56	13	9	0	78
2015	88	12	8	0	108

	Loaned to other LINK libraries	Borrowed From other LINK libraries
<b>2017</b>	<b>20,099</b>	<b>19,427</b>
2016	19,199	19,451
2015	21,975	20,047


Miscellaneous:	ILL (non-LINK)	Visits	Study rooms use
<b>2017</b>	<b>78</b>	<b>27,905</b>	<b>515.25 Hours - 356 Bookings</b>
2016	67	19,035	409 Hours - 279 Bookings
2015	84	26,687	507.5 Hours - 349 Bookings
(2016/17 +/-)		(%)	

#### Fax Usage:

<b>2017</b>	<b>65 sessions and 225 pages sent</b>
2016	34 sessions and 159 pages sent
2015	63 sessions and 200 pages sent

	2017	2016	2015
Number of Days Open:	30	20	29
Total Sessions:	9,861	7,244	7,867
Total Hours Used:	10,702	7,724	2,370
Total Printed Sides:	10,874 (+778 color)	6,325 (+541 color)	7,918 (+337 color)
Walk-in laptop WI-FI access	6,121	4,372	661

## 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
1/2/2017	<b>Storytime - Little Red Preschool</b> : Demonstrator, Lori	17
1/2/2017	<b>Mock Printz Award</b> : Demonstrator, Rebecca V.	2
1/4/2017	<b>Northside ECC 8:45am class</b> (Outreach) : Demonstrator, Amy Perry	8
1/5/2017	<b>Elm Lawn 4k AM class</b> (Outreach) : Demonstrator, Amy Perry	15
1/5/2017	<b>Elm Lawn 4k PM class</b> (Outreach) : Demonstrator, Amy Perry	10
1/5/2017	<b>3DS Club</b> : Demonstrator, Chris & Jill	10
1/5/2017	<b>Drop-in Techno Minutes</b> : Demonstrator, Amanda Brzeszkiewicz	1
1/6/2017	<b>Pooh Bear 4k AM Class</b> (Outreach) : Demonstrator, Amy Perry	18
1/6/2017	<b>Pooh Bear 4k PM Class</b> (Outreach) : Demonstrator, Amy Perry	22
1/9/2017	<b>little om, BIG OM</b> : Demonstrator, Jamie, Lori 	50
1/9/2017	<b>Youth Center</b> (Outreach) : Demonstrator, Amy Perry	15
1/9/2017	<b>Teen Advisory Committee</b> : Demonstrator, Rebecca V.	4

1/9/2017	<p><b>Books &amp; Cooks: Space Cadets</b> : Demonstrator, Lori</p> 	3
1/10/2017	<b>Clubhouse for Kids 4k pm class (Katie F's class)</b> (Outreach) : Demonstrator, Amy Perry	19
1/10/2017	<b>Library eBooks for Your Tablet</b> : Demonstrator, Amanda Brzeszkiewicz	9
1/10/2017	<b>Clubhouse for Kids 4k am class (Katie F's class)</b> (Outreach) : Demonstrator, Amy Perry	11
1/10/2017	<b>Storytime - Big Kids</b> : Demonstrator, Lori	24
1/10/2017	<b>Communication Innovations Storytime</b> : Demonstrator, Sadie, Tom, Lori	21
1/11/2017	<b>Little Kids story time</b> : Demonstrator, Betsy	40
1/11/2017	<b>Little Kids story time (2-3)</b> : Demonstrator, Betsy	30
1/12/2017	<b>Clubhouse for Kids 4k (Liz's class)</b> (Outreach) : Demonstrator, Amy Perry	15
1/12/2017	<b>Adult Book Discussion</b> : Demonstrator, Jenny Carr	23
1/12/2017	<b>Teen Techno Minutes</b> : Demonstrator, Sam (RL eval)	2
1/12/2017	<b>Minecraft Club</b> : Demonstrator, Brian Miles	12
1/12/2017	<b>Baby lapsit</b> : Demonstrator, Betsy	30
1/12/2017	<b>Tiny Tots story time</b> : Demonstrator, Betsy	35
1/13/2017	<b>American Family Children's Hospital (AFCH)</b> (Outreach) : Demonstrator, Amy Perry	3
1/13/2017	<b>Bilingual Spanish-English Storytime</b> : Demonstrator, Katy Shannon	32
1/13/2017	<b>Let's Talk About Texts - Fates &amp; Furies</b> : Demonstrator, RL	9
1/14/2017	<b>They're Making Me Show a Horror Movie</b> : Demonstrator, Rebecca V.	6
1/15/2017	<b>Drop in Techno Mins</b> : Demonstrator, Kelsey	1

