



March 2018 Report

April 10th, 2018 Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2018	35,927	3,927	25,359	65,213	182,872
2017	36,907	3,693	24,530	65,130	183,509
2016	35,210	3,645	20,476	59,331	146,281*

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

Self-Service checkouts:

	Unit 1	Unit 2	Unit 3	Mobile	Total	%of total
2018 (March)	14,540	7,327	10,915	79	32,861	50.4%
2017 (March)	13,568	6,952	9,297		29,817	45.8%
2016 (March)	13,159	6,591	7,587		27,337	46%

Library cards issued:	Adult	Juv.	Sr.	Online	Total
2018	73	21	7	11	112
2017	91	21	15		127
2016	107	31	8		146

Shared with other SCLS libraries:

	Loaned to other LINK libraries	Borrowed from other LINK libraries
2018	19,412	20,568
2017	21,169	20,703
2016	18,841	20,104

Miscellaneous:	ILL	Visits	Study rooms use
2018	65	32,434	678.5 Hours / 463 Bookings
2017	63	32,336	633.5 Hours / 448 Bookings
2016	56	29,373	591 hours / 423 Bookings

Walk-in laptop/device WI-FI use:

March 2018: 9,869
 March 2017: 6,670
 March 2016: 5,106

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
3/1/2018	3DSwitch Club : Demonstrator, Chris & Jill	10
3/1/2018	Teen Band Interviews : Demonstrator, Rebecca V. and Joe Goad	9
3/1/2018	CD of the Month Club - March 2018 : Demonstrator, Brendan	42
3/1/2018	Tiny Tots Storytime : Demonstrator, Bethany Hultgren	28
3/1/2018	Tiny Tots Storytime : Demonstrator, Bethany Hultgren	37
3/1/2018	Need 2 Read Book Club @ Kromrey Middle School (7th & 8th Graders) (Outreach) : Demonstrator, Amy Perry	3
3/1/2018	YMCA Afterschool Program @ Sauk Trail (Outreach) : Demonstrator, Amy Perry	25
3/1/2018	Minecraft Club : Demonstrator, Brian Miles	16
3/1/2018	Drop-In Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
3/2/2018	Baby Lapsit Storytime : Demonstrator, Lori	24
3/5/2018	little om BIG OM: Family & Toddler Yoga : Demonstrator, Meghan	58
3/6/2018	Big Kids Storytime: Lions : Demonstrator, Lori	28
3/6/2018	Big Kids Storytime: Lions : Demonstrator, Lori	31
3/6/2018	Coding Club : Demonstrator, Brian Miles	14
3/6/2018	Video Calling Workshop : Demonstrator, Amanda Brzeszkiewicz	8
3/7/2018	Little Red 4k Storytime : Demonstrator, Amy Perry	24
3/7/2018	Little Kids Storytime : Demonstrator, Lori	48
3/7/2018	Little Kids Storytime : Demonstrator, Lori	44
3/7/2018	Vegetarian Pakistani Cooking with Huma Siddiqui : Demonstrator, Huma Siddiqui	37
3/7/2018	'Tween Dungeons & Dragons : Demonstrator, Travis Mueller	6
3/8/2018	Elm Lawn 4k PM class (Outreach) : Demonstrator, Amy Perry	19
3/8/2018	Youth Center (Outreach) : Demonstrator, Amy Perry	4
3/8/2018	Elm Lawn 4k AM class (Outreach) : Demonstrator, Amy Perry	17
3/8/2018	Tiny Tots Storytime : Demonstrator, Lori	46
3/8/2018	Tiny Tots Storytime : Demonstrator, Lori	42
3/8/2018	Drop-In Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
3/8/2018	Drop-In Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
3/9/2018	Pooh Bear 4k am class (Outreach) : Demonstrator, Amy Perry	18
3/9/2018	Pooh Bear 4k pm class (Outreach) : Demonstrator, Amy Perry	17
3/9/2018	Donuts & Dystopias: Wrinkle in Time : Demonstrator, Rebecca V.	1
3/9/2018	Baby Lapsit Storytime : Demonstrator, Lori	40

