



## February 2018 Report

Presented at the March 13, 2018 Library Board Meeting

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
<b>2018</b>	<b>31,857</b>	<b>3,031</b>	<b>20,829</b>	<b>55,717</b>	<b>117,659</b>
2017	32,700	2,910	21,494	57,104	118,379
2016	23,814	2,008	11,169	36,991	86,950 *

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

#### Self-Service checkouts:

	Unit 1	Unit 2	Unit 3	Mobile	Total	% of total
<b>2018</b>	<b>14,489</b>	<b>7,806</b>	<b>4,497</b>	<b>122</b>	<b>26,914</b>	<b>48.3%</b>
2017	12,368	6,205	7,773		26,346	46.1%
2016	3,136	1,598	1,922		6,656	18%

Library cards issued:	Adult	Juv.	Sr.	Online	Total
<b>2018</b>	<b>77</b>	<b>18</b>	<b>4</b>	<b>26</b>	<b>125</b>
2017	80	14	3	0	97
2016	58	3	1	0	62

#### Interagency loans:

	To Other LINK libraries	Borrow from other LINK libraries
<b>2018</b>	<b>18,146</b>	<b>17,856</b>
2017	19,096	18,109
2016	16,795	18,618

(2017-2018 +/-)

Other:	ILL	Visits	Study rooms use	Walk-in WI-FI	FAX
<b>2018</b>	<b>52</b>	<b>26,448</b>	<b>544.25 Hrs - 384 Bookings</b>	<b>8,250 sessions</b>	<b>61 users / 192 pgs</b>
2017	59	28,464	580.75 Hrs - 393 Bookings	6,070 sessions	44 users / 155 pgs
2016	50	17,032	331.25 Hrs - 184 Bookings	3,217 sessions	31 users / 117 pgs

#### Public Computer Usage:

Number of Days Open: **28**

Total Sessions: **9,747**

Total hours Used: **9,662**

Total Printed Sides: **10,757 + 827 color**

### 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
2/1/2018	<b>Tiny Tots Storytime</b> : Demonstrator, Bethany	20
2/1/2018	<b>Tiny Tots Storytime</b> : Demonstrator, Bethany	35
2/1/2018	<b>Minecraft Club</b> : Demonstrator, Brian Miles	19
2/1/2018	<b>YMCA Sauk Trail Elementary</b> (Outreach) : Demonstrator, Amy Perry	13
2/1/2018	<b>3DSwitch Club</b> : Demonstrator, Chris & Jill	8
2/1/2018	<b>CD of the Month Club - February 2018</b> : Demonstrator, Brendan	41
2/1/2018	<b>Pom-Pom Palooza</b> : Demonstrator, RL, SH	15
2/2/2018	<b>Middleton Baby &amp; Childcare Center 4k class</b> (Outreach) : Demonstrator, Amy Perry	23
2/2/2018	<b>Baby Lapsit Storytime</b> : Demonstrator, Lori	22
2/5/2018	<b>little om BIG OM: Family &amp; Toddler Yoga</b> : Demonstrator, Jamie	51
2/6/2018	<b>Getting to Know Medicare</b> : Demonstrator, Jesse Grutz, The Retirement Classroom	34
2/6/2018	<b>Social Security and Retirement Income</b> : Demonstrator, Jesse Grutz, The Retirement Classroom	25
2/6/2018	<b>Storytime - Big Kids - Friendship</b> : Demonstrator, Lori	24
2/6/2018	<b>Storytime - Big Kids - Friendship</b> : Demonstrator, Lori	44
2/6/2018	<b>Coding Club</b> : Demonstrator, Brian Miles	16
2/7/2018	<b>Little Red Preschool Storytime</b> : Demonstrator, Lori	23
2/7/2018	<b>Little Kids Storytime - Friendship</b> : Demonstrator, Tiffani	25
2/7/2018	<b>Little Kids Storytime - Friendship</b> : Demonstrator, Tiffani	45
2/7/2018	<b>Northside ECC 8:45am class</b> (Outreach) : Demonstrator, Amy Perry	10
2/7/2018	<b>Northside ECC 12:45pm class</b> (Outreach) : Demonstrator, Amy Perry	9
2/7/2018	<b>Tween Dungeons &amp; Dragons</b> : Demonstrator, Travis Mueller	6
2/7/2018	<b>Creative Writing Circle for Teens</b> : Demonstrator, Rebecca V.	11
2/8/2018	<b>LC3 - Rainbow in a Jar</b> : Demonstrator, Lori	39
2/8/2018	<b>Elm Lawn 4k AM class</b> (Outreach) : Demonstrator, Amy Perry	18
2/8/2018	<b>Elm Lawn 4k PM class</b> (Outreach) : Demonstrator, Amy Perry	20
2/8/2018	<b>Minecraft Club</b> : Demonstrator, Brian Miles	18
2/8/2018	<b>Tiny Tots Storytime</b> : Demonstrator, Bethany Hultgren	40
2/8/2018	<b>Tiny Tots Storytime</b> : Demonstrator, Bethany Hultgren	35
2/8/2018	<b>Youth Center</b> (Outreach) : Demonstrator, Amy Perry and volunteer Jean Devore	2
2/9/2018	<b>Donuts &amp; Dystopias: Ready Player One</b> : Demonstrator, Rebecca V.	0
2/9/2018	<b>Baby Lapsit Storytime</b> : Demonstrator, Lori	14

