



## August 2018 Report

Presented at the September 11, 2018 Library Board Meeting

### 1. STATISTICS

#### Circulation:

	Adult	YA	Juv.	Total	Year to Date
<b>2018</b>	<b>34,912</b>	<b>4,734</b>	<b>27,788</b>	<b>67,434</b>	<b>507,084</b>
2017	35,860	4,637	27,529	68,026	502,717
2016	35,656	4,628	25,868	66,152	454,573*

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

#### Self-Service checkouts:

	Unit 1	Unit 2	Unit 3	Mobile	Total	%of total
<b>2018</b>	<b>14,612</b>	<b>7,019</b>	<b>13,260</b>	<b>33</b>	<b>34,924</b>	<b>51.8%</b>
2017	13,664	6,979	10,248		30,891	45.4%
2016	14,019	7,085	10,011		31,115	47%

#### Library cards issued:

	Adult	Juv.	Sr.	Online	Total
<b>2018</b>	<b>128</b>	<b>34</b>	<b>6</b>	<b>29</b>	<b>197</b>
2017	138	44	3		185
2016	123	68	7		198

#### LINK holds:

	Loaned to	Borrowed from
<b>2018</b>	<b>18,610</b>	<b>19,982</b>
2017	19,283	19,573
2016	19,229	19,507

#### Walk-in device WI-FI connections:

<b>2018</b>	<b>9,935</b>
2017	9,333
2016	7,046

#### Adult Volunteer Hours: 6 vol./28 hours

#### Miscellaneous:

	ILL	Visits	Study rooms use	Fax
<b>2018</b>	<b>78</b>	<b>34,309</b>	<b>571.25 Hours / 401 Bookings</b>	<b>61 sessions 264 pgs</b>
2017	109	36,789	618.25 Hours / 466 Bookings	87 sessions 325 pgs
2016	71	35,338	613 Hours / 442 Bookings	71 sessions 185 pgs

## 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
8/1/2018	<b>National Night Out</b> (Outreach) : Demonstrator, Amy Perry & Elizabeth Nelson	230
8/1/2018	<b>Little Kids Storytime - Maths</b> : Demonstrator, Tiffani	55
8/1/2018	<b>Little Kids Storytime - Maths</b> : Demonstrator, Tiffani	35
8/2/2018	<b>CD of the Month Club - August</b> : Demonstrator, Brendan	41
8/2/2018	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	50
8/2/2018	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	45
8/2/2018	<b>Drop-In Techno Minutes</b> : Demonstrator, Amanda Brzeszkiewicz	1
8/2/2018	<b>Drop-In Techno Minutes</b> : Demonstrator, Amanda Brzeszkiewicz	1
8/2/2018	<b>Adult Craft: Hoop Embroidered Felt Lettering</b> : Demonstrator, RL, SH, Sachi Komai of Anthology	13
8/2/2018	<b>3DSwitch Club</b> : Demonstrator, Chris & Jill Kubiak	11
8/3/2018	<b>Baby Lapsit Storytime</b> : Demonstrator, Lori	29
8/3/2018	<b>'Tween Jeopardy Gameshow</b> : Demonstrator, Lori, Patrick	14
8/6/2018	<b>La Petite Fourier Summer Camp Storytime</b> (Outreach) : Demonstrator, Amy Perry	45
8/6/2018	<b>Computer Science Club</b> : Demonstrator, Brian Miles	18
8/6/2018	<b>Azkaban Escape Room, Test Run</b> : Demonstrator, Julie Esenther	9
8/7/2018	<b>Computer Science Club</b> : Demonstrator, Brian Miles	20
8/7/2018	<b>Big Kids Storytime - Faves</b> : Demonstrator, Lori	42
8/7/2018	<b>Big Kids Storytime - Faves</b> : Demonstrator, Lori	47
8/7/2018	<b>Youth Center Summer Camp</b> (Outreach) : Demonstrator, Amy Perry	18
8/8/2018	<b>Computer Science Club</b> : Demonstrator, Brian Miles	22
8/8/2018	<b>Little Kids Storytime - Double Features Party</b> : Demonstrator, Tiffani	70
8/8/2018	<b>Little Kids Storytime - Double Features Party</b> : Demonstrator, Tiffani	30
8/8/2018	<b>Slide Into a Good Book @ Parkside Heights Park</b> (Outreach) : Demonstrator, Amy Perry, Deb Dagitz (Elm Lawn) Laura Allord (Northside), Nanci Marshall (Kromrey)	144
8/8/2018	<b>DIY Craft - Pom Pom Sorting</b> (DIY) : Demonstrator, Tiffani & YS Staff	30
8/9/2018	<b>Computer Science Club</b> : Demonstrator, Brian Miles	20
8/9/2018	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	40
8/9/2018	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	30
8/9/2018	<b>Greenway Station Playdate Series #3</b> (Outreach) : Demonstrator, Amy Perry & Katie Ganser	364
8/9/2018	<b>Minecraft Club</b> : Demonstrator, Brian Miles	20
8/10/2018	<b>Baby Lapsit Storytime</b> : Demonstrator, Lori	42