1/16/2017	<b><u>John Becker, Magic &amp; Music</u></b> : Demonstrator, John Becker, Lori, Amy 	200
1/17/2017	<b><u>Storytime - Big Kids</u></b> : Demonstrator, Lori	15
1/17/2017	<b><u>Storytime - Big Kids</u></b> : Demonstrator, Lori	30
1/17/2017	<b><u>Tech Tuesday</u></b> : Demonstrator, Kelley Wasmund	1
1/18/2017	<b><u>Little Kids Story time</u></b> : Demonstrator, Betsy	34
1/18/2017	<b><u>Little Kids story time (2-3)</u></b> : Demonstrator, Betsy	35
1/18/2017	<b><u>Creative Writing Group</u></b> : Demonstrator, Kathy Steffen	8
1/18/2017	<b><u>La Petite Gammon 4k class</u></b> (Outreach) : Demonstrator, Amy Perry	14
1/18/2017	<b><u>Voss Haus (Senior and Disabled Section 8 Subsidy)</u></b> (Outreach) : Demonstrator, Amy Perry	23
1/18/2017	<b><u>After School Art: Clay Sculptures, Part I, Group 1</u></b> : Demonstrator, Lori 	48
1/18/2017	<b><u>After School Art: Clay Sculptures, Part I, Group 2</u></b> : Demonstrator, Lori	31
1/19/2017	<b><u>Baby Lapsit story time</u></b> : Demonstrator, Betsy	24
1/19/2017	<b><u>Tiny tots story time (1-2)</u></b> : Demonstrator, Betsy	40
1/19/2017	<b><u>Teen Techno Minutes</u></b> : Demonstrator, Sam (RL eval)	2
1/19/2017	<b><u>YMCA Sauk Trail Elementary</u></b> (Outreach) : Demonstrator, Amy Perry	14

1/19/2017	<a href="#">Drop-In Techno Minutes</a> : Demonstrator, Amanda Brzeszkiewicz	1
1/19/2017	<a href="#">Drop-In Techno Minutes</a> : Demonstrator, Amanda Brzeszkiewicz	1
1/19/2017	<a href="#">Drop-In Techno Minutes</a> : Demonstrator, Amanda Brzeszkiewicz	1
1/19/2017	<a href="#">Minecraft Club</a> : Demonstrator, Brian Miles	10
1/20/2017	<a href="#">Bilingual Spanish-English Storyime</a> : Demonstrator, Katy Shannon	20
1/20/2017	<a href="#">Middleton Baby &amp; Childcare Center 4k class</a> (Outreach) : Demonstrator, Amy Perry	17
1/20/2017	<a href="#">Importance of Fantasy</a> (Outreach) : Demonstrator, Rebecca V., (Isabel Dagitz and friends)	32
1/20/2017	<a href="#">Gio's Garden</a> (Outreach) : Demonstrator, Amy Perry	18
1/20/2017	<a href="#">Chapter Book Champions Club: Journals</a> : Demonstrator, Lori	7
1/24/2017	<a href="#">Library eBooks for Your Tablet</a> : Demonstrator, Amanda Brzeszkiewicz, Jim Ramsey	8
1/24/2017	<a href="#">Tech Tuesday</a> : Demonstrator, Kelley Wasmund 	4
1/24/2017	<a href="#">YMCA at Northside Elementary School</a> (Outreach) : Demonstrator, Amy Perry	22
1/24/2017	<a href="#">Big Kids story time (2-5)</a> : Demonstrator, Betsy	34
1/24/2017	<a href="#">Big Kids story time (2-5)</a> : Demonstrator, Betsy	50
1/25/2017	<a href="#">Little Kid Story time (2-3)</a> : Demonstrator, Betsy	7
1/25/2017	<a href="#">Little Kid Story time (2-3)</a> : Demonstrator, Betsy	10
1/26/2017	<a href="#">Baby lapsit story time</a> : Demonstrator, Betsy	28
1/26/2017	<a href="#">Tiny tots story time (1-2)</a> : Demonstrator, Betsy	36
1/26/2017	<a href="#">Minecraft Club</a> : Demonstrator, Brian Miles	12
1/26/2017	<a href="#">That's Debatable</a> : Demonstrator, Rebecca V.	2
1/26/2017	<a href="#">Teen Techno Minutes</a> : Demonstrator, Sam (RL eval)	2
1/26/2017	<a href="#">Drop-In Techno Minutes</a> : Demonstrator, Amanda Brzeszkiewicz	1
1/26/2017	<a href="#">Drop-In Techno Minutes</a> : Demonstrator, Amanda Brzeszkiewicz	1
1/27/2017	<a href="#">Bilingual Spanish-English Storyime</a> : Demonstrator, Katy Shannon	20