2/10/2018	<b>K-pop Fan Club</b> : Demonstrator, Rebecca V.	4
2/10/2018	<b>Garden Expo</b> (Outreach) : Demonstrator, Amy Perry	63
2/12/2018	<b>Move-it-Mondays</b> : Demonstrator, Lori	36
2/12/2018	<b>Teen Advisory Committee</b> : Demonstrator, Rebecca V.	4
2/13/2018	<b>Big Kids Storytime: Chinese New Year</b> : Demonstrator, Lori	28
2/13/2018	<b>Clubhouse for Kids 4k am class</b> (Outreach) : Demonstrator, Amy Perry	14
2/13/2018	<b>Communication Innovations Storytime</b> : Demonstrator, Bethany, Stephanie	31
2/13/2018	<b>Clubhouse for Kids 4k pm class</b> (Outreach) : Demonstrator, Amy Perry	13
2/14/2018	<b>Tween Dungeons &amp; Dragons</b> : Demonstrator, Travis Mueller	6
2/14/2018	<b>Pooh Bear 4k am class</b> (Outreach) : Demonstrator, Amy Perry	24
2/14/2018	<b>Little Kids Storytime-Chinese New Year</b> : Demonstrator, Bethany Hultgren	35
2/14/2018	<b>Little Kids Storytime-Chinese New Year</b> : Demonstrator, Bethany Hultgren	30
2/14/2018	<b>Pooh Bear 4k pm class</b> (Outreach) : Demonstrator, Amy Perry	22
2/15/2018	<b>Tiny Tots Storytime</b> : Demonstrator, Bethany Hultgren	25
2/15/2018	<b>Tiny Tots Storytime</b> : Demonstrator, Bethany Hultgren	40
2/15/2018	<b>Adult Book Discussion</b> : Demonstrator, Jenny Carr and Kelsey Hudson	22
2/15/2018	<b>Teen Readathon with Mystery Dinner</b> : Demonstrator, Rebecca V	6
2/16/2018	<b>Baby Lapsit Storytime</b> : Demonstrator, Lori	22
2/16/2018	<b>Middleton Baby &amp; Childcare Center 4k class</b> (Outreach) : Demonstrator, Amy Perry	22
2/16/2018	<b>American Family Children's Hospital (AFCH)</b> (Outreach) : Demonstrator, Amy Perry	2
2/18/2018	<b>Chess Club</b> : Demonstrator, Mike Nietman	30
2/19/2018	<b>Gio's Garden</b> (Outreach) : Demonstrator, Amy Perry	8
2/19/2018	<b>Tween Winter Writers Club</b> : Demonstrator, Lori	4
2/20/2018	<b>Big Kids Storytime - Teeth</b> : Demonstrator, Lori	30
2/20/2018	<b>Big Kids Storytime - Teeth</b> : Demonstrator, Lori	36
2/20/2018	<b>Best in Show App Class</b> : Demonstrator, Amanda Brzeszkiewicz	6
2/20/2018	<b>Coding Club</b> : Demonstrator, Brian Miles	13
2/21/2018	<b>La Petite Gammon 4k class</b> (Outreach) : Demonstrator, Amy Perry	9
2/21/2018	<b>Little Kids Storytime-Teeth Day</b> : Demonstrator, Bethany Hultgren	38
2/21/2018	<b>Little Kids Storytime-Teeth Day</b> : Demonstrator, Bethany Hultgren	25
2/21/2018	<b>Voss Haus (Senior and Disabled Section 8 Subsidy)</b> (Outreach) : Demonstrator, Amy Perry	34