8/10/2018	<b>Music for Life</b> : Demonstrator, Catherine Olson	120
8/11/2018	<b>Teen SRP Finale Picnic</b> : Demonstrator, Rebecca V.	16
8/11/2018	<b>Teen Weekly Reading Challenge</b> (DIY) : Demonstrator, Teen Summer Volunteers	60
8/13/2018	<b>PotterCon DIY Crafts</b> (DIY) : Demonstrator, Lori, Staff	400
8/14/2018	<b>PotterFest</b> : Demonstrator, Lori	100
8/14/2018	<b>Sunset Ridge Info Day</b> (Outreach) : Demonstrator, Amy Perry	164
8/15/2018	<b>Voss Haus</b> (Outreach) : Demonstrator, Amy Perry	21
8/15/2018	<b>Creative Writing Group</b> : Demonstrator, Kathy Steffen	9
8/15/2018	<b>Madam Malkin's Robes</b> : Demonstrator, Lori, Tiffani, Rebecca, Brendan, Maria, Jen, Donna, Margot, 5 teen volunteers	150
8/15/2018	<b>Kromrey Info Day</b> (Outreach) : Demonstrator, Amy Perry & Rebecca Van Dan	283
8/15/2018	<b>School Info Days: Northside</b> (Outreach) : Demonstrator, Lori	180
8/16/2018	<b>'Tween Harry Potter Trivia Challenge</b> : Demonstrator, Lori	59
8/16/2018	<b>Adult Book Discussion</b> : Demonstrator, Jenny Carr	27
8/16/2018	<b>Harry Potter Trivia Challenge</b> : Demonstrator, Rebecca V.	18
8/17/2018	<b>Potter Parade</b> : Demonstrator, Lori	50
8/17/2018	<b>Azkaban Escape Room</b> : Demonstrator, Julie Esenther (with Rebecca V., Katie G, and Margo H)	44
8/20/2018	<b>College Application Essays workshop</b> : Demonstrator, Abby Lemke	27
8/20/2018	<b>Gio's Garden</b> (Outreach) : Demonstrator, Amy Perry	3
8/21/2018	<b>Getting to Know Medicare</b> : Demonstrator, Jesse Grutz, The Retirement Classroom	43
8/21/2018	<b>Social Security and Retirement Income</b> : Demonstrator, Jesse Grutz, The Retirement Classroom	26
8/22/2018	<b>Artisan Assisted Living &amp; Memory Care/Time of Wonder Storytime</b> (Outreach) : Demonstrator, Amy Perry	24
8/22/2018	<b>DIY Craft - School Bus</b> (DIY) : Demonstrator, Tiffani & YS Staff	140
8/23/2018	<b>Middleton Outreach Ministry's Backpack Giveaway</b> (Outreach) : Demonstrator, Amy Perry, Lori Bell, Katie Ganser	224
8/23/2018	<b>Teen Pool Night</b> (Outreach) : Demonstrator, Amy Perry	100
8/25/2018	<b>Volunteer Appreciation Ice Cream Social</b> : Demonstrator, Rebecca V	14
8/25/2018	<b>Good Neighbor Fest</b> (Outreach) : Demonstrator, Amy Perry, Rebecca Light, Jocelyne Sansing	425
8/30/2018	<b>Drop-In Techno Minutes</b> : Demonstrator, Amanda Brzeszkiewicz	1
8/30/2018	<b>Drop-In Techno Minutes</b> : Demonstrator, Amada Brzeszkiewicz	1
8/30/2018	<b>Drop-In Techno Minutes</b> : Demonstrator, Amanda Brzeszkiewicz	12
8/31/2018	<b>1000 Books before Kindergarten</b> : Demonstrator, Staff	5