1/28/2017	<b>Dogs on Call: Read to a dog</b> : Demonstrator, Leslie and Emma (retriever) Chelsea and Captain (beagle)	35
1/31/2017	<b>Tech Tuesday</b> : Demonstrator, Kelley Wasmund	5
1/31/2017	<b>Lunch Bunch @ Kromrey Middle School</b> (Outreach) : Demonstrator, Amy Perry	33
<b>Number of Programs / Total Attendance</b>		
	Children's	48 / 1233
	Teens	8 / 104
	Adults/Friends/Other/All Ages	17 / 96
	<b>Grand Total</b>	<b>73 / 1433</b>
	DIY/Passive Program Total (this number included in totals above)	0 / 0
	Outreach Program Total (this number included in totals above)	18 / 309
	Media/Promo Total (this number is <b>NOT</b> included in totals above)	0 / 0

### 3. LIBRARY EXHIBITS

Exhibits	Creators
	
Bea Neal, mixed media & photography	Birds of Pheasant Branch Conservancy

#### 4. STAFF MEETINGS/DEVELOPMENT SESSION/TOURS/PUBLIC PRESENTATIONS

1/1/2017	Administration	Jocelyne, Julie Peterman	<a href="#">1-1 Budget with Julie</a>
1/3/2017	Administration	Jocelyne, Abby, Mike, Eileen, Julie	<a href="#">City Planning</a>
1/3/2017	Administration	Jocelyne	<a href="#">City Council meeting</a>
1/4/2017	Administration	Jocelyne, city officials and stakeholders	<a href="#">Road maps to Equity</a>
1/5/2017	Administration	Jocelyne, Middleton Chamber Members	<a href="#">Get Moving Middleton</a>
1/5/2017	Administration	Jocelyne, Pam, Mark, Tana,	<a href="#">Libraries Transform Committee</a>
1/6/2017	Administration	Jocelyne, Rebecca, Melissa B.	<a href="#">Library accounting assistance</a>
1/6/2017	Other/All	Amy Perry	<a href="#">Joining Forces Families (JFF)</a>
1/9/2017	Administration	Jocelyne, Deb	<a href="#">Consulting with SCLS, Deb. H.</a>
1/9/2017	Administration	Jocelyne, Abby, Mike, Julie, Eileen, Mark	<a href="#">City Planning</a>
1/10/2017	Children	Lori	<a href="#">CSLP Children's Programming Manual Webinar</a>
1/12/2017	Administration	Jocelyne	<a href="#">Dane County Directors' Meeting</a>
1/13/2017	Administration	Jocelyne	<a href="#">Dane County Workforce Development Team</a>
1/13/2017	Administration	Jocelyne	<a href="#">Interview with M.Geiger</a>
1/13/2017	Administration	Jocelyne	<a href="#">Annual Report webinar</a>
1/17/2017	Administration	Jocelyne, Abby, Mike, Julie, Eileen, Mark	<a href="#">City Planning</a>
1/18/2017	Administration	Jocelyne, Eileen, Abby, Julie, Mike, Mark, Kyle, Hans, Tyler	<a href="#">Middleton Chamber of Commerce annual event</a>
1/18/2017	Other/All	Jenny Carr	<a href="#">PAC Subcommittee Meeting</a>
1/19/2017	Adult Services	Jim	<a href="#">Beyond the Page Oversight Committee Meeting</a>
1/19/2017	Administration	Jocelyne, Gurdip	<a href="#">1-1 with Gurdip Barar</a>
1/19/2017	Administration	Jocelyne	<a href="#">Performance Review with Mike D.</a>
1/19/2017	Administration	Jocelyne	<a href="#">1-1 Jeremiah</a>
1/20/2017	Administration	Jocelyne, Rebecca Price, Laura	<a href="#">Senior Center /Park and Rec.</a>
1/19/2017	Administration	Jocelyne, Wendy	<a href="#">Fitchburg library tour</a>
1/20/2017	Teens	Rebecca V.	<a href="#">SLIS students interview</a>
1/24/2017	Administration	Jocelyne, Abby, Mark, Eileen, Mike	<a href="#">City Planning mtg.</a>
1/25/2017	Administration	Amy Perry	<a href="#">Wild WI Winter Web: Service Meets Design</a>
1/25/2017	Administration	Amy Perry	<a href="#">Wild WI Winter Web: Staying Well at Your Library webinar</a>