2/21/2018	<b><u>Tween Dungeons &amp; Dragons</u></b> : Demonstrator, Travis Mueller	5
2/21/2018	<b><u>Creative Writing Group</u></b> : Demonstrator, Kathy Steffen	11
2/22/2018	<b><u>Alfred McCoy Lecture (Scholar'd for Life series)</u></b> : Demonstrator, Alfred W. McCoy, Harrington Professor of History at UW-Madison	106
2/22/2018	<b><u>Tiny Tots Storytime</u></b> : Demonstrator, Bethany Hultgren	22
2/22/2018	<b><u>Tiny Tots Storytime</u></b> : Demonstrator, Bethany Hultgren	28
2/22/2018	<b><u>Drop-In Techno Minutes</u></b> : Demonstrator, Amanda Brzeszkiewicz	1
2/22/2018	<b><u>Drop-In Techno Minutes</u></b> : Demonstrator, Amanda Brzeszkiewicz	1
2/22/2018	<b><u>Minecraft Club</u></b> : Demonstrator, Brian Miles	14
2/23/2018	<b><u>Baby Lapsit Storytime</u></b> : Demonstrator, Bethany Hultgren	20
2/24/2018	<b><u>Dogs on Call</u></b> : Demonstrator, 2 Dog/Handler Teams	26
2/26/2018	<b><u>Evening Storytime: Parachute Party</u></b> : Demonstrator, Lori	50
2/27/2018	<b><u>Need 2 Read Book Club @ Kromrey Middle School (5th &amp; 6th graders)</u></b> (Outreach) : Demonstrator, Amy Perry	5
2/27/2018	<b><u>Coding Club</u></b> : Demonstrator, Brian Miles	12
2/27/2018	<b><u>YMCA Northside Elementary</u></b> (Outreach) : Demonstrator, Amy Perry	28
2/27/2018	<b><u>Hidden Voices: African American Writers in Wisconsin</u></b> : Demonstrator, Poet Fabu, Sherry Lucille, Catrina J. Sparkman	82
2/27/2018	<b><u>Big Kids Storytime - Birthday</u></b> : Demonstrator, Lori	38
2/27/2018	<b><u>Big Kids Storytime - Birthday</u></b> : Demonstrator, Lori	34
2/27/2018	<b><u>Drop-in Job Help</u></b> : Demonstrator, Jon Kreuger, Dane Co. Job Center	2
2/28/2018	<b><u>Little Kids Storytime- Birthday</u></b> : Demonstrator, Bethany Hultgren	45
2/28/2018	<b><u>Little Kids Storytime- Birthday</u></b> : Demonstrator, Bethany Hultgren	38
2/28/2018	<b><u>Artisan Assisted Living &amp; Memory Care/Time of Wonder Storytime</u></b> (Outreach) : Demonstrator, Amy Perry	26
2/28/2018	<b><u>YMCA Sunset Ridge Elementary School</u></b> (Outreach) : Demonstrator, Amy Perry	14
2/28/2018	<b><u>Tween Dungeons &amp; Dragons</u></b> : Demonstrator, Travis Mueller	5
	<b>Number of Programs / Total Attendance</b>	
	Children's	62 / 1494
	Teens	7 / 35
	Adults/Friends/Other/All Ages	16 / 471
	<b>Grand Total</b>	<b>85 / 2000</b>
	DIY/Passive Program Total (this number included in totals above)	0 / 0
	Outreach Program Total (this number included in totals above)	21 / 379
	Media/Promo Total (this number is <b>NOT</b> included in totals above)	0 / 0



### 3. PHOTO HIGHLIGHTS



Top row (L - R): Storytime – Tiny Tots, Scholar'd for Life professor Alfred McCoy, Little Kids Storytime - Birthdays

Middle row: Little Kids Storytime – Teeth, Storytime – Tiny Tots, Adult Crafting: Pom Pom Palooza

Bottom row: Teen Readathon, Little Kids Storytime – Birthdays, Little Kids Storytime – Chinese New Year

## 5. DIRECTOR'S REPORT



For the last two months I have been attending the Friends meetings and this has been an excellent way to get to know the amazing volunteer team that does so much to support the library. Networking and getting out in the community meeting other area businesses and non-profits is proving to be extremely valuable. Whether these relationships develop into partnerships, donors, etc, networking and getting to know our neighbors has been a great way to connect, share what the library has to offer, and find common ground to leverage.

