



November 2017 Report
Library Board Meeting, December 12, 2017

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2017	32,414	3,309	22,624	58,347	678,541
2016	31,346	3,271	21,254	55,871	625,601*
2015	31,820	3,506	20,175	55,501	659,604

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

Self-Service checkouts:

	Unit 1	Unit 2	Unit 3	Mobile	Total	% of total
2017	11,747	7,887	8,277	55	27,966	48%
2016	12,018	5,986	7,596		25,600	46%
2015	11,952	5,868	7,598		25,418	46%

Library cards issued:

	Adult	Juv.	Sr.	Online	Total
2017	86	24	1	15	125
2016	92	23	4	0	119
2015	70	43	7	0	120

LINK holds:

	Loaned to Other LINK Libraries	Borrowed from Other LINK Libraries
2017	18,253	18,369
2016	17,717	17,541
2015	17,649	17,429

Miscellaneous:

	ILL	Visits	Study rooms use	Fax Use
2017		29,702	630 hrs - 416 users	50 users / 155 pages
2016	78	29,676	575 hrs - 399 users	52 users / 240 pages
2015	90	27,861	563 hrs - 388 users	41 users / 112 pages

Tech Use:

	PC Users / Hrs	B&W Prints /Color	WI-FI Sessions	Scanner Use / Pgs
2017	10,252 / 10,542	10,768 / 750	8,909	258 / 1248
2016	9,665 / 11,021	7,899 / 543	6,509	
2015	9,561 / 10,430	7,757 / 573	4,691	

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
11/1/2017	Dungeons & Dragons for Teens : Demonstrator, Thomas Doxtater	6
11/1/2017	CD of the Month Club - November : Demonstrator, Brendan	41
11/1/2017	Little Red Preschool Storytime : Demonstrator, Lori	24
11/1/2017	Little Kids Storytime - Ice Cream : Demonstrator, Tiffani	45
11/1/2017	Little Kids Storytime - Ice Cream : Demonstrator, Tiffani	32
11/1/2017	'Tween Dungeons & Dragons : Demonstrator, Travis Mueller	2
11/2/2017	Minecraft Club : Demonstrator, Brian Miles	24
11/2/2017	3DSwitch Club : Demonstrator, Chris & Jill	12
11/2/2017	Drop-In Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
11/2/2017	Drop-In Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
11/3/2017	Baby Lapsit Storytime : Demonstrator, Tiffani	22
11/3/2017	Pooh Bear 4k am class (Outreach) : Demonstrator, Amy Perry	23
11/3/2017	Professor John Dunne on "Awareness w/out Fixation" (Scholar'd for Life) : Demonstrator, John Dunne	115
11/3/2017	Pooh Bear 4k pm class (Outreach) : Demonstrator, Amy Perry	21
11/4/2017	Young Entrepreneur's Craft Fair : Demonstrator, Lori	175
11/6/2017	little om BIG OM: Toddler Yoga : Demonstrator, Lori	32
11/6/2017	HS English Class visit : Demonstrator, Rebecca V. (with Jess, practicum student)	28
11/6/2017	Teen Advisory Committee : Demonstrator, Rebecca V. (with Jess, practicum student)	9
11/7/2017	Child Development Class @ Middleton High School (Outreach) : Demonstrator, Amy Perry	50
11/7/2017	Big Kids Storytime: Jungle : Demonstrator, Lori	60
11/7/2017	Big Kids Storytime: Jungle : Demonstrator, Lori	48
11/7/2017	HS English Class Visit : Demonstrator, Rebecca V.	18
11/7/2017	Flickr : Demonstrator, Amanda Brzeszkiewicz	4
11/8/2017	'Tween Dungeons & Dragons : Demonstrator, Travis Mueller	3
11/8/2017	Little Kids Storytime - Jungle : Demonstrator, Tiffani	45
11/8/2017	Little Kids Storytime - Jungle : Demonstrator, Tiffani	22
11/8/2017	Child Development Class @ Middleton High School (Outreach) : Demonstrator, Amy Perry	20
11/8/2017	Kathleen Ernst Author Event : Demonstrator, Kathleen Ernst	42
11/9/2017	Elm Lawn 4k AM class (Outreach) : Demonstrator, Amy Perry	22
11/9/2017	Elm Lawn 4k PM class (Outreach) : Demonstrator, Amy Perry	16