1/26/2017	Administration	Jocelyne, Abby, City Arts Committee, other guests	<a href="#">Arts Committee</a>
1/26/2017	Administration	Rebecca V.	<a href="#">Wild WI Winter Web: Coaching Webinar</a>
1/26/2017	Teens	Rebecca V.	<a href="#">Talking to Teens About Books</a>
1/26/2017	Adult Services	Jenny Carr	<a href="#">Wiscat User Group Meeting</a>
1/27/2017	Other/All	Jim	<a href="#">WLA - Library Development &amp; Legislation Committee</a>
1/27/2017	Administration	Jocelyne, Sally, Rebecca L, Rebecca V, Katie G.	<a href="#">Social Media Committee</a>
1/28/2017	Administration	Jocelyne, City Planning Staff, City Council, local media, and general public	<a href="#">Committee of the Whole and Plan Commission</a>

## 5. DIRECTOR'S COMMENTS

### Community Partnerships

Collaboration conversations are underway with the Middleton Cross Plains School District, Senior Center, and Parks and Rec. It is wonderful that people are thinking of the library as a community partner on more events, grant writing, shared budget costs, and promotional efforts. The library's Social Media Committee has also reconvened and we are exploring ways to maximize our efforts while featuring and complimenting other community organizations who support the library. The Dane County Workforce Development Team will be hosting 1-1 job help later this spring and the library will serve as a bus stop pick up for job seekers attending the job fair at the Alliant Energy Center. The library is also represented at the Racial Equity discussions that are happening with Middleton Community leaders.

### Facility

Deb Haeffner from SCLS did a walkthrough of the building and will be putting together a bid package that will include, but not be limited to: furniture, tables, shelving, restroom improvements, signage, paint and tile colors, slat wall shelving, and meeting room improvements. Once the package is received the Building Committee will review and identify priorities.

### Administration

Collecting, calculating and posting of finances, circulation, services, collections, and staffing are reported in the Department of Public Instruction as a federal requirement through the Annual Report. This will be approved and signed by the Board before March 1, 2017. The Civic Campus was discussed at the Committee of the Whole meeting and a scope of work will need to be put together this year or early 2018.

### Looking Ahead

Library Legislative Day is Feb. 21<sup>st</sup> and all Board members are encouraged to attend. Staff in-service day

is scheduled April 14<sup>th</sup> and National Library Week will be recognized this week as well.

## 6. LIBRARIANS' REPORTS

### Patrick Williams, Head of Information Technology



Two additional Internet Access computers have been added in the Teen area, on the new long table along the back wall. There are now four of them. The old gaming-only PC has been retired; its build date was in 2003! All of the new PCs are set up identically and have a mix of education, productivity and entertainment software.



The four upper level express stations have all been replaced. The old PCs were the oldest in the inventory of Internet Access PCs and the last public ones with the Windows 7 image. They now have the latest software image, much improved hardware specs, and have the large touchscreens found on our other public stations in the upper level. The main menu system on them also was freshened up. Several of our circulating Windows tablets needed repairs and updates, and a back pile of them were done. They remain a popular check out item with almost 600 circulations among the fleet of them. Our server's hardware RAID card began acting up, causing some intermittent downtime as a fix was put in place.