The Middleton Time Tribune conducted the first in a series of interviews regarding the RFP and 21<sup>st</sup> Century Library Concepts. At the Dane County Library Director's meeting we are in the planning stages of the "Ripple Project." This will be a county-wide effort by public libraries that will focus on social justice issues and is anticipated to run for three years. I am also continuing to serve on the Libraries Transform Committee. We are preparing to launch this pilot project state-wide later this spring! <http://www.wisconsinlibrariestransform.org/>

The Development Committee continues to move forward with infrastructure and accounting. Getting these details in place will make the RFP purchasing process and future fundraising much smoother behind the scenes.

Lobby Day 2018 was a huge success. Big shout out to Jim for all his work in organizing ALL the meetings with library stakeholders and their representatives!

With two vacancies, I have been picking up more desk shifts. It is important for me to have front-line time with the public and to experience the public services desks with staff. We are on target to meet our 2018 goals and annual performance reviews through all staffing levels are underway.

Stay tuned next month for SCLS member library comparisons.

## 6. LIBRARIANS' REPORTS

### Patrick Williams, Head of Information Technology



The computer hardware inventory system software was upgraded. All staff, public and server computers report to a central database with all their hardware specs, OS and software versions, ages, and now, all current update status for various software packages. The library has 53 public Internet use stations, 6 single function stations (selfcheck/fax/print), 15 staff shared workstations/laptops, 22 staff/single person office PCs/laptops, and 11 servers/sorters/display PCs. A total of 107 active use computers in the inventory.

The internal staff emergency messaging software was also upgraded. Staff at a workstation can call for assistance with a single button click if any situation arises where a supervisor or other staff member is needed. The system round-robins through a priority list for a backup person, or can also send out an all-staff "panic"/emergency call to have available staff assist with any larger crisis.

### Rebecca Van Dan, Head of Youth Services



February may be a short month, but we sure packed a lot into it! Tiffani welcomed Baby Calvey on Feb. 19, and we managed to squeeze in her yearly performance conversation just before she took maternity leave. Performance conversations with Therese and Sally are scheduled for March--Sally has been working on some final revisions to the Help Desk binder and dealing with a few mountains of our paperback withdrawals. Therese created a great template to create a more cohesive, modern look for our signage (orange on teal speech bubbles), which makes it

easier to distinguish wayfinding signs.

Collaborations included meeting with the City event planners for the August ExpectoCon and finishing up the dress drive for Junior League's All Dressed Up event—we had over 30 dresses donated, doubled from last year! I also spoke with a few middle school ELL teachers about scheduling a visit for their students— they were thrilled to learn about our Mango database and Spanish collection, and impressed we had card applications in Spanish for their students. We continued to work on shifting books and moving shelving as January's new shelving units created a ripple effect on other collections. I focused on paperback weeding this month to pare one spinner from the Teen paperback spinners. We also removed all of the new teen fiction/non-fiction spinners and relocated new teen books to another shelving unit. The extra space that was created looks great and has gathered a lot of positive feedback from patrons.

Our Creative Writing Circle gathered a lot of enthusiastic teens this month and we had a very nice email from a parent whose teen had a great time at our Readathon. Julie Esenther continued to help in creating clues for our Escape Room and we had a test run with staff this month to make sure the clues were workable. (Many thanks to Lori Bell, Lori E, Katie G, and Joe for being our guinea pigs!) I looked at a few murder mystery templates this month to make sure we can work it into our summer offerings, and started creating a list of books to booktalk at the schools. Coordination with teen bands for interviews and filming was also arranged this month and we worked to finalize summer events and brochure planning.

Displays: Celebrate Black History, Bright Like the Sun

**Sarah Hartman, Head of Technical Services**



We added 1,393 items in February, a little lower than average but the third-most among all SCLS libraries. We spent a lot more time than usual working with older items this month, due to the re-cataloging projects stemming from the new shelving arrangement. We're making excellent progress, and feedback regarding the new printed labels for paperbacks has been



overwhelmingly positive. Separating out the foreign films by language has been a little more complicated, as decisions need to be made about what to do with films in more than one language and other special cases. We're finding a number of Spanish-language films in the foreign films section that we're moving to the Spanish collection, so this has been a great opportunity to clean up the collection and increase findability. This is a project that will keep us busy next month as well. Tech Services Page II Jenny H. has been an invaluable assistant with all of these special projects, so kudos to her!