Number of Programs / Total Attendance	
Children's	34 / 2807
Teens	11 / 600
Adults/Friends/Other/All Ages	15 / 875
<b>Grand Total</b>	<b>60 / 4282</b>
DIY/Passive Program Total (this number included in totals above)	4 / 630
Outreach Program Total (this number included in totals above)	14 / 2225
Literacy/Reading Program Total (this number included in totals above)	0 / 0
Media/Promo Total (this number is <b>NOT</b> included in totals above)	0 / 0

### 3. AUGUST SNAPSHOTS



Top: SRP Grand Prize Winner, Harry Potter Wanted Posters, Azkaban Escape Room  
 Middle: SRP Finale Teen Picnic, Tiny Tots Storytime, Harry Potter Trivia  
 Bottom: United Way Seasons of Caring Event, GNF Parade Prep

**4. STAFF DEVELOPMENT: MEETINGS & CONTINUING EDUCATION**

Date	Department	Staff	Title
8/29/2018	Administration	Jocelyne and City Supervisors, presented by Beth Russell Law	<a href="#"><u>Copyright: Myths, Truths, Best Practices</u></a>
8/24/2018	Administration	City Staff, Tourism Commission, Stakeholders	<a href="#"><u>Tourism Strategic Planning Session</u></a>
8/22/2018	Circulation	Barbara Henderson and Jenny Carr	<a href="#"><u>Librarian's Guide to Homelessness</u></a>
8/8/2018	Administration	Rebecca V.	<a href="#"><u>LDI (Leadership Development Institute)</u></a>

**5. DIRECTOR'S REPORT**

Every year, Dane County releases their municipal valuations on August 15<sup>th</sup>. Under Wisconsin [Statute 43.64 \(2\)](#), municipalities with public libraries may be exempt from the county library tax if they appropriate locally an amount above the defined minimum. In order to determine if a municipality may request an exemption from the county library tax for the following year, a set of calculations are determined. The municipality must appropriate the minimum amount for its library in 2019 to exempt from the county library tax. Below is the 2017 and 2018 valuations, the 2018 appropriation, and the 2019 appropriation required to remain tax exempt.

2017 VAL	2018 VAL	2018 APP	2019 Min App for 2019
\$2,866,459,900	\$3,039,237,000	\$1,214,784	\$1,307,322

As you can see, this is an increase of \$92,538 in 2019 and moving forward. This appropriation may be allocated through the operating, capital, personnel budgets, or a combination – as long as the total meets the minimum. After meeting with Dane County Library Director Tracy Harold, City Finance Officers Bill Burns and Melissa Bohse, and City Administrator Mike Davis, it was

determined the best course of action for this allocation would be in the personnel category. See section 7 below for a breakdown of action to be taken in accordance with the agenda.

I have been working with staff to systematically update our policies, with the goal of reviewing every policy once every three years. This has been a great review, and I am looking forward to sharing and discussing updates with the Policy Committee.

On a celebratory note, the community congratulated Senior Center Director, Jill Krantz, on her retirement after 32 years of service. I am looking forward to welcoming the new Director and will continue to explore options for deepening partnerships and collaboration. The end of the month celebrated Middleton's Good Neighbor Fest and we were thrilled to have the Dane County Bookmobile join us in the parade.

This year's [2018 WLA Annual Conference](#) will be LaCrosse. We are currently collecting interest from staff and Board members who wish to attend. Please contact myself or Rebecca Light if you are interested in attending.

## **6. LIBRARIAN'S REPORTS**

### **Patrick Williams, Head of Information Technology**

Our new firewall/router was installed and put online after a period of setup and configuring. It replaces both our LAN and public WIFI routers and greatly improves our Internet speed and security. It uses open source software and is highly configurable. The firewall also has an intrusion detection/prevention system, which was honed and tuned after some days of seeing live network traffic. It uses our fiber Internet connection for most traffic and can failover to our cable or TDS lines automatically. It logs and graphs traffic statistics and other maintenance items, making for easy network troubleshooting. The system has many other packages and features, and has performed terrifically.

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

This was one of the busiest Augusts we have ever had at the library, with a week of Harry Potter themed activities right on the heels of the Summer Reading Program. We had a total of 250 teens register for Summer Reading this year (243 in-library, 7 outreach) and our Teen Summer Reading Assistants helped considerably with traffic flow, allowing desk staff to concentrate on reference questions and other tasks. We held a Volunteer Appreciation Ice Cream Social for our Teen volunteers toward the end of the month and gained some great feedback into how we could improve our volunteer program.

