



## September 2017 Report

Presented at the October 10, 2017 Library Board Meeting

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2017	31,932	3,038	22,876	57,846	560,563
2016	32,556	3,187	21,280	57,023	511,596
2015	33,265	3,469	21,940	58,674	554,168

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

#### Self-Service checkouts:

	ITG	ITG #2	ITG #3	Total	of total
2017	12,073	5,557	8,435	26,065	45.1%
2016	12,031	6,115	7,494	25,640	45%
2015	12,616	6,466	8,295	27,377	46.7%

Library cards issued:	Adult	Juveniles	Seniors	Online	Total
2017	98	129	6	29	262
2016	107	141	8	0	256
2015	99	124	7	0	230

#### LINK holds:

	# Loaned to other LINK libraries	# Borrowed from other Lib.
2017	17,443	18,282
2016	18,356	18,214
2015	19,454	18,723

Miscellaneous:	ILL	Visits	Study rooms use
2017	109	29,188	544 hrs / 404 bookings
2016	84	29,690	497.75 hrs / 353 bookings
2015	55	29,005	499.75 hrs / 335 bookings

	Fax:	PC Use	Printed sides	WIFI-Walk-in
2017	86 users 233 pg sent	10,145 / 10,874 hrs	9,644 / 951 color	8,164
2016	65 users 201 pg sent	9,904 / 10,531 hrs	10,630 / 495 color	6,172
2015	61 users 192 pg sent	9,995 / 10,200 hrs	8,336 / 666 color	4,743

## 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
9/1/2017	<a href="#"><u>September CD of the Month</u></a> : Demonstrator, Brendan	41
9/5/2017	<a href="#"><u>#TechTuesday</u></a> : Demonstrator, Brian Miles	11
9/5/2017	<a href="#"><u>Library Fantasy Football League Live Draft</u></a> : Demonstrator, Brendan	12
9/6/2017	<a href="#"><u>Excel: The Basics</u></a> : Demonstrator, Amanda Brzeszkiewicz	14
9/7/2017	<a href="#"><u>Minecraft Club</u></a> : Demonstrator, Brian Miles	22
9/7/2017	<a href="#"><u>Wisconsin Poet Laureate Karla Huston</u></a> : Demonstrator, Karla Huston	39
9/7/2017	<a href="#"><u>3DSwitch Club</u></a> : Demonstrator, Chris & Jill	8
9/8/2017	<a href="#"><u>Strollin' Middleton Jazz Festival</u></a> : Demonstrator, The Betsy Ezell Quartet, Panchromatic Steel Band, Rick Flowers and the Floroq Sound	500
9/13/2017	<a href="#"><u>Northside ECC 8:45am class</u></a> (Outreach) : Demonstrator, Amy Perry	8
9/13/2017	<a href="#"><u>Northside ECC 12:40pm class</u></a> (Outreach) : Demonstrator, Amy Perry	8
9/13/2017	<a href="#"><u>Dungeons &amp; Dragons</u></a> : Demonstrator, Thomas Doxtater, Elora Doxtater, Rebecca V	8
9/13/2017	<a href="#"><u>Techno Minutes</u></a> : Demonstrator, Amanda Brzeszkiewicz	1
9/13/2017	<a href="#"><u>Techno Minutes</u></a> : Demonstrator, Amanda Brzeszkiewicz	1
9/15/2017	<a href="#"><u>Pooh Bear 4k am class</u></a> (Outreach) : Demonstrator, Amy Perry	24
9/15/2017	<a href="#"><u>Donuts &amp; Dystopias: Scythe</u></a> : Demonstrator, Rebecca V.	1
9/15/2017	<a href="#"><u>Pooh Bear 4k pm class</u></a> (Outreach) : Demonstrator, Amy Perry	17
9/16/2017	<a href="#"><u>Trowbridge Martial Arts: Family Self-defense</u></a> : Demonstrator, Trowbridge Martial Arts	36
9/17/2017	<a href="#"><u>Chess Club</u></a> : Demonstrator, Mike Nietman	22
9/18/2017	<a href="#"><u>i9Sports: Soccer &amp; Basketball Clinic</u></a> : Demonstrator, Rachel, Mike, MJ	43
9/18/2017	<a href="#"><u>Gio's Garden</u></a> : Demonstrator, Amy Perry	8
9/18/2017	<a href="#"><u>'Tween Paint Night: Group 1</u></a> : Demonstrator, Lori	16
9/19/2017	<a href="#"><u>Clubhouse for Kids 4k am class</u></a> (Outreach) : Demonstrator, Amy Perry	22
9/19/2017	<a href="#"><u>Big Kids Storytime - Apples</u></a> : Demonstrator, Lori	36
9/19/2017	<a href="#"><u>Big Kids Storytime - Apples</u></a> : Demonstrator, Lori	43
9/19/2017	<a href="#"><u>Clubhouse for Kids 4k pm class</u></a> (Outreach) : Demonstrator, Amy Perry	10
9/19/2017	<a href="#"><u>#TechTuesday</u></a> : Demonstrator, Brian Miles	12
9/20/2017	<a href="#"><u>Little Kids Storytime: Apples</u></a> : Demonstrator, Tiffani	52
9/20/2017	<a href="#"><u>Excel Beyond the Basics</u></a> : Demonstrator, Amanda Brzeszkiewicz	13
9/20/2017	<a href="#"><u>Techno Minutes</u></a> : Demonstrator, Amanda Brzeszkiewicz	1
9/20/2017	<a href="#"><u>Voss Haus (Senior and Disabled Section 8 Subsidy)</u></a> (Outreach) : Demonstrator, Amy Perry	18
9/20/2017	<a href="#"><u>Chair Yoga for Health and Wellbeing</u></a> : Demonstrator, Iris Mickey and Sue Carpenter	29
9/20/2017	<a href="#"><u>Adult Creative Writing Group</u></a> : Demonstrator, Kathy Steffen	9
9/20/2017	<a href="#"><u>Little Kids Storytime - Apples</u></a> : Demonstrator, Tiffani	15

