



January 2018 Report

Presented at the February 13, 2018 Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2018	36,317	3,471	22,154	61,942	61,942
2017	35,541	3,538	22,196	61,275	61,275
2016	30,584	3,045	16,330	49,959	49,959*

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

Self-Service checkouts (January):

	Unit 1	Unit 2	Unit 3	Mobile	Total	%of Circ
2018	14,114	7,545	8,776	145	30,580	49.4%
2017	13,462	6,785	8,472		28,719	46.9%
2016	9,455	5,037	5,409		19,901	39.8%

Library cards issued:	Adult	Juv.	Sr.	Online	Total
2018	112	22	5	35	174
2017	105	23	8	0	136
2016	56	13	9	0	78

	Loaned to other LINK libraries	Borrowed From other LINK libraries
2018	20,114	20,039
2017	20,099	19,427
2016	19,199	19,451

Miscellaneous:	ILL (non-LINK)	Visits	Study rooms use
2018	93	29,445	604.5 Hours - 389 Bookings
2017	78	27,905	515.25 Hours - 356 Bookings
2016	67	19,035	409 Hours - 279 Bookings

Fax/Scan Usage:

2018	72 fax sessions and 308 pages sent	197 scan sessions / 927 pages scanned
2017	65 fax sessions and 225 pages sent	
2016	34 fax sessions and 159 pages sent	

	2018	2017	2016
Number of Days Open:	30	30	20
Total Sessions:	10,772	9,861	7,244
Total Hours Used:	11,045	10,702	7,724
Total Printed Sides:	10,036 (+912 color)	10,874 (+778 color)	6,325 (+541 color)
Walk-in laptop WI-FI access	9,372	6,121	4,372

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
1/2/2018	Big Kids Storytime - Winter : Demonstrator, Lori	23
1/2/2018	Big Kids Storytime - Winter : Demonstrator, Lori	16
1/3/2018	Little Kids Storytime - Winter : Demonstrator, Tiffani	30
1/3/2018	Little Kids Storytime - Winter : Demonstrator, Tiffani	40
1/4/2018	Tiny Tots Storytime : Demonstrator, Tiffani	30
1/4/2018	Tiny Tots Storytime : Demonstrator, Tiffani	55
1/4/2018	Minecraft Club : Demonstrator, Brian Miles	24
1/4/2018	LC3 = Loosely Controlled Chaos Club : Demonstrator, Lori	7
1/4/2018	3DSwitch Club : Demonstrator, Chris & Jill	8
1/5/2018	Baby Lapsit Storytime : Demonstrator, Lori	36
1/5/2018	American Family Children's Hospital (AFCH) (Outreach) : Demonstrator, Amy Perry	3
1/8/2018	little om BIG OM Toddler Yoga : Demonstrator, Jamie, Lori	50
1/8/2018	Teen Advisory Committee : Demonstrator, Rebecca V.	5
1/9/2018	Big Kids Storytime: Beach Party : Demonstrator, Lori	58
1/9/2018	Communication Innovations Storytime : Demonstrator, Abby	24
1/9/2018	Meriter Mommy Baby Hour (Outreach) : Demonstrator, Amy Perry	9
1/9/2018	Coding Club : Demonstrator, Brian Miles	15
1/10/2018	Northside ECC 8:45am class (Outreach) : Demonstrator, Amy Perry	10
1/10/2018	Little Kids Storytime - Beach : Demonstrator, Tiffani	50
1/10/2018	Little Kids Storytime - Beach : Demonstrator, Tiffani	45
1/10/2018	Northside ECC 12:45pm class (Outreach) : Demonstrator, Amy Perry	13
1/11/2018	Elm Lawn 4k AM class (Outreach) : Demonstrator, Amy Perry	19
1/11/2018	Tiny Tots Storytime : Demonstrator, Tiffani	35
1/11/2018	Tiny Tots Storytime : Demonstrator, Tiffani	30