3/11/2018	Chess Club : Demonstrator, Mike Nietman	40
3/12/2018	Move-it-Mondays : Demonstrator, Lori	36
3/12/2018	Gio's Garden (Outreach) : Demonstrator, Amy Perry	14
3/12/2018	Teen Advisory Committee : Demonstrator, Rebecca V	4
3/13/2018	Music Together : Demonstrator, Catherine Olsen	100
3/13/2018	Communication Innovations : Demonstrator, Stephanie, Sarah	42
3/13/2018	Child Development Class @ Middleton High School (Outreach) : Demonstrator, Amy Perry	22
3/13/2018	Wisconsin Film Festival Sneak Peek : Demonstrator, Jim, Mike King, Senior Programmer w/ the Film Fest	79
3/14/2018	Teen Creative Writing Circle : Demonstrator, Rebecca V.	3
3/14/2018	'Tween Dungeons & Dragons : Demonstrator, Travis Mueller	6
3/14/2018	Northside ECC 8:45am class (Outreach) : Demonstrator, Amy Perry	10
3/14/2018	Little Kids Storytime : Demonstrator, Lori	51
3/14/2018	Little Kids Storytime : Demonstrator, Lori	35
3/14/2018	Northside ECC 12:45pm class (Outreach) : Demonstrator, Amy Perry	11
3/15/2018	Tiny Tots Storytime : Demonstrator, Lori	35
3/15/2018	Tiny Tots Storytime : Demonstrator, Lori	48
3/15/2018	Minecraft Club : Demonstrator, Brian Miles	21
3/15/2018	Escape Room: Wonderland, Queen of Tarts : Demonstrator, Rebecca V., Julie and Lori Esenther	18
3/15/2018	Adult Book Discussion : Demonstrator, Jenny Carr	23
3/16/2018	Child Development Class @ Middleton High School (Outreach) : Demonstrator, Amy Perry	21
3/16/2018	Middleton Baby & Childcare Center 4k class (Outreach) : Demonstrator, Amy Perry	23
3/16/2018	Baby Lapsit Storytime : Demonstrator, Lori	21
3/17/2018	Pakistani Cooking with Huma Siddiqui: Samosas! : Demonstrator, Huma Siddiqui	29
3/19/2018	Spring Into Stories at KEVA Sports Center (Outreach) : Demonstrator, Amy Perry, Lori Bell, Ann Puser, Elizabeth Nelson	185
3/19/2018	'Tween Mystery Night : Demonstrator, Lori	24
3/20/2018	Clubhouse for Kids 4k am class (Outreach) : Demonstrator, Amy Perry	16
3/20/2018	Clubhouse for Kids 4k pm class (Outreach) : Demonstrator, Amy Perry	11
3/20/2018	Coding Club : Demonstrator, Brian Miles	14
3/20/2018	Storytime - Big Kids: Sheep : Demonstrator, Lori	45
3/20/2018	Storytime - Big Kids: Sheep : Demonstrator, Lori	32

3/21/2018	Creative Writing Group : Demonstrator, Kathy Steffen	11
3/21/2018	La Petite Gammon 4k class (Outreach) : Demonstrator, Amy Perry	8
3/21/2018	Voss Haus (Senior and Disabled Section 8 Subsidy) (Outreach) : Demonstrator, Amy Perry	18
3/21/2018	Little Kids Storytime: Sheep : Demonstrator, Lori	45
3/21/2018	Little Kids Storytime: Sheep : Demonstrator, Lori	25
3/21/2018	Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
3/21/2018	Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
3/22/2018	Drop-In Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
3/22/2018	Drop-In Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
3/22/2018	Photo Editing with Pixlr : Demonstrator, Amanda Brzeszkiewicz	3
3/22/2018	Tiny Tots Storytime : Demonstrator, Bethany Hultgren	12
3/22/2018	Tiny Tots Storytime : Demonstrator, Bethany Hultgren	22
3/22/2018	Minecraft Club : Demonstrator, Brian Miles	17
3/23/2018	Baby Lapsit Storytime : Demonstrator, Bethany Hultgren	30
3/23/2018	American Family Children's Hospital (AFCH) (Outreach) : Demonstrator, Amy Perry	3
3/23/2018	Let's Talk About Texts - Ready Player One (Outreach) : Demonstrator, RL, JAR	7
3/26/2018	Computer Science Club : Demonstrator, Brian Miles	10
3/26/2018	Stuffed Animal Evening Storytime : Demonstrator, Lori	73
3/27/2018	Storytime - Big Kids - Frogs : Demonstrator, Lori	55
3/27/2018	Storytime - Big Kids - Frogs : Demonstrator, Lori	44
3/27/2018	Drop-in Job Help : Demonstrator, Jon Krueger, Dane Co. Job Center	3
3/27/2018	Computer Science Club : Demonstrator, Brian Miles	18
3/28/2018	Computer Science Club : Demonstrator, Brian Miles	15
3/28/2018	Little Kids Storytime- Favorites : Demonstrator, Bethany Hultgren	30
3/28/2018	Little Kids Storytime- Favorites : Demonstrator, Bethany Hultgren	34
3/28/2018	Artisan Assisted Living & Memory Care/Time of Wonder Storytime (Outreach) : Demonstrator, Amy Perry	31
3/28/2018	Tween Books & Cooks : Demonstrator, Lori	18
3/28/2018	Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
3/28/2018	Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
3/29/2018	Drop-In Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
3/29/2018	Tiny Tots Storytime : Demonstrator, Bethany Hultgren	20
3/29/2018	Tiny Tots Storytime : Demonstrator, Bethany Hultgren	27
3/29/2018	Minecraft Club : Demonstrator, Brian Miles	10