9/20/2017	<b>Dungeons &amp; Dragons for teens</b> : Demonstrator, Thomas Doxtater	6
9/21/2017	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	53
9/21/2017	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	32
9/21/2017	<b>Professor Laura Albert (Scholar'd for Life lecture series)</b> : Demonstrator, Laura Albert	69
9/21/2017	<b>Minecraft Club</b> : Demonstrator, Brian Miles	16
9/21/2017	<b>Need 2 Read Book Club @ Kromrey Middle School (7th &amp; 8th Graders)</b> (Outreach) : Demonstrator, Amy Perry	14
9/22/2017	<b>Baby Lapsit Storytime</b> : Demonstrator, Lori	33
9/22/2017	<b>Full STEAM Ahead - Math</b> : Demonstrator, Lori	45
9/22/2017	<b>MAD Science: Spin, Pop, BOOM!</b> : Demonstrator, Professor Maria	100
9/25/2017	<b>Katie's Kids 2nd Grade Visit - Sunset Ridge Elementary</b> : Demonstrator, Amy Perry, Lori Bell, Brendan Faherty	91
9/25/2017	<b>Stuffed Animal Sleepover Storytime</b> : Demonstrator, Lori	20
9/25/2017	<b>Teen Advisory Committee</b> : Demonstrator, Rebecca V. with Jess, practicum student	6
9/26/2017	<b>Drop-in Job Help</b> : Demonstrator, Jon Krueger, Dane Co. Job Center	2
9/26/2017	<b>Need 2 Read Book Club @ Kromrey Middle School (5th &amp; 6th graders)</b> (Outreach) : Demonstrator, Amy Perry	14
9/26/2017	<b>Storytime - Big Kids: Bus</b> : Demonstrator, Lori	29
9/26/2017	<b>Communication Innovations Storytime</b> : Demonstrator, Hannah, Sarah	36
9/27/2017	<b>Techno Minutes</b> : Demonstrator, Amanda Brzeszkiewicz	1
9/27/2017	<b>Little Kids Storytime - Bus/Back to School</b> : Demonstrator, Tiffani	45
9/27/2017	<b>Little Kids Storytime - Bus/Back to School</b> : Demonstrator, Tiffani	27
9/28/2017	<b>Storytime - Tiny Tots</b> : Demonstrator, Tiffani	49
9/28/2017	<b>Elm Lawn 4k AM class</b> (Outreach) : Demonstrator, Amy Perry	21
9/28/2017	<b>Storytime - Tiny Tots</b> : Demonstrator, Tiffani	45
9/28/2017	<b>Elm Lawn 4k PM class</b> (Outreach) : Demonstrator, Amy Perry	20
9/28/2017	<b>Minecraft Club</b> : Demonstrator, Brian Miles	22
9/28/2017	<b>Short Movie Contest and Film Fest</b> : Demonstrator, Rebecca V. (with 7 area libraries)	10
9/29/2017	<b>Baby Lapsit Storytime</b> : Demonstrator, Lori	20
9/29/2017	<b>Let's Talk About Texts - The Girls</b> : Demonstrator, RL, JAR	7
9/29/2017	<b>Middleton Baby &amp; Childcare Center 4k class</b> (Outreach) : Demonstrator, Amy Perry	23
9/29/2017	<b>American Family Children's Hospital (AFCH)</b> (Outreach) : Demonstrator, Amy Perry	3
9/30/2017	<b>How-To Teen MakerFaire</b> : Demonstrator, Rebecca V. with Molly, Robin, Elora, Jack, Ava, Sylvie, and Bella	60
	<b>Number of Programs / Total Attendance</b>	
	Children's	37 / 1124