1/11/2018	Elm Lawn 4k PM class (Outreach) : Demonstrator, Amy Perry	15
1/11/2018	Get to Know Libby : Demonstrator, Jim	24
1/11/2018	Minecraft Club : Demonstrator, Brian Miles	16
1/12/2018	Baby Lapsit Storytime : Demonstrator, Bethany Hultgren	35
1/12/2018	Pooh Bear 4k am class (Outreach) : Demonstrator, Amy Perry	19
1/12/2018	Pooh Bear 4k pm class (Outreach) : Demonstrator, Amy Perry	16
1/12/2018	Mock Printz Award : Demonstrator, Rebecca V.	1
1/15/2018	Gio's Garden (Outreach) : Demonstrator, Amy Perry	5
1/15/2018	Martin Luther King Jr Day Event and Essay Contest : Demonstrator, Rebecca V.	21
1/16/2018	Clubhouse for Kids 4k am class (Outreach) : Demonstrator, Amy Perry	12
1/16/2018	Big Kids Storytime - Snow : Demonstrator, Tiffani	30
1/16/2018	Big Kids Storytime - Snow : Demonstrator, Tiffani	25
1/16/2018	Clubhouse for Kids 4k pm class (Outreach) : Demonstrator, Amy Perry	11
1/16/2018	Coding Club : Demonstrator, Brian Miles	12
1/16/2018	Play Club: "Exit Strategy" : Demonstrator, Maureen Janson Heintz (moderator) and 2 actors from Forward Theatre	42
1/17/2018	La Petite Gammon 4k class (Outreach) : Demonstrator, Amy Perry	10
1/17/2018	Little Kids Storytime - Snow : Demonstrator, Tiffani	23
1/17/2018	Little Kids Storytime - Snow : Demonstrator, Tiffani	50
1/17/2018	Voss Haus (Senior and Disabled Section 8 Subsidy) (Outreach) : Demonstrator, Amy Perry	13
1/17/2018	Adult Creative Writing Group : Demonstrator, Kathy Steffen	10
1/18/2018	Tiny Tots Storytime : Demonstrator, Tiffani	40
1/18/2018	Tiny Tots Storytime : Demonstrator, Tiffani	20
1/18/2018	Adult Book Discussion : Demonstrator, Jenny Carr and Kelsey Hudson	30
1/18/2018	Minecraft Club : Demonstrator, Brian Miles	17
1/19/2018	Let's Talk About Texts - Catch-22 : Demonstrator, RL, JAR	6
1/19/2018	Baby Lapsit Storytime : Demonstrator, Bethany Hultgren	37
1/19/2018	Memory Screenings : Demonstrator, Joy Schmidt	6
1/20/2018	Get to Know Libby : Demonstrator, Jim	31
1/21/2018	Chess Club : Demonstrator, Mike Nietman & Brad Philips	18
1/22/2018	'Tween Winter Writers Club : Demonstrator, Lori	5
1/23/2018	Big Kids Storytime - Rain : Demonstrator, Lori	32
1/23/2018	Big Kids Storytime - Rain : Demonstrator, Lori	38
1/23/2018	Need 2 Read Book Club @ Kromrey Middle School (5th & 6th graders) (Outreach) : Demonstrator, Amy Perry	2
1/23/2018	Coding Club : Demonstrator, Brian Miles	15

1/23/2018	Drop-in Job Help : Demonstrator, Jon Krueger, Dane Co. Job Center	5
1/24/2018	Little Kids Storytime - Rain : Demonstrator, Tiffani	45
1/24/2018	Little Kids Storytime - Rain : Demonstrator, Tiffani	30
1/24/2018	Artisan Assisted Living & Memory Care Tales & Travels (Outreach) : Demonstrator, Amy Perry	9
1/25/2018	Tiny Tots Storytime : Demonstrator, Tiffani	20
1/25/2018	Tiny Tots Storytime : Demonstrator, Tiffani	40
1/25/2018	Need 2 Read Book Club @ Kromrey Middle School (7th & 8th Graders) (Outreach) : Demonstrator, Amy Perry	10
1/25/2018	Minecraft Club : Demonstrator, Brian Miles	17
1/26/2018	Baby Lapsit Storytime : Demonstrator, Bethany Hultgren	24
1/27/2018	Dogs on Call : Demonstrator, 2 Teams	24
1/30/2018	Coding Club : Demonstrator, Brian Miles	15
1/30/2018	YMCA Northside Elementary (Outreach) : Demonstrator, Amy Perry	28
1/30/2018	Big Kids Storytime: Groundhog Day : Demonstrator, Lori	30
1/30/2018	Big Kids Storytime: Groundhog Day : Demonstrator, Lori	33
1/30/2018	Get to Know Libby : Demonstrator, Jim	26
1/31/2018	1000 Books before Kindergarten : Demonstrator, Staff	38
1/31/2018	YMCA Sunset Ridge Elementary School (Outreach) : Demonstrator, Amy Perry	18
1/31/2018	Little Kids Storytime - Groundhog Day : Demonstrator, Tiffani	24
1/31/2018	Little Kids Storytime - Groundhog Day : Demonstrator, Tiffani	45
	Number of Programs / Total Attendance	
	Children's	59 / 1532
	Teens	4 / 24
	Adults/Friends/Other/All Ages	13 / 226
	Grand Total	76 / 1782
	DIY/Passive Program Total (this number included in totals above)	0 / 0
	Outreach Program Total (this number included in totals above)	18 / 222
	Media/Promo Total (this number is NOT included in totals above)	1 / 21