**Jim Ramsey, Head of Adult Services**



February was one of my busiest months in recent memory, but not because of the programming schedule. That said, two programs deserve special mention: The first lecture of the year in our Scholar'd for Life series, featuring UW-Madison history professor Alfred McCoy; and a showcase of current and historic African-American writers in Wisconsin funded by the Beyond the Page Endowment. Between the two events, we had almost 200 people attend.

Much of my time in early-February was taken up with preparing for the Wisconsin Library Association's Library Legislative Day, which took place on Tuesday, February 20th, at the Concourse Hotel and State Capitol building. Like last year, I was responsible for scheduling appointments for 132 state legislators (99 in the Assembly and 33 in the Senate) with constituents from all over the state, part of my duties as a member of the WLA's Library Development and Legislative Committee. And I know I mentioned this before but it bears repeating: Last year, the LDL was instrumental in the passage of a bill that secured an additional 1.5 million dollars in state aid to library systems. So my work with this committee is producing real dividends for our library and others across the state!

I spent by far the majority of my time this month on the recruitment and hiring process. Sadly, Kelsey Hudson notified me earlier this month that she has accepted a position with the Madison

Public Library. You will recall that Kendall Clay, the other Library Assistant – I in our department, accepted a full-time job with a graphic design firm shortly after the first of the year. This means that our department faces a 1.2 FTE vacancy, with most of those hours being reference desk shifts. This means I have had to spend more time on the reference desk, as have all the permanent full time reference staff. I'm happy to report that we are interviewing for the two positions the first week in March, and hope to have new people in place by the end of that month.

Amanda Brzeszkiewicz returned from maternity leave in early-February and has resumed her schedule of both drop-in and by-appointment "Techno-minutes" sessions. She has also started offering regular twice-monthly computer classes again. Her large following of "technologically challenged" (their words) adults are thankful to have her back and so are we!

**Brendan Faherty, Head of Circulation**



Much of February was spent reorienting ourselves to the new shelving configurations throughout the main level of the library. While we are still waiting on some backstops and other shelving aids, the collections themselves were moved quickly at the beginning of the month, and both patrons and staff have responded positively to the changes and increased ease of browsing.

Along with the additional shelving, we temporarily moved one of the Self-Check machines (the one nearest the Help Desk) to the back of the Help Desk to see if it would generate more use and/or be more convenient for patrons coming from the Children's Area. After looking at the numbers, it was decided to move that machine back to its location near the beginning of the Open Holds Shelving. Whether due to patrons not finding the new location or simply preferring to use a Self-Check closer to the Circulation Desk, that unit saw a drastic reduction in circulation of nearly 50%, compared to February of last year. As we move forward with potential desk redesigns and other rearranging on the main level, perhaps we can revisit other locations for the

Self-Check machines, but for now, patron familiarity suggests the current locations are good.

The ILS Committee has prepared a final recommendation for system directors, and we are recommending staying with our current ILS software. Countless hours of staff time were spent system-wide evaluating various vendors, and while other vendors offered some upgrades over our current software, it is difficult to recommend a lengthy, costly, and stressful migration to another vendor that is not fully web-based.

WLA's Support Staff and Circulation Services conference, in Baraboo at the end of May, is also moving along. We are currently soliciting program ideas, as well as nominations for our Paralibrarian of the Year Award, which recognizes outstanding individuals working in libraries throughout the state who are not in 'professional' positions.

Finally, I have confirmed plans for our Volunteer Appreciation event, which will be held during National Library Week in April (April 12<sup>th</sup>, to be exact). This year, we are going to host a breakfast/brunch for all volunteers, and I already have plenty of responses for what should be a wonderful morning.