Teens	9 / 119
Adults/Friends/Other/All Ages	18 / 782
<b>Grand Total</b>	<b>63 / 2019</b>
DIY/Passive Program Total (this number included in totals above)	0 / 0
Outreach Program Total (this number included in totals above)	13 / 202
Media/Promo Total (this number is <b>NOT</b> included in totals above)	0 / 0

### 3. SNAPSHOTS



Top (from left): Little Kids Storytime – Bus, Stuffed Animal Sleepover, Martial Arts  
 Middle: Strollin’ Middleton Jazz Festival, How-To Teen Maker Faire  
 Bottom: Little Kids Storytime – Apples, Tween Paint Night, How-To Teen Maker Faire

**4. STAFF DEVELOPMENT: MEETINGS, PRESENTATIONS, & CONTINUING EDU.**

Date	Department	Staff	Title
9/5/2017	Adult Services	Jim	<a href="#">Beyond the Page Oversight Committee</a>
9/7/2017	Administration	JAS and RL, BM, LV, SS, MP	<a href="#">MCPASD partnership, Media Maker Lab, future ideas</a>
9/13/2017	Tech Services	Sarah H.	<a href="#">SCLS Collection Maintenance Subcommittee Meeting</a>
9/20/2017	Adult Services	Jenny Carr	<a href="#">PAC Subcommittee Meeting</a>
9/21/2017	Adult Services	Jim	<a href="#">2018 Strollin' Middleton Planning Meeting</a>
9/27/2017	Teens	Rebecca V.	<a href="#">Meeting with Joe Orovecz, UW Counseling Psych</a>
9/27/2017	Tech Services	Sarah H.	<a href="#">Polaris ILS Cataloging Module Demo</a>
9/29/2017	Other/All	Jim	<a href="#">WLA's Library Development and Legislation Committee</a>

**DIRECTOR'S REPORT**

**Jocelyne Sansing**



This month I started writing a monthly article for the Middleton Times Tribune. This invitation will be a great avenue for promoting library events, sharing thoughts on library services, and reinforcing the role and value of the 21<sup>st</sup> Century Public Library in our community. I attended the Dane County Library Director's meeting, which focused heavily on the Public Library Redesign Project <http://www.plsr.info/>.

Partnership were a focus of of my time this month. We are continuing to explore options with the MCPASD on ways to work together, especially in conjunction with the 2018 referendum, and we are specifically looking at the Media Maker Lab programs. I also met with the Domestic Abuse Intervention Services Outreach Team to create an MOU. The goals of this collaboration will include: providing safety, support, and resource referrals to victims of domestic violence. This basically means offering the contact information to DAIS and providing a safe space, like a study room, for DAIS staff and victims to meet. On September 26<sup>th</sup> we partnered with the National League of Women's Voters for National Voting Registration Day. During open hours

the NLWV had a table set up in our lobby and offered voting registration support and info. On September 20<sup>th</sup>, the library hosted a new Middleton Business Chamber Committee group that is currently going by the name “Al Ripp’s Group”. This group of Chamber member non-profits was a vision of the late Al Ripp, and the purpose will be to connect, support, and collaborate as non-profits in Middleton. It is still very early in its formation and a wonderful way to honor a Al.