3. PROGRAMMING SNAPSHOTS



Sin

Top: Beach Storytime, front row at Winter Storytime, full house at Minecraft Club
Middle: Tiny Tots Storytime, Outreach at YMCA Northside, Toddler Yoga
Bottom: Sing A Storytime, Snow Storytime, Groundhog Day Storytime

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

Date	Department	Staff	Title
1/4/2018	Administration	Jocelyne, 280 Chamber members	Get Moving Middleton
1/10/2018	Administration	Jocelyne	Demco International Sales workshop Panel Presenter
1/11/2018	Administration	all DCL director's	Dane County Directors' Meeting
1/11/2018	Administration	Karen Natoli, Jocelyne	Capital Brewery
1/12/2018	Administration	Amy, Jocelyne, Tracy	Dane County Outreach
1/16/2018	Tech Services	Sarah H., Jocelyne	collectionHQ Quarterly Review
1/23/2018	Administration	Jocelyne	Al Ripp's Non-profit group
1/23/2018	Administration	Jocelyne and City Dept. Heads	CVMIC annual work plan
1/25/2018	Administration	Amy, Jocelyne	Greenway Station
1/26/2018	Other/All	Jim	Library Development & Legislative Committee (WLA)
1/29/2018	Administration	Jim, Jocelyne	PAC

5. DIRECTOR'S COMMENTS

Administration:

At the DCL Director's meeting this month we discussed updates to the Beyond the Page efforts. This includes following through/updating donors and updating the logo. This will be a great avenue for the Development Committee to reconnect to those donors. I spent a lot of time this month on the Annual Report data, and found this easier my second year. On Jan. 27th the City Common Council of the Whole conducted a half day retreat. I had the opportunity to present on the 21st Century Library, and the presentation was very well received. I hope to provide this presentation to more groups, such as the Middleton Chamber of Commerce and the Rotary Club. I have also been picking up some reference desk shifts to help out with a vacancy.

Facility:

New permanent shelving is installed and we are polishing/cleaning up. Mobile shelving will be

next, along with the RFP for other interior design upgrades such as, furniture and paint.

Looking Ahead:

Library Legislative Day is Feb. 20st and all Board members are invited to attend. Staff Development Day is scheduled April 27th and Board members are also invited to this – more details to come at the March Board meeting. The UNITY Project has been reserved by Lincoln Elementary School in Madison for May, and this summer by the Spring Green Public Library for their Annual Art Fair.

6. LIBRARIANS' REPORTS

Patrick Williams, Head of Information Technology



The public stations have been updated to mitigate the CPU speculative execution side-channel vulnerabilities that were reported on this month. One variant required a microcode patch necessitating a firmware update on all the motherboards. Intel first released then retracted a patch due to it causing system instabilities. We will continue to deploy all fixes as they are released and tested. Currently, there are no known attacks using the “Meltdown” or “Spectre” vulnerabilities “in the wild”, but, of course, this will change very soon.

Our fiber Internet connection bandwidth speed has been increased, per our funding request and approval in 2018. We will be upgrading our network hardware in the upcoming months to make full use of the increased bandwidth, however we currently are seeing an improvement on speed with our current setup.

Two staff workstations have been replaced with new PCs, as part of the ongoing cycling out of old hardware past its service/support/usability lifetime. The staff drive image used on these

new PCs was also updated with the latest Windows 10 release.

Rebecca Van Dan, Head of Youth Services



We were happy to welcome Bethany to the Youth Services team this month in anticipation of Tiffani's maternity leave and are grateful to have Jess (our former practicum student) stay on as a sub. In addition to training, we started a new Help Desk binder this month. Sally took the lead by weeding some outdated materials and adding in new sections we hope will be useful. Youth Services staff will be reviewing all the documents included to make sure we are current.

I collected our teen surveys from area schools this month and tallied results—we had some great feedback about how much staff is appreciated and the accessibility and organization of materials, as well as helpful suggestions requesting more comfortable furniture, requests for more manga/graphic novel space (which came in the form of new shelving at the end of the month!), and a wish for an outdoor reading area and a social space. It is helpful to know the most popular gaming systems in terms of ordering, and that NotifyMe seems to be gaining in popularity as a way to hear about library events.