11/9/2017	<u>Tiny Tots Storytime</u> : Demonstrator, Tiffani	40
11/9/2017	<u>Tiny Tots Storytime</u> : Demonstrator, Tiffani	35
11/9/2017	<u>Minecraft Club</u> : Demonstrator, Brian Miles	16
11/9/2017	<u>Adult Craft Event - My Scrappy Little Cookbook</u> : Demonstrator, Erin Dedin (practicum student), Rebecca Light, Sarah Hartman	14
11/9/2017	<u>Drop-In Techno Minutes</u> : Demonstrator, Amanda Brzeszkiewicz	1
11/9/2017	<u>Drop-In Techno Minutes</u> : Demonstrator, Amanda Brzeszkiewicz	1
11/10/2017	<u>Baby Lapsit Storytime</u> : Demonstrator, Lori	24
11/11/2017	<u>Candy Sushi Making</u> : Demonstrator, Jess McCarlson (PR) and Rebecca V. supervising	17
11/13/2017	<u>'Tween Mystery Night</u> : Demonstrator, Lori	20
11/13/2017	<u>i9sports: Soccer & Basketball</u> : Demonstrator, Rachel, MJ, Lori	42
11/13/2017	<u>Adulting 101: CPR and Safety</u> : Demonstrator, Rebecca V.	6
11/14/2017	<u>Clubhouse for Kids 4k am class</u> (Outreach) : Demonstrator, Amy Perry	19
11/14/2017	<u>Big Kids Storytime - Thanks</u> : Demonstrator, Lori	42
11/14/2017	<u>Communication Innovation Storytime</u> : Demonstrator, Bethany w/ 2 colleagues	50
11/14/2017	<u>Clubhouse for Kids 4k pm class</u> (Outreach) : Demonstrator, Amy Perry	11
11/15/2017	<u>Northside ECC 8:45am class</u> (Outreach) : Demonstrator, Amy Perry	9
11/15/2017	<u>Presentation to Forget-Me-Nots Group on Music & Memory</u> : Demonstrator, Jim	21
11/15/2017	<u>Little Kids Storytime - Giving Thanks</u> : Demonstrator, Tiffani	43
11/15/2017	<u>Little Kids Storytime - Giving Thanks</u> : Demonstrator, Tiffani	32
11/15/2017	<u>Voss Haus (Senior and Disabled Section 8 Subsidy)</u> (Outreach) : Demonstrator, Amy Perry	21
11/15/2017	<u>'Tween Dungeons & Dragons</u> : Demonstrator, Travis Mueller	3
11/15/2017	<u>Creative Writing Group</u> : Demonstrator, Kathy Steffen	5
11/16/2017	<u>Drop-In Techno Minutes</u> : Demonstrator, Amanda Brzeszkiewicz	1
11/16/2017	<u>Drop-In Techno Minutes</u> : Demonstrator, Amanda Brzeszkiewicz	1
11/16/2017	<u>Drop-In Techno Minutes</u> : Demonstrator, Amanda Brzeszkiewicz	1
11/16/2017	<u>Tiny Tots Storytime</u> : Demonstrator, Tiffani	45
11/16/2017	<u>Tiny Tots Storytime</u> : Demonstrator, Tiffani	40
11/16/2017	<u>Minecraft Club</u> : Demonstrator, Brian Miles	21
11/16/2017	<u>Youth Center</u> (Outreach) : Demonstrator, Amy Perry	25
11/16/2017	<u>LC3: Potato Battery & Snap Circuits</u> : Demonstrator, Lori	24
11/17/2017	<u>Baby Lapsit Storytime</u> : Demonstrator, Lori	32
11/17/2017	<u>Full STEAM Ahead - Engineering</u> : Demonstrator, Lori	42