3/29/2018	Mad Hatter Tea Party : Demonstrator, Lori	31
3/29/2018	Computer Science Club : Demonstrator, Brian Miles	19
3/30/2018	Computer Science Club : Demonstrator, Brian Miles	13
3/30/2018	Baby Lapsit Storytime : Demonstrator, Lori	25
Number of Programs / Total Attendance		
	Children's	66 / 2004
	Teens	10 / 95
	Adults/Friends/Other/All Ages	22 / 303
Grand Total		98 / 2402
DIY/Passive Program Total (this number included in totals above)		0 / 0
Outreach Program Total (this number included in totals above)		21 / 483
Literacy/Reading Program Total (this number included in totals above)		0 / 0
Media/Promo Total (this number is NOT included in totals above)		0 / 0

3. PHOTO HIGHLIGHTS



Top: Squishy Circuits, KEVA Outreach Storytime, Storytime - Frogs
 Middle: Mad Hatter Tea Party, KEVA Outreach, Escape Room
 Bottom: Little Om Big Om Family Yoga, KEVA Outreach Storytime, Read with a Cop at YMCA Sauk Trail

4. STAFF DEVELOPMENT

Date	Department	Staff	Title
3/8/2018	Teens	Rebecca V	Positive Youth Development, YALSA webinar
3/14/2018	Tech Services	Sarah H.	SCLS Collection Maintenance Subcommittee Meeting
3/23/2018	Other/All	Jim	WLA Library Development and Legislation Committee

5. DIRECTOR'S REPORT



March was a month of planning and more planning. The RFP for Interior Design Services received over 10 proposals and the review team shortlisted three for interviews at the April library board meeting. Staff development day 2018 planning is coming along and the focus of the day will be ergonomics and a tour of the facilities included in the Civic Campus. Performance appraisal conversations are always an exciting time of year! It allows for great 1-1 conversations, reflection, and discussion. Here are the 2018 Department Goals (list format), as they relate to the [2018-2020 Strategic Plan](#) and individual performance goals. Many of these goals will be addressed through the interior design process.

2018 Middleton Public Library Department Goals:

Circulation Department

- Continue to provide easy and equal levels of access to all patrons.
- Service desk redesign quote options for 2019 budget by June 30th.
- Explore options for flexible and mobile shelving, especially in the New area. Evaluate way-finding, collection signage, and map of building collection.

Youth Services Department

- Increase staffing for Outreach, especially to underserved.
- Maintain and deepen current relationships with community partners through continued efforts.
- Maximize spaces with new storage, shelving, and furniture.
- Implement new permanent shelving and shift collections

- Reexamine the design and function of the Help Desk.

Information Technology

- Add bandwidth via budget request
- Increase quality of Wi-Fi throughout building.
- Create Tech list of improvements for Archer Room fundraising campaign
- Upgrade staff pc's
- Explore options for improved access through live streaming from mtg. room
- Explore options and pros/cons to adding more self checks and mobile self checks throughout the building, i.e. lower level adult area.
- Network upgrades

Adult Services

- Explore creative partnerships for programming with other City Depts. Utilize partnership agreement form if applicable.
- Explore creative uses for space including out of library programming.
- Reference desk redesign and space maximization issues in the lower level.