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

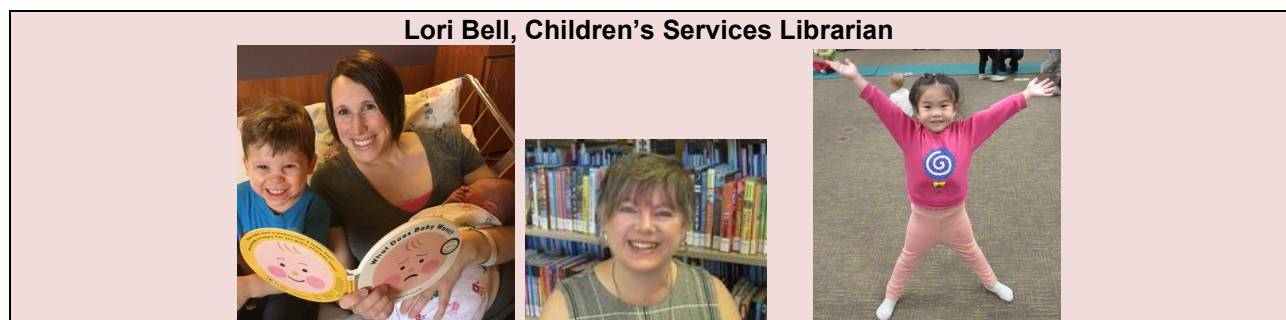


February was mostly just regular outreach visits to 4k sites, Voss Haus, Artisan, and various afterschool sites. One visit to make note of though, was the inter-generational storytime visit at the Artisan Memory Care facility with residents and 1-2 year olds from the Time of Wonder daycare.

The activities director at Artisan thanked and complimented me again for the "Tales and Travels" program presented in January. She also loved the storytime event and was impressed with how I was able to get the kids to settle down with bubbles, singing, and reading. There was one special moment I'd like to share that really solidified how important this unique visit is.

When sharing the book *Old Macdonald* and then later when singing the song *Twinkle, Twinkle Little Star*, many seniors were singing along and doing the hand movements associated with *Twinkle, Twinkle Little Star* song.

Other highlights involved prepping for the Summer Reading Program and summer outreach. Summer outreach visits will increase slightly with two added Splash Pad and three added Greenway Station visits. There will also be the usual things such as visits to the summer Youth Center, pool events, and the ever growing MCPASD summer park visits. The summer is going to be incredibly busy but tons of fun!



The cascade effect of the new shelving continued into February with ongoing projects of shifting and relabeling. Patron response has been mostly positive, but I added 3 new step stools to the Children's Area to address complaints that kids were having trouble reaching the top shelves. I've undertaken a large weeding project of the Children's Non-Fiction collection removing any books which were published 20 years ago - or more! My goal is to free up one more section for the new paperback area. The new 'Tween seating area received a few upgrades including comfortable, if temporary, bean bag chair seating and privacy cling on the Play & Learn Room window.

Tiffani Roltgen began her maternity leave with the arrival of baby Calvey on Monday, February 19. There was no interruption of Storytime services as Bethany was able to move very naturally into presenting Tiffani's storytimes. I have resumed some of Tiffani's Storytime support duties as well.

My 120-hour practicum student, Gordon Backer, has completed his Help Desk training and is

almost finished with his first development project: weeding and updating the children's graphic novel collection.

Events and programs continued with great success. Parent and kids really appreciated my new offering for toddlers, Move-it-Mondays, created to replace the i9Sports classes. Registration for the coming months is already filling up. For more details, evaluations and pictures, please visit our staff page.

**Rebecca Light, Administrative Librarian**



The RFP for interior design work went out to firms mid-month and we're looking forward to reviewing applicants for this multi-phase project. I've been happy to assist Jocelyne with some of the designer inquiries, and I'm really looking forward to seeing some new visions for how we can improve our spaces.

Jocelyne and I met with Abby Attoun and her intern Sarah Bluvus from UW-Madison's business school to discuss an Artist in Residence program in Middleton. This program would bring multiple city departments together to host a local artist who would complete an art project with community participation. We're still in the visioning phase of creating this program, and are next planning to form a committee with other city stakeholders involved in the arts.

The Development Committee met again in February and continued discussion about fundraising opportunities for the library's foundation. We're looking forward to a campaign in the coming year to upgrade furniture, paint, and equipment in the Archer Room. The firm we hire for interior design work will help select options for this space.

And finally, a shout-out to the amazing Patrick, who fully recovered my hard drive after it mysteriously crashed last month! He performs heroic feats like this on the regular, and we are so lucky to have him.



**Jenny Carr, Acquisitions Librarian**



For many years now, I have been leading the Adult Book Discussion at the library. We meet monthly, on a Thursday morning, in the Archer Room. I see this group as a good example of how a library can be a place to build community. Over the years, our little group has grown rather large, with often 25 people in attendance at any one discussion. I have seen these individuals, once strangers, come early to talk over coffee, stay late and continue socializing, and make plans to meet outside of the library. We've recently had some deaths affect our group, and the outpouring of sympathy and concern demonstrates what a cohesive group we have become. I think I can speak for the members of the book group and say that the library, particularly this group of book-loving friends, has enriched their lives and they, in turn, are grateful supporters of our library!