11/17/2017	Donuts & Dystopias: Lunar Chronicles : Demonstrator, Rebecca V.	8
11/17/2017	Middleton Baby & Childcare Center 4k class (Outreach) : Demonstrator, Amy Perry	19
11/17/2017	American Family Children's Hospital (AFCH) (Outreach) : Demonstrator, Amy Perry	2
11/18/2017	Fire Station Storytime (Outreach) : Demonstrator, Amy, Lori, Middleton Firefighters	115
11/18/2017	John Becker Magic + Music : Demonstrator, John Becker	250
11/19/2017	"Living Well with Dementia" Resource Fair : Demonstrator, Jim, Julie Hyland (Music & Memory), and many other vendors/presenters	50
11/20/2017	Gmail & More : Demonstrator, Amanda Brzeszkiewicz	14
11/20/2017	Adulting 101: Life Hacks : Demonstrator, Rebecca V., Rebecca L, Jim R., Ashley Pokallus	8
11/20/2017	Gio's Garden : Demonstrator, Amy Perry	6
11/26/2017	Drop in Techno Mins : Demonstrator, Kelsey	5
11/27/2017	Evening Storytime: Pajama Party : Demonstrator, Lori	42
11/27/2017	Adulting 101: Writing and Conversation : Demonstrator, Rebecca V.	3
11/28/2017	Need 2 Read Book Club @ Kromrey Middle School (5th & 6th graders) (Outreach) : Demonstrator, Amy Perry	10
11/28/2017	Big Kids Storytime: Laugh out loud : Demonstrator, Lori	38
11/28/2017	Big Kids Storytime: Laugh out loud : Demonstrator, Lori	28
11/28/2017	YMCA Northside Elementary (Outreach) : Demonstrator, Amy Perry	15
11/28/2017	Tech Tuesday : Demonstrator, Brian Miles	12
11/28/2017	WI Film Fest "Pop-up" Screening: "Things to Come (L'avenir)" : Demonstrator, Jim, Mike King (Programmer at WI Film Fest)	89
11/28/2017	Drop-In Job Help : Demonstrator, Jon Krueger, Dane Co. Job Center	4
11/29/2017	Author Event: Rick Pifer on "The Great War Comes to Wisconsin" : Demonstrator, Rick Pifer, former Head of User Services at WHS-Archives	68
11/29/2017	YMCA Sunset Ridge Elementary School (Outreach) : Demonstrator, Amy Perry	16
11/29/2017	Little Kids Storytime: LOL : Demonstrator, Lori	46
11/29/2017	Little Kids Storytime: LOL : Demonstrator, Lori	56
11/30/2017	Music & Memory Collaborative Project : Demonstrator, Jim, Julie Hyland (Music & Memory), Laura Langer (Senior Center)	29
11/30/2017	Minecraft Club : Demonstrator, Brian Miles	18
11/30/2017	1000 Book for Kindergarten (DIY) : Demonstrator, Staff	23
11/30/2017	YMCA Sauk Trail Elementary (Outreach) : Demonstrator, Amy Perry	13
11/30/2017	Let's Talk About Texts - Thinking, Fast and Slow : Demonstrator, RL,	3

	JAR	
11/30/2017	Adult Book Discussion : Demonstrator, Jenny Carr and Kelsey Hudson	25
11/30/2017	Need 2 Read Book Club @ Kromrey Middle School (7th & 8th Graders) (Outreach) : Demonstrator, Amy Perry	6
11/30/2017	Tiny Tots Storytime : Demonstrator, Lori	36
11/30/2017	Tiny Tots Storytime : Demonstrator, Lori	48
	Number of Programs / Total Attendance	
	Children's	55 / 1997
	Teens	14 / 216
	Adults/Friends/Other/All Ages	25 / 559
	Grand Total	94 / 2772
	DIY/Passive Program Total (this number included in totals above)	1 / 23
	Outreach Program Total (this number included in totals above)	19 / 433
	Media/Promo Total (this number is NOT included in totals above)	0 / 0

3. PHOTO HIGHLIGHTS



Top row: Minecraft Club, Music & Memory Collaborative Project, Prof John Dunne – Scholar'd for Life
Middle Row: Little Kids Storytime – Laugh Out Loud, Candy Sushi, Little Kids Storytime – Jungle, Fire Station Storytime
Bottom Row: Young Entrepreneurs Craft Fair, John Becker Music & Magic, Little Kids Storytime – Ice Cream, Board Retreat

4. STAFF DEVELOPMENT

Date	Department	Staff	Title
11/2/2017	Children	Rebecca V., Lori B., Amy P, Therese M, Tiffani R, Sally W.	<u>Mindfulness & Music: YS Programming Workshop</u>
11/15/2017	Adult Services	Jim	<u>Meeting with JoAnne Berg at Mystery to Me</u>

5. DIRECTOR'S COMMENTS



Board Development

The first ever, joint Library Board and Friends of the library Retreat was a big success and we met the three goals for the day!