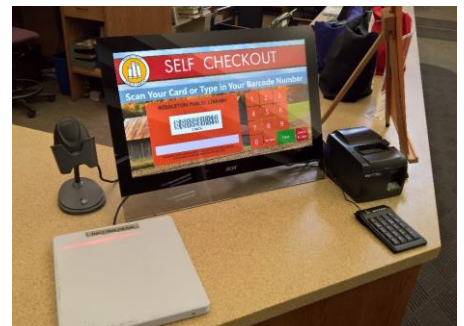
## 5. LIBRARIANS’ REPORTS

### Patrick Williams, Head of Information Technology

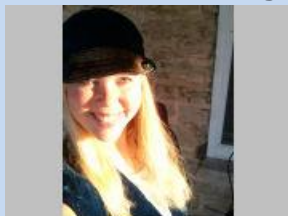


The online card registration system was reworked and back up for September’s Library Card Registration Month. 29 new library cards were issued online, and 15 e-card images were requested and sent for members who already have a card. We have had 134 registrations in total, so far, issued with the system.

Another prototype unit of the in-house created RFID self checkout system was set up. It replaced the self check at the Circulation Desk. It was set up with some refurbished hardware, and peripherals from the replaced self-check, making the replacement cost very low. The software can be tweaked, custom configured and updated in any way desired. Staff are able to change the scrolling background picture & color theme, and configure receipt slip messages and view statistics from our staff utility web page.



### Rebecca Van Dan, Head of Young Adult Services



In September, I continued working with our practicum student, Jess, as we discussed program planning, collection development, and publicity considerations. She presented a number of program ideas to our TAC group and is excited to plan a candy sushi program in November.

I trained one new teen volunteer this month and Lori and I worked on cleaning up the Archer Closet after a very busy summer. The end of the month was packed with bigger teen programs—it was fun to have attendees help vote for the winner of the Short Movie Contest this year and the How-to MakerFaire was a lot of fun! It was great seeing the teens connect with such serious, focused younger kids.

I also met this month with a UW mental health counselor to plan our “13 Reasons Why” discussion in October—as it addresses very sensitive issues, I’m grateful for Joe’s help in hosting the discussion. We’ve already had some nice feedback from patrons who appreciate that we are offering a forum to discuss the controversial handling of the subject matter and are providing a trained professional to facilitate. We are continuing to work on Adulting 101 presentations and creating the Nov/Dec event flyers.

Displays: Let’s Go Red/Red it?, Lighten Up (Humor)

**Sarah Hartman, Head of Technical Services**



We added 1,603 items this month, significantly more than last month even though I was on vacation for a week. Jenny H. has picked up more linking, which helps keep things going when either Jenny C. or I take some time off. Depending on how workloads shape up over the next few months, I may shift over additional linking to Jenny H., who is doing a reliably fantastic job.

Brendan and I have been running various reports on codes and statuses to clean up problems with our items in the catalog. We have never, to my knowledge, done regular inventories of our collection, so these reports are a very good way to discover where we have problems so we

can fix them. Cataloging and related functions in Koha are not locked down to any specific staff members, so there are many chances for accidental selections to be made or steps in procedure to be skipped. We made a lot of progress this month and are working to educate other staff on what should and should not be done in the catalog.

**Jim Ramsey, Head of Adult Services**



No report this month – on paternity leave. Welcome, Clara Mary Ramsey!

**Brendan Faherty, Head of Circulation**



September gave the Circulation Department a chance to catch our collective breath, as we transition from the busy summer to the more relaxed fall/school schedule. While total Circulation was lower than the past few months, it was still on average with past Septembers, helping to maintain our stellar year-to-date Circulation numbers for 2017.