### Rebecca Van Dan, Head of Youth Services



In Jan, we worked on weeding the teen non-fiction collection and replacing titles that were outdated. We coordinated with other libraries regarding a grant for Stop-Motion programs and contests and sent notices to teachers and school librarians about new additions on our tutor.com database. We listed and sold the aquarium/lighting from the teen section, and Lori and I discussed a plan for the aquarium space. We looked into replacement card tables, partnered with Junior League to promote a dress drive for their All Dressed Up event benefitting low income teens, and visited the high school to talk about the importance of fantasy. We also worked on finishing up the spring events flier, following teen band leads from teacher recommendations and contacted summer performers to confirm dates. Displays: Trailblazing Teens: true stories of incredible teens, Influential Women, Award Books

**Sarah Hartman, Head of Technical Services**



Our items added count for January was 1,618 items, which is a very solid start to the year. We have also been busy re-cataloging/labeling children's holiday books, weeding adult science fiction and fantasy novels and non-fiction craft books, and prepping for next month's adult craft event on hand stamping fabric. This year I am hoping to evaluate all collections to see what stickers we may be able to drop from our physical processing routine. First gone is the sticker for the teen Opposing Viewpoints collection, as those books are being moved to the lower level next month. We have some legacy stickers that no longer seem to be particularly useful for patrons, given changes in shelving arrangements over the years. Patrons do ask that item spines not be covered with so many stickers, so hopefully we can drop some and make our collection more user-friendly.

**Jim Ramsey, Head of Adult Services**



As is typical for this time of year, our programming schedule has been relatively light this month. Aside from technology classes, we had only one event scheduled for January—a presentation on college

preparation for parents—and it had to be rescheduled owing to weather! February through June are packed with events, so I spent a lot of time this month creating flyers, sending press releases, and preparing publicity.

We kicked off our annual Adult Winter Reading Program this month. To my knowledge, we are the only library in our system who maintains such a program. The program has grown in popularity in the past few years, and we're on track to have almost 200 participants this year. As with previous programs, the prize drawing will take place after the program ends on February 28th. Prizes include gift cards and gift certificates to area restaurants.

I spent a fair amount of time working on Library Legislative Day for the Wisconsin Library Association. I'm in charge of scheduling appointments for LLD between legislative staff and attendees. Since there are close to 200 attendees and 132 legislators, keeping the schedule conflict-free is not an easy task. I'm also working with Nick Dimassis, Director of the Beloit Public Library, to draft a request for a policy statement on the importance of libraries in Wisconsin to the candidates for State Superintendent of Instruction. We sent the letter to all three candidates earlier this month, and we plan to include their responses in an email to WLA members ahead of the spring primary on February 21.

Kelsey and Kendall are taking over more of the displays on the main level, especially the A-Frame display near the DVD shelving. To kick off the new year, Kelsey created a "New Year, New You" display with books on self-help, nutrition, fitness, money management, and other topics related to self-improvement. It has been a huge success, so much so that it's sometimes difficult to keep it stocked with books! Both Kendall and Kelsey have great ideas for many more displays throughout 2017.

Amanda B. continues to offer her one-on-one "Techno-minutes" sessions in which patrons can sign up for a half-hour session on a technology topic of their choice. This month, she added two drop-in sessions, which have been quite popular. She continues to offer technology classes as well, usually two a month. As usual, she dedicated the month of January to classes on downloading eBooks and audiobooks on mobile devices via the Overdrive app.

**Brendan Faherty, Head of Circulation**



January brings all kinds of weather and other factors to bear on the Circulation Department. As we work

around poor weather conditions and treacherous roads, I am thankful as always that we have such a dedicated, flexible staff, many of whom live within walking distance of the library, if the roads are simply too bad for people to drive.

Our circulation numbers are looking strong to begin the year. It is difficult to compare them to last year, since this time last year, we were closed for the roof reconstruction, which obviously brought our numbers down. Compared to 2015, however, we are looking good, with strong self-check and overall circulation across the board. I think some of that bump can be attributed to the growing number of 'browsing' collections we have available for our patrons: the Serendipity and Serendipity DVD collections, the New & Notable paperbacks, and others. As public libraries move more and more toward the bookstore model of displays, I think we will continue to see that increased level of interest from our patrons.