Our display of donated dresses for Junior League's All Dressed Up event has gathered a lot of attention and positive comments, and the Martin Luther King Jr. Day event attracted media notice from Channel 3 who stopped by to film it; highlights were shown in the evening news broadcast.

We've been working hard on both the March-May flyers and the SRP flyers this month, contacting performers and booking meeting rooms. I also created a volunteer application for teen summer reading assistants and started preparing training guidelines. I've met with two groups of teens who are helping to plan upcoming programs, started collecting program

materials, confirmed with the final teen bands performing in our Teen Bands Night, and have been in contact with the High School's Key Club for assistance with some projects and programs. We finished up the month with the arrival of new shelving—a lot of shifting and cleaning was involved, but we love seeing how much better the collections look with a little room to breathe!

Teen Displays: #MeToo, Splash: mermaids & selkies, Bright Like the Sun (yellow covers), Time Loops

Sarah Hartman, Head of Technical Services



We added 1,419 items in January, a healthy number (and higher than any other SCLS library except Madison-Central), even though the new Main Level shelving arriving early resulted in Tech Services starting several extensive re-cataloging and re-labeling projects two weeks earlier than originally planned. These projects include transferring inspirational paperbacks into the general hardcover/trade collection, transferring “tall premium” mass market paperbacks into the paperback collection, and sorting the foreign films by language. All of these projects involve editing item records in Koha and changing labeling on the physical item, as well as editing existing documentation to reflect the changes.

We are also making some changes to collection codes, adding new codes for foreign films and children's fantasy books, as well as eliminating the code for inspirational. I'm holding off on adjusting internal documentation, processing slips, and the code tree in collectionHQ until the new video game codes are added to Koha. With those codes, items in our adult, teen, and children's video game collections will display in Koha as Video Games instead of Software, better reflecting what is contained in those collections.

The new shelving also necessitated heavy weeding in several of my collections: romance,

science fiction, and fantasy paperbacks, due to decreased space, and science fiction and fantasy hardcovers/trades to make room for inspirational paperbacks. Our target for the paperbacks (all genres) was removing 30% of the collection, but we ended up having to eliminate more than that once the shelving was installed. Much of what was removed was in poor condition. I anticipate buying fewer books in these categories in 2018 to keep the collection size in check. We should be able to redirect funds toward special displays, which are always popular and circulate well.

Jim Ramsey, Head of Adult Services



January was relatively light on adult programming, but we still held three separate classes on Libby, the new app from Overdrive that will eventually become the primary way for patrons to use downloaded library eBooks and audiobooks. Normally, Amanda Brzeszkiewicz, our LA – I in charge of technology instruction, would teach these classes, but she and her husband just welcomed their first child shortly before Christmas, so it fell to me this year. Amanda will return the middle of next month when she'll resume her normal class schedule and one-on-one technology help sessions.

As usual, I spent a lot time this month planning for future programming, most notably the 2018 lectures in the Scholar'd for Life series (see midlibrary.org/sfl for details.) We've been able to secure some big-name professors for this year, which means that our lower-level Archer Room space will no longer accommodate our crowds. Jocelyne and I have been working with staff at the school district to secure other venues, especially the Performing Arts Center. Toward this end, Jocelyne and I met with Zane Enloe, the new Director of the PAC, this month to discuss using the facility for Library events. As one can imagine, availability of the space can be a bit tricky with so many difference groups vying for a time slot, but the District has so far shown a willingness to work with us.

I attended the bi-monthly meeting of the Wisconsin Library Association's Library Development and Legislation Committee at the end of January, my first meeting in several months, owing to scheduling conflicts last year. We're gearing up for WLA's annual Library Legislative Day next month, February 20th, and like last year, I will be responsible for scheduling the appointments for all 132 state legislators. (33 State Senators + 99 Representatives in the State Assembly.) The task is sure to be less daunting than last year when I was doing it for the first time with very little guidance.

Finally, some staffing news: Kendall Clay, one of our two part-time library assistants in adult services, informed me earlier this month that she will be taking another position, a job at a local graphic design firm. We're sad to see her go (and sad to lose her unique aesthetic skill set) but we wish her all the best in her new position. Immediately after she gave me notice of her resignation, I started working with Jocelyne to post the position as quickly as possible. After some unforeseen delays, we finally posted the position on the last day of this month. Filling this position as soon as possible is important for our department; the two LA – I positions (the other one currently held by Kelsey Hudson) are critical to maintaining the 69 hours of weekly coverage required for the lower-level reference desk. In the meantime, the rest of our staff are pitching in to make up the difference.