All our new Page II and Page I employees are busy learning the ropes of their respective positions and are adjusting to our regular workflows with ease. We're glad to have Elizabeth, Mary, Celia, and Caitlin as part of the Circulation team.

The system-wide ILS Evaluation process has begun, with a demo from iii/Polaris the last week of September and the SirsiDynix demo coming the first week of October. These evaluations are invaluable as we, as a system, dig deep to determine if this is the right time to switch to a new ILS. It is a decision that will take a lot of time and discussion, and I expect it will not be without contention. Hopefully, we will arrive at a consensus by the end of the process (and the

end of the year), and can move forward with whatever ILS product can best meet the member libraries' needs, both now and in the future.

I am also getting ready to once again present at the WLA Annual Conference in October with several of my library colleagues. Our presentation on the transition process of bringing in a new Library Director should be both informative and enjoyable for conference attendees.

Finally, Patrick installed a brand-new, custom-programmed Self-Check machine late in September. Staff have received lots of positive reviews and responses from patrons about the new machine and we hope to be able to add more computers with Patrick's new software soon.

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



September outreach highlights include resuming school visits now that the 2017/2018 school year is in session. It's great to reconnect with the teachers and students and to meet all of the new 4K kiddos too.

September also means the start of our annual Katie's Kids 2<sup>nd</sup> grade library field trips. The first one started out great and Lori and I are looking forward to hosting three more schools in October! These visits are definitely a collaborative staff effort from getting applications distributed, returned, and processed, to hosting a presentation, library tour, then check out.

Final monthly highlight includes the new and improved Kromrey book club now called Need 2 Read. Over the summer, I met with Kromrey's Assistant Principal to discuss other options for this book club since the lunch time sessions just weren't working. Now, I hold the book club in the school's library during the student's elective time and so far, it's been very good.



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

Storytimes and regular fall programming began after a much-appreciated vacation. Tiffani and I continue to work together to incorporate new early literacy tips and games into our storytimes. Patrons seemed to have no problem finding Baby Lapsit on its new day, Friday. Attendance remains strong at our regular weekly storytimes, and I received a lot of positive feedback for our first Full STEAM Ahead storytime.

The 'tweens absolutely amazed me at our first Paint Night. They listened intently to instructions, focused on their paintings, interacted with each other in a positive and supportive way, and...finished in one hour! The event had such a long waiting list, that I carved out another night in October to accommodate a 2<sup>nd</sup> group. Please take a look at the pictures and evaluations for this and other September programs (including Family Self-Defense and MAD Science) for more details – and because the paintings are awesome!

**Rebecca Light, Administrative Librarian**



September highlights focused on planning for upcoming events. Jocelyne and I are discussing plans for the upcoming board retreat on November 4<sup>th</sup> at Holy Wisdom Monastery. There's a lot of excitement around this event, which will be the first of its kind for the library boards. We're looking forward to seeing you there!

Jocelyne, Brendan, Rob, and I will be presenting at the upcoming Wisconsin Library Association conference in October about the hiring and transition process for a new director. We're hoping to impart our major takeaways from this experience for other library staff, library stakeholders, and job seekers in the crowd. Feel free to talk with us about any lessons you

think we should share.

Sarah H. and I have been working with our adult services practicum student Erin, who is planning a scrapbooking event for adults in November. With some thrifty budgeting of our adult craft program funding, we were happy to be able to add an additional craft event for adults this year. It should be a popular event, as well as a great educational opportunity for Erin. Thanks, as always, to the Friends for the funding to make these events happen!

**Jenny Carr, Acquisitions Librarian**



September marks the end of the third quarter, which means, ideally, we should have spent 75% of our budget for books and AV materials. We are not far off the mark with 70% spent. I have communicated specific numbers and goals with staff in charge of the various collections and we should have funds spent by the end of the year.

September was another record-breaking month for interlibrary loan with 109 requests filled. I'm not sure what has been causing the uptick in demand for ILL over the past few months. The only thing I can think of is that there was a slight change on our website where we added a link to the ILL request web form from the "Contact" tab. This is in addition to where the form usually resides under the "Services" tab. Or, these last few months may just have been busy and things will quiet down soon – we shall see!