1. *Build* relationships and get to know each other as individuals and as boards.
2. *Learn* about the status of the library and plans for the future.
3. *Grow* our capacity to move our library forward united.

By laying a strong relationship and organizational foundation, I believe we are setting both boards up for collaborative fundraising success! Below are a few action items from the day. In the coming months both boards and staff will be working through and prioritizing some of these outcomes to align them with the strategic plan.

Highlight “Libraries of the Future” with a specifics project/examples we are doing. Share in the media, marketing, and advocacy efforts.

Archer Room improvements – Create a list of funding options for the room and work together to create a campaign and raise the money.

Influence City Council as a united group.

Familiarize ourselves with Civic Campus definitions and plans

Advocacy targeted at specific groups, and use our existing networks as leverage.

Create an annual and three year timeline for projects and match this to the strategic plan.

How can the boards help to make our current spaces more flexible?

Administration

For the last three months I have been writing a monthly column for the Middleton Times Tribune. The topics have been focused around 21st Century Library philosophy and demonstrate how Middleton is offering these services and planning for the future. It has included voter registration, entrepreneurialism, lifelong learning, and service innovation. This has been enjoyable and a great way of reaching residents.

This month the Dane County Library Directors and the South Central Library System Directors met. Much of both meetings was focused on the Public Library System Redesign Project <http://www.plsr.info> that is happening state-wide, and the ILS (integrated library system = catalog and circulation software) reviews. Both are complex topics that demonstrate the efforts that go in to creating accessible and equitable services for all sizes of libraries throughout Wisconsin. November is also the time for benefits open enrollment. The Common Council recently voted on the approval of a Human Resources position, and this will hopefully improve/streamline many processes, including open enrollment, and changes with the City's current payroll vendor.

City Department and Community Partnerships

I am continuing to attend weekly City staff meetings to contribute ideas and drive motivation/innovation for future planning. We are working on creative ways to collaborate and some of these ideas are as small as replacing outside partnerships with City services, and as large as new things, like an Artist in Residency program. Many of these ideas involve expanding and/or enhancing our current outreach efforts. Thanks to Patrick and Amy, we now have a place that justly represents these efforts on our website midlibrary.org/outreach .

Committees

With feedback from the retreat and help from the Development Committee, we now have improved information about supporting the library midlibrary.org/support . This page is a work in progress, and we are also working on a print brochure.

Planning & Looking Ahead

Planning for 2018 will well underway and in January and February I will be focused on: Updating the Strategic Plan, 2018 Department Goals, 2017 Budget close outs, shelving installation, paint and furniture design quotes, three annual reports for the City, DPI, and Public, and last by not least, planning for the 2018 Staff Development Day on Friday April 27th.

Stay tuned for 2017 Year Highlights in the Dec. Board Report and annual reports!

6. LIBRARIANS' REPORTS

Patrick Williams, Head of Information Technology



The Friends of the Middleton Public Library approved the 2018 library programming budget of \$39,500. Their annual corporate mailer was also assembled and sent out with staff and volunteer help.

A game programming/creator application was deployed on the computers in the lab for Tech Tuesday classes. An auto-updater script was created for it, as the software is continuously being updated.

The two remaining old self-check-out stations were replaced with our in-house created solution. Some minor software tuning was done and they are working well.

Rebecca Van Dan, Head of Youth Services

In November, we completed the Adulting 101 series and started preparing the Jan-Feb event brochure and collecting program materials for the Holidays Unraveled event. Jess finished up

her practicum hours this month: her Candy Sushi event went very well and she researched some great titles to add to our Teen Graphic Novel collection.