Brendan Faherty, Head of Circulation



The focus of the Circulation Department for January was primarily on preparing for and executing the massive new shelving installation we completed near the end of the month. With new and expanded shelving in the AV, Adult paperback, Teen, Children's and Holds areas, we worked on a lot of collection shifting and some reorganizing in order to make the best use of the

new space available. The goal with any shelving addition should always be to make the collections more accessible, and I think we were able to do that, while maintaining logical patterns that patrons can easily navigate. As we move into February, we continue to fine-tune the location of certain collections and strategize how to best present our wide variety of items for our patrons.

The system-wide ILS evaluation continues. The Circulation module workgroup that I have been participating in has finalized its recommendation to the lead group, with a 'stay the course' plan for the time being. Despite plenty of exciting features, each of the other two ILS vendors that were demonstrated suffered from (in my mind) some major issues, primarily that lack of a fully web-based software platform (as we currently have with Koha). It was really disappointing to see that in the seven-plus years since SCLS made the decision to migrate to Koha, the other library ILS vendors have made little to no progress in getting their software more fully on the web.

Finally, as this year's Chair of the Wisconsin Library Association's Support Staff & Circulation Services (SSCS) section, I am busy planning for our annual one-day conference for library support staff throughout the state. This year's conference will take place at the end of May at UW-Baraboo and is already shaping up to be an excellent opportunity for professional growth and reflection for library staff.

Amy Perry, Outreach and Children's Services Librarian



One highlight to note for January was my second visit to the Artisan Assisted Living and Memory Care facility. January's visit was very different than Decembers because I was asked to offer a "Tales & Travel" program instead of a storytime for the Time of Wonder daycare kids. The "Tales & Travel" program that I offered was based on one developed by staff at the Gail

Borden Public Library District in Illinois. This program is meant to be shared with people diagnosed with Alzheimer's Disease and related dementias by taking them on an imaginary trip to another country or region of the United States.

For this January visit, participants and I went on a sensory and memory exploration using a kit I put together that included books, folktales, fast facts, leis made of artificial flowers, shells and kukui nuts, colorful Hawaiian shirts, sea shells, beach sand, and Hawaiian music to enjoy and explore. I read the picture book *Aloha Is...* and read a Hawaiian folk tale that I found on the "Tales & Travels" website.

January also saw regular outreach visits to 4K classrooms, Kromrey Middle School, afterschool sites at the Youth Center and three YMCA locations as well as adult outreach to the Voss Haus. Jocelyne and I also met with our Greenway Station contacts to start the conversation about 2018 events. They have a lot of exciting events coming up for kids and adults in 2018 which I think the library will have a presence in.

Lori Bell, Children's Services Librarian



The big news this month is, of course, the arrival of the new shelving. I am thrilled with the changes to the Children's Area. A project of this scale really illuminates what fantastic co-workers I have. I am so grateful to everyone who pitched in to shift the massive quantities of children's materials. The new Tween Scene space is developing nicely. Stay tuned for more updates in the coming months.

Our new LAI, Bethany Hultgren, began her LTE January 3rd. With a couple weeks of training, she was able to cover several Baby Storytimes while I was on vacation. Bethany has been a

great addition to our YS team with her positive attitude and enthusiasm. She will have no problems taking over the Little Kids and Tiny Tots Storytimes while Tiffani is on maternity leave.

This winter I have a 120-hour practicum student interning with me from the UW-SLIS program. Gordon Backer began January 30th and is already proving to be a valuable asset. He jumped right in to help with the shifting project then observed two storytimes on his first day. He will have three main objectives: prepare and present an original Storytime; weed and update the children's graphic novel collection, and provide service to patrons of all ages at the Main Level Help Desk.

Rebecca Light, Administrative Librarian



Jim and I hosted our *Let's Talk About Texts* outreach book discussion at The Free House on 1/18, where we discussed *Catch-22*. Sarah and I also hosted the *Pom-Pom Palooza*, an adult craft program, on Feb 1st. I am so proud to bring events like this to our community, which help redefine what people see as "the library." I'm also happy to report that we continue to see a boom in attendance at our Coding Club and Minecraft Club events each week, a testament not only to our instructor Brian Miles, but also the importance of supporting technology education – and fun! – in library spaces.

No major updates this month, other than we're busy closing out 2017 finances and moving into our new year. As we do so, we're looking forward to a busy 2018 with facility renovation projects and piloting new fundraising opportunities.