The CD Club added yet another member this month, bringing our total to 37 monthly participants. When I started the program in May 2014, I really had not envisioned it growing this large, or that patrons (especially those who signed up right away) would stick with it. Thankfully, I continue to receive positive feedback from members and enjoy introducing them to new and/or different music.

I am currently reviewing the library's Meeting Room policy in an effort to provide patrons with access to the projector in the Leonard B Archer room. Along with other staff members, I am working through the logistic possibilities of providing access for patrons/groups and how that affects Circulation supervisors (who schedule the rooms and would be responsible for trouble-shooting A/V equipment issues), as well as Reference Desk staff and other presenters using the rooms. We are currently discussing several options and want to make sure everything is figured out before amending that actual policy.

Finally, as the Chair-Elect of the Support Staff and Circulation Services (SSCS) section of WLA, I have been involved in the early planning stages for our annual 1-day Support Staff Conference, which will take place in Fort Atkinson in April. It is providing me the opportunity to shadow the current Chair and see how the whole process works, as I will be in charge of the conference planning next year, with the location likely to be in the Middleton area.

**Amy Perry, Outreach and Children's Services Librarian**



The first month of 2017 saw a return to my steady stream of regular outreach visits. With eleven storytime visits, four afterschool visits, two adult visits, one school age visit, two online seminars and two meetings

attended, it turned out to be a busy month even though there was one site visit cancellation and two rescheduled visits due to bad weather.

One of the meetings I attended was part of the Joining Forces Families (JFF) meeting where the topic of conversation was about Elver Park in Madison, which apparently has kids who attend school in the Middleton Cross Plains School District event though they reside in Madison. Discussion included ideas about what afterschool activities could be developed in this area as many are getting into trouble due to a lack of structured services. More to come about this.

Last item regarding outreach, I have started coordinating 2017 summer outreach visits. The MCPASD school/public library "Slide Into a Good Book" park visit is a go this summer. This collaboration includes the Elm Lawn and Kromrey librarians and will be our third year doing these visits together. I am also in the process of firming up details regarding two Greenway Station Farmer's Markets

**Lori Bell, Children's Services Librarian**



At the start of the new year, it seems natural to spend some time thinking about goals for the upcoming year. My goals for 2017 include:

- Continue to offer innovative programming beyond storytime for pre-K children.
- Expand evening and weekend programming for all ages in response to patron requests.
- Reorganize the children's collections to provide separate shelving for chapter book series.
- Partner with Rebecca Van Dan to create Teen and Children's events that share preparation and materials.
- Attend professional development opportunities as often as staffing allows.
- Continue to offer a wide variety of performers to expand children's experiences.
- Increase the number of science-based and other educational programs.
- Streamline and simplify workflow and department processes where possible.
- Work with Jocelyne, Rebecca and Amy to develop a long-term plan for the Youth Services Department.

**Rebecca Light, Administrative Librarian**



Jocelyne and I have been planning for some big events on the horizon, notably the library's 90<sup>th</sup> anniversary kickoff during National Library Week in April, and an all-staff development day at the end of that week. The 90<sup>th</sup> anniversary provides an excellent opportunity to remind the community about the history of the library, as well as plan for future growth and development. We hope to create a celebratory atmosphere with some fun 'pop-up' surprises throughout the week. We're also working with a graphic designer to create some special branding for both the 90<sup>th</sup> anniversary and staff events.

Jocelyne and I have also been discussing best practices for donor record management as we look to build our donor base and plan for future fundraising. We've had some productive meetings with the new Development Committee, and plan to meet in the coming weeks with Tom Linfield from Madison Community Foundation.

**Jenny Carr, Acquisitions Librarian**



As 2016 drew to a close, it was reassuring to learn that the year's book and AV expenses I keep track of closely matched the annual budgeted amount for those accounts. I've reset my spreadsheet for 2017, breaking both books and AV down into separate accounts by department and then by collection. For example, adult spending is broken down into Non-Fiction, Fiction, Large Print, Paperback, AV, Serendipity, and New and Notable and each of these accounts gets its own budget. As items are purchased and standing orders trickle in, I deduct costs from the specific accounts. The spreadsheet is on our shared drive so selectors can consult it and monitor their spending. I only wish I kept track of my personal expenses half as closely as we do those at the library!