Tiffani and Therese have completed 6 months in their positions and we have scheduled times to meet for a performance conversation. We also received applications for the LTE position this month and started interviewing at the end of the month. At our Youth Services meeting this month, we discussed the new shelving arrangements coming in Jan. and an emergency storytime kit with some tips for best practices.

We put together a fairly extensive teen survey this month, based on a recommendation made by TAC. The surveys will be put out Dec. 1st and distributed to the schools. We also worked with the Goodman Center and Reading Group Choices to promote an author visit to the schools—we were very excited to hear Angie Thomas would be visiting Madison very close to the time we were holding a teen book discussion based on her book! Other outreach coordination efforts this month included reaching out to the High School regarding their Chinese New Year event and confirming that we will be a donation place again in 2018 for Junior League's All Dressed Up event.

Teen Displays: Sweet Reads, Race & Relations

Sarah Hartman, Head of Technical Services



We had a lighter month in Tech Services, in terms of new items added, at 1,344 items added in November. Most SCLS libraries' stats were low this month, likely due in part to Thanksgiving closures and staff time off. A flood of children's books came in at the end of the month, however, so we will be busy with those in the coming weeks!

The slower workload for new items allowed me some extra time to work with Rebecca L. and our practicum student, Erin, on her adult craft event at the beginning of the month, as well as to prepare for the December craft event on needle felting and schedule dates for next year. It was

very rewarding to help Erin create and host her very first library event, which was quite the success, and I hope we can get future practicum students who are interested in doing programming for adults with us.

Jim Ramsey, Head of Adult Services



In place of the usual summary of adult programs and department happenings, I want to take the time this month to highlight two unique collaborations related to dementia and Alzheimer's disease in which I participated during the month of November (which just so happens to be National Alzheimer's Awareness Month!)

The first was a mini-conference and resource fair organized by the Dementia Friendly Community Coalition that took place at the Middleton Performing Arts Center on November 19th. This event, the first of its kind in Middleton, brought together dozens of experts, medical professionals, and community resources to assist those living with dementia and their caregivers.

Along with Julie Hyland of Music & Memory, I staffed an informational booth on the Library's Music and Memory program and spoke to dozens of community members who could benefit from our program. As I'm sure you know, the adult services department has been involved with the Dementia Friendly Community Coalition since its inception in 2014, and I'm pleased to note that our commitment to serving patrons living with memory disorders continues.

The second collaboration also involved Music & Memory: Together with Julie at M&M, Laura Langer, Program Coordinator at the Senior Center, and staff at the Clark Street Community School, we participated in a class project with students at Clark St. to build playlists for individuals living with memory disorders.

Clark St. students taking a class on dementia and memory care interviewed participants, most of them recruited by the Senior Center, about their favorite music and the songs and artists that “take them back.” In early December, the students will build playlists based on those interviews. Julie and I will then load those playlists on to iPods for the participants to check out. This project involves a significant investment of time on my part, but with late-November/December being relatively light on other adult programming, now seemed like the perfect time to attempt it. I’ll include more next month on how this project turned out.

Brendan Faherty, Head of Circulation



November usually marks the beginning of a winding-down period for Circulation in the library, as families get back to school and work routines, and the end-of-year holiday season begins in earnest. Unexpectedly, this year we have seen an increase across the board in overall circulation and Self-Check usage for the month. For the 2nd consecutive month, we topped 60% of all Checkouts on the Self-Check Machines, including Patrick’s newly configured machine on the Circulation Desk (which went live on 9/27), and his new additions near the Holds Area (live on 11/30) and closer to the Help Desk (live on 11/29). The increased functionality and ease of use has led directly to an increase in self-check usage, as evidenced by record high circulations for the Circ Desk machine, as well as a record-high 61.7% Self-Check usage *for the entire month*. That percentage represents the highest monthly total since at least May 2013, when I started fully tracking Self-Check usage. Hats off to Patrick for his continued tech wizardry!

Circulation staff are preparing the collection for the addition of new shelving units, which should arrive near the end of January. In anticipation, we are looking at combining, shifting, and weeding a number of collections throughout the library to better accommodate our patrons and make all the library’s collections more visible and inviting to browse.