Patrons loved all of our Harry Potter events and Julie, our volunteer who coordinated the Azkaban Escape Room, really did an amazing job of creating layered, complicated, and fun puzzles. I also coordinated with Rebecca Price (City Rec Dept) to offer a College Applications Essays workshop and was delighted to see registration for the event was full. Outreach this month included covering Kromrey Info Day and I was happy to talk to so many families who are library supporters.

We worked this month on addressing location issues in records. Brendan helped us create a Crystal Reports file that Sally and Therese will check against our collection to help with consistency. Therese continues to create gorgeous Teen displays and flyers, Sally has been training with me on NotifyMe for teen events and has created quite a few posts for Sept. I've been working on the desk shift calendars, reference letters for volunteers, planning for upcoming events, and training new subs. I appreciated the opportunity to attend LDI (Leadership Development Institute by WLA) this month and learn new ways to look at and address issues.

**Sarah Hartman, Head of Technical Services**

We added only 1,093 items this month, about 500 lower than average and the second lowest monthly total since I began tracking this in 2012, the other low month being when we closed for roof repairs. It appears that staff ordered fewer items overall, and some deliveries were delayed due to weather. Because of this, we spent more time on other projects: continuing planning for the storage collections we intend to implement this fall, working on children's non-

fiction standardization, weeding craft books and paperbacks, beginning to evaluate our AV labeling to discuss ways to streamline processing, and getting caught up with adding replacement parts to and repairing kits.

**Jim Ramsey, Head of Adult Services**

August is typically our slowest month in terms of adult programming—so many vacations and other events going on!—but we managed to have a successful adult craft event at the beginning of the month and a well-attended Medicare seminar near the end. Next month, our programming schedule will return to normal, beginning with live jazz at the library for the third-annual Strollin’ Middleton Jazz Festival. As usual, I spent a lot of time this month firming up plans for fall programming and even looking ahead into early-2019.

Our summer library school student intern, Hannah Majeska, completed her practicum at the beginning of the month. As I mentioned in a previous report, Hannah led a very successful adult craft program on July 5 and completed a weeding project in adult fiction as part of her 120-hour practicum. She also worked two shifts per week on the reference desk. We were so impressed with Hannah’s performance that we offered her an LTE position as a desk substitute, so our patrons will be seeing a lot more of her at both the reference and help desks.

**Brendan Faherty, Head of Circulation Services**

August is usually the time when circulation winds down a bit from the busy summer crush, and this year was no different. And while our overall circulation decreased slightly from August 2017, our self-check usage increased, both percentage-wise and as a raw total. Patrons checked out 33,104 items on the self-check machines this month, marking the third consecutive month over 30,000 items, and the sixth over 60%. We actually set a new monthly record of 63.3% of all checkouts originating on the self-check machines, which translates to more staff time for other necessary Circulation staff activities.

Looking at total materials handled, library staff moved nearly 200,000 items through the building



in August, with over 52,000 total checkouts and renewals, and over 120,000 checkins. Thankfully (and despite the unprecedented flooding in the area), our intrepid page staff were able to keep up with the heavy workload and get materials back on the shelves quickly and accurately.

I have been working with employees from a company called Murfie to work through a large donation of music CDs that they have offered to the Friends of the Library for a large-scale CD sale, which will be taking place this coming Saturday, September 8<sup>th</sup>. We have 40 boxes worth at the library so far, with plans to pick up some more later this week. With over 300 CDs in each box, there will certainly be plenty to choose from for everyone.

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

*From June through August, library outreach events reached 3,378 people and distributed 1,246 free/withdrawn books to kids and adults in the community. In addition, 109 people signed up for the Summer Reading Program at various outreach events this summer (91 kids, 7 teens, 11 adults).*

August was a whirlwind a month with so many outreach visits starting with the library's first time attending Middleton's National Night Out event. This will definitely become a regular event for outreach. We finished the summer Youth Center camp visits as well as the summer "Slide Into A Good Book" school/public library park visits too. For the school/library visits, our attendance at Parkside Heights Park increases each time. This visit sees staff from Elm Lawn, Northside, and Kromrey.

August saw another Greenway Station Playdate event, which had 364 visitors to the library's table and a ton of book checkout and new library cards issued. We also had Miss Wisconsin 2018 visit our table. Greenway Station has become a wonderful outreach partner.