Technical Services

- Implement “see also” signage in non-fiction
- Evaluate staffing structure
- Communicate Amazon ILL expenditures with selectors
- Continue to track ILL postage
- Track ILL items added to collection
- Continue tracking details of standing orders
- Identify priorities for call # adjustments in ADNF
- Evaluate and finalize AV physical processing and update manual
- Identify collections and space for NF displays upstairs

Director and Administration

- Policy review and overhaul
- Continued evaluation of staffing structure
- Building improvements
- Communications Plan
- Board Development
- Development Committee, events with Friends
- Continued education – ALA, WLA, Leadership Institute, SCLS

Upcoming events for Trustees:

April 12th Volunteer Appreciation Brunch 9am. RSVP to bfaherty@midlibrary.org

April 27th Staff Development Day 8:30am-3pm. RSVP to jsansing@midlibrary.org

6. LIBRARIANS' REPORTS

Patrick Williams, Head of Information Technology



The computer stations in the Children's area were all replaced with upgraded hardware. The new PCs are robust enough to run an Android OS emulator developed for the new systems. The emulator runs in the background in the Windows OS, and allows the stations to run Android apps side-by-side with Windows applications, launching transparently to the user via the start menu. As they have touch screens, children can use them like large tablets. There are now several new educational applications on the computers from both Windows and Google app stores, to promote reading, math, empathy, cognitive and imaginative play. The two PCs designated for 'tween use highlight Minecraft, which we run our own server, and Roblox, a game creation platform. The PCs are based off our standard public station image, which has several lock-down features such as clearing changes/saves on reboot, including any in the emulator.

Rebecca Van Dan, Head of Youth Services



The theme for March seemed to be meetings and interviews... We had quite a few interviews with eighth grade Lit students this month with in-depth questions like, "How do you think having a public library affects the community?" and "How has advanced technology affected the library?" I was impressed with the kinds of questions they were asking!

This month we interviewed our teen bands who will be playing at the library in April—Joe Goad did a great job with the filming and editing and we will be adding the interviews to our social media in the weeks to come. Our Escape Room: Wonderland, Queen of Tarts was a big hit and we were impressed by the problem-solving skills of the teens who attended! We worked with the City this month to plan an August event addressing college applications and essays and we've also had some applications turned in for Summer Reading volunteers and have started to schedule interviews.

I had performance conversations with Sally and Therese this month, as well as my own with Jocelyne. Tiffani and I planned for her return from maternity leave and we got to meet Calvey at our Youth Services meeting this month! I also attended a webinar this month on positive teen development.

We finished up our Summer Events flyers this month and sent to SCLS for printing. Requests for donations to area businesses were made this month and we feel lucky to have such enthusiastic community support. I also finished creating the training presentation for teen summer volunteers and Lori, Amy, and I will be working on a training video example of registration in April.

Displays: Leading Ladies, Sports

Sarah Hartman, Head of Technical Services



We added 1,890 items in March, well above our typical monthly average and the second-most among all SCLS libraries. We continued to work on re-cataloging/labeling projects stemming from the new Main Level shelving arrangement. Work on these projects will continue into subsequent months as materials that have been checked out are returned.

We made some changes to the collection codes we use, adding some and eliminating others. Some of these changes will result in more user-friendly labels in LINKcat, such as 'Video

Games' instead of 'Software.' Separating out the children's fantasy books required addition of a new code, and integrating the inspirational paperbacks into the general adult fiction allowed us to eliminate the separate code we were using for them.

Other activities for the month included performance conversations, a Collection Maintenance Subcommittee meeting, serving on the hiring committee for our two new Adult Services Library Assistants, increased time at the Reference Desk due to the vacancies, and prepping for the Craft Supply Stash Swap next month.

Jim Ramsey, Head of Adult Services



Our adult programming was schedule for March was busier than ever, and April and May are looking to be more jam-packed than usual this year. As usual, I spent a lot of time preparing publicity for these events and planning for programs later in the year. Publicity and marketing took up more of my time this month because of the two vacant Library Assistant positions on our department. (More on that below.) I also spent 32 hours on the reference desk this month, compared to a typical 20, owing to the Library Assistant vacancies, so time for planning and special projects was limited.

The big news this month is that we interviewed candidates and selected two of them for the vacant Library Assistant I positions in our department: Jennifer Senn and Donna Loretta. Jennifer is a current student at UW-Madison's iSchool and Donna is a former small business owner who worked as a librarian at Seattle Public Library. Jenn began training on the desk during the last week of this month; Donna will begin on Tuesday, April 10th. We're very excited to have Jenn and Donna on our reference desk staff, and everyone who works reference desk is looking forward to getting back to a "normal" schedule.

Brendan Faherty, Head of Circulation



March saw a slight uptick in overall circulation, compared to last year, which bodes well as we prepare to head into the busy summer season. Self-check usage looks strong as well, with another full month about 60% of total circulation. With the installation of Patrick's new easy-to-use machines, I have been able to start tracking renewals via Self-Check separately as well, and as more patrons become familiar with the operations of the new machines, those numbers are climbing as well. Right now, we are hovering around 7-10% of all renewals being done via the Self-Checks, which is certainly a promising number, and suggests patrons like the ability to 'multi-task' while using the self-checks.