Finally, I want to recognize our entire Circulation staff, from my four other Circ Supervisors, to our regular desk staff, to our tireless shelvees, for the incredible job they do throughout the year.

They keep the materials moving, both in and out of the library, and their efficiency is unparalleled. The sheer number of items handled (through 11/30: 677,139 checkouts and 1,231,879 items scanned in) seems overwhelming; yet our Circulation staff always handle the workload with care, while also maintaining the high level of customer service. Cheers!

Amy Perry, Outreach and Children's Services Librarian



Outreach highlights for November included our second annual collaborative storytime event held at the Middleton Fire Station. Three Middleton volunteer fire fighters read books to over 100 attendees while Lori Bell did introductions and activities in between each book. More fire fighter volunteers provided tours of the fire station answering questions and allowing participants to climb onto some of the trucks. I also brought a lot of fire fighter themed library books and was happy that a good portion of those were checked out.

Another highlight for November was my annual high school storytime fundamental presentations. I did three presentations at Middleton High School to students in the Family Consumer Science class. Preschool age kiddos will be attending a preschool at the high school and all of these high schoolers will be caring for them and doing storytime to the preschool group. My presentations included information about typical preschool behavior, choosing the right books to read to a group and how to read those books. I also modeled a storytime. The students then had an opportunity to practice on their own. A couple of weeks after my presentation, one of the teens who attended my presentation visited the library to choose books and I happened to be at the Help Desk to help her. She said my presentation was a big help and made her feel more prepared.

For collection development, I have been busy weeding the children's DVD collection in preparation for the new shelving set to arrive early 2018.

Lori Bell, Children's Services Librarian



At SCLS's invitation, I presented my WLA program, "Sing, Sing a Storytime: Integrating Music into your Storytimes," at their Youth Services Conference. Although presenting to my colleagues was a little more daunting than to a room full of strangers, I think it went well. I've received several follow up emails asking for the power point slides.

All of our programming continues to enjoy strong participation. In particular, our 3rd Annual Young Entrepreneur's Craft Fair attracted 30 sellers and over 100 shoppers. I'm not sure who enjoyed the event more – the sellers or the shoppers! We will definitely continue the tradition next year. For photos and evaluations of this and other events, please log in to the staff page.

The +Fiction collection has outgrown its shelves! The "dead items" reports are no longer helpful as everything is circulating. As a temporary measure, I asked the pages to pull duplicate copies and put them in storage. I hesitate to withdraw them, since these are popular titles, and we'll need duplicate copies when the summer reading program starts up again.

Rebecca Light, Administrative Librarian



As the year winds down, we are able to get a close picture of our 2017 spending and start making plans for 2018 projects. There are many exciting opportunities for fundraising and building improvements that we hope to implement in the following year, including Archer Room improvements (through fundraising) and new furniture throughout the building (capital projects and fundraising). Small changes can make a huge impact on how people use our spaces, and I'm excited to be part of this conversation. The 2018 budgeting process affirmed that the city

values the library as a community space that should be comfortable and aesthetically welcoming. I'm eager to help with projects that will refresh spaces, add vibrant colors, and continue to modernize our library to push us into the future.

Other highlights of the month included assisting our practicum student with her first program and making preparations for our next season of Media Maker programming, which will feature Google "CS First" curriculum that teaches coding skills to kids aged 9-14. More on this next month!

Jenny Carr, Acquisitions Librarian



As the year draws to a close, it's illuminating to look at annual stats and see if they reflect how the year felt. For interlibrary loan, it felt like a heavy year. Looking at the stats (and predicting how December will shake out), this is certainly the case. We started keeping ILL stats in 2004 and, since then, the highest number of requests we have had, up to this year, was in 2012 when we had 918. Our average for the past 12 years is 745. This year, it is looking like we will break 1000 requests and come in around 1050 –WOW! Of course, stats only tell us so much. The real question: why are ILL requests on the uptick? I'm sure it's a combination of factors and it will be interesting to see if requests continue to grow next year. I'm thankful we have such a supportive group of board members leading our library. Happy Holidays and bring on 2018!