The Middleton Outreach Ministry's Backpack Giveaway event occurred this month and we connected with many kids and families during it. Each student has a coupon stuffed in their

backpack offering them a free book when they return to the Middleton Public Library.

August also means attending the Good Neighbor Fest, which is truly a wonderful way to connect with Middleton residents. We gave away 195 total books to all ages and connected with over 425 people.

Too many visits to list here but all went really well this month and this summer.

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

With the arrival of Labor and the start of a new school year, another summer reading program is officially in the books. 2018 saw significant increases in every category over 2017: the number of participants increased from 1502 to 1735; halfway prizes awarded increased from 718 to 838; and Final prizes awarded increased from 579 to 698. The Summer Reading Station was much more visible in its new placement by the elevator. Many patrons stopped by to ask, "what's going on here?" or made comments to their children such as, "this looks like fun!" Overall, the new protocol of using teen volunteers to staff the reading station went very well. The YS staff has many great ideas for how to make next year's volunteer program work even better.

A weeklong celebration of Harry Potter took place immediately following the official end of the SRP. Ongoing DIY crafts supplanted daily special events including a Potter-craftfest, Robes while you wait, trivia challenges, a parade and an escape room. We offered events for every age group – including adults! Kids loved making their own wanted posters, then tracking down and catching staff in the Azkaban Most Wanted challenge. Staff across all departments pitched in to make the weeklong celebration simply magical!

The last weeks in August, I focused on the essential task of cleaning up and prepping for Fall events. The entire YS department tackled the Archer Room and YS closet storage spaces. Fall brochures have been flying out the door, and we are ready for the new season.

**Rebecca Light, Administrative Librarian**

In early August I was able to attend my first planning session with HGA. It's excellent to see that a lot of progress have been made in the work to plan the future of the building. Staff who are attending these meetings are feeling a lot of excitement for the possibilities HGA is discussing with us.

The end of summer presents some outreach events that I look forward to every year. I attended the United Way Day of Caring, where the library provided free books, activities, and a (very popular) light saber craft for kids. The next day, Amy, Jocelyne, and I set up a booth at the Good Neighbor Festival to offer free books, library swag, and info. This year, we were again next to the petting zoo, but I think we were even more popular than the alpaca. Kudos to Amy for her stellar work in leading the library's planning for both of these events.

**Jenny Carr, Acquisitions Librarian**

August wins my vote for the seemingly shortest month so far this year. Where did the dog days of summer go? Even with the slowdown on materials ordering, we are still right on track with spending. We should have 66.6% of our budget spent and we are at 66.6% - how about that?

☺

Interlibrary Loans were above average again this month with 78 requests filled (13 year August average is 65 requests). Of note are 22 requests for microfilm – the highest I can remember. The majority were from one patron, with the requests coming from the Wisconsin State Historical Society. However, we also had requests for newspapers on microfilm from Iowa State Historical Society and History Nebraska.

Adult Book Discussion for August: *Manhattan Beach* by Jennifer Eagan with 27 people attending.

## 7. AGENDA ITEMS

**4.a. SCLS Technology Services Agreement:** This is the annual service agreement form that outlines the technology services that are available to member libraries.

**4.c. Recommendation to Finance Committee for allocation of increase:** According to: WI 43.58 Powers and duties.

*(1) The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.*

It will be decided with a vote of the Finance Committee and ultimately Common Council to determine where this increase is appropriated in the 204 and/or 212 Fund. We will discuss options and take action on a recommendation to present to the Finance Committee. We will also review the Tax Exemption Resolution that is signed annually by the Common Council.

**8.a. Back to Basics Joint Meeting:** I would like to propose a joint meeting of the Common Council, Library Board, Friends of the Library, staff, and perhaps a DCL and SCLS representative. With a relatively new board and several new Alders, I feel it would be productive to get to know each other and get 'back to basics' regarding WI law, short and long term planning, community priorities, etc. I have been providing regular updates at Common Council meetings, though the library has so much going on, it is a challenge to communicate large concepts, required laws, etc. through this format. This would be similar to the Planning Commission and the Common Council's annual meeting. It would be open to the public, and have a posted agenda.

**8.b. WiLS strategic planning support:** I recently met with [WiLS](#) to learn more about the consulting services they offer to public libraries. HGA will be delivering their program by the end of the year and I would like to explore the option to blend public input re; the program, with the library's 3 year rolling strategic plan. We will briefly discuss the menu of options, how to best utilize the 2015 Dimension IV Space Needs study, and our current status on the strategic

plan goals.