The third Self-Check was moved back to its original location, near the beginning of the Holds Shelves, and we immediately saw its usage shoot back up to pre-move levels. Patrons and staff alike seem satisfied with the current location.

I held a SSCS Board meeting on location at UW-Baraboo in late March, providing the board an opportunity to take a look at the venue for our May 2018 conference. The campus' central location and natural beauty are hopefully going to draw a large number of registrations from throughout the state.

I am also finalizing plans for the Volunteer Appreciation Breakfast, which will be held April 12th in the Archer Rooms. I look forward to gathering and recognizing all our wonderful volunteers, who give so freely of their time to help make the Middleton Public Library the wonderful community resource it is.

Amy Perry, Outreach and Children's Services Librarian



I have a few outreach highlights for March. One was the storytime presentations I did in two Middleton High School Family Science classes. Each semester, I get invited to present for this program and it's a very rewarding experience. The second highlight was the 2nd annual Spring Into Stories event I organized at KEVA Sports Center. This is a fun collaborative event with a local partner but also with staff from other library departments. The final highlight was the storytime I shared at Artisan Assisted Living & Memory Care. There were many more kids this month because of Spring Break and as a result, the storytime was very energetic which put smiles onto the faces of many of the Artisan residents.

Lori Bell, Children's Services Librarian



March was a month full of events for me. From Storytimes for babies to a Mystery Night for 'Tweens, I offered multiple programs for every age group spanning a wide variety of activities. My LC3 (loosely controlled chaos) Science Club worked with Squishy Circuits while my 'Tweens made gourmet grilled cheese sandwiches at Books & Cooks. Our off-site Storytime at KEVA attracted a huge number of patrons! Check out the evaluation page and photo gallery for more events and details.

Having completed his training, my practicum student, Gordon Backer, has been staffing the Help Desk for 4 hours every week and assisting at Storytimes. He has prepared 2 original storytimes that he will present in April. I really appreciate his hard work and dedication.

Weeding the outdated books from the non-fiction collection continues. My goal is to be ready to

shift the collections when the shelf backstops arrive. This project includes separating the Folklore and Fairy Tale books from the general non-fiction collection in order to gain additional space for the crowded paperback collection.

Rebecca Light, Administrative Librarian



Over Spring Break, our Media Maker instructor Brian Miles led a week-long Computer Science Club every morning in our computer lab. We had an excellent turnout – kids learned coding skills through interactive activities with Sphero and Makey-Makey programmable toys. Brian also reported that we're seeing a growing number female attendees at his programs – excellent news!

Jim and I hosted our Let's Talk About Texts book discussion at The Free House. Our March selection was *Ready Player One*, which coincided nicely with the release of the film version of the novel. Sarah and I are gearing up for our annual Craft Stash Swap this week with what we expect to be our largest attendance yet at 70+.

I've been helping with the training of our new LA I staff, who are starting in March and April. We're so excited to welcome Jenn and Donna to these positions! Jocelyne and I are also making preparations for our annual Staff Development Day on April 27th, which we hope will be a day of connection, planning, and plenty of fun. Board members are welcome to attend!

Jenny Carr, Acquisitions Librarian



It's hard to believe we are already a quarter of the way through 2018! For materials spending, this means we should have 25% of our budget spent and we are very close with 26.25%. I have communicated with all staff who select books and AV and they know where they stand with the spending goals for their collections.

It was a fairly busy month for interlibrary loan. I filled 65 requests (13-year March average is 60 requests). Of note is all the microfilm we have been getting the last few months. We have a few patrons repeatedly requesting film for Wisconsin State Journal and various other Wisconsin newspapers. We are fortunate to have the State Historical Society willingly and efficiently loaning us their microfilm. We have also been getting film from the Wyoming Historical Society. Yay for historical societies and their preservation of local newspapers!

The monthly book discussion drew 23 people to discuss *Lucky Boy* by Shanthi Sekaran. A main topic of the story is immigration and it led to some heated debate!

Lastly, Middleton's Seed Library is out and restocked with fresh seeds. If you get a chance, come look at our growing rack where I started seeds from our library: two varieties of tomatoes, bell peppers, jalapeno peppers, kale, and basil. I never cease to be amazed how these teeny tiny little seeds grow into mature, sometimes very large (e.g. Mortgage Lifter tomatoes) plants laden with fruit. It really is a wonder! And just what we need to see at the end of cold, dark winter. C'mon Spring!