



**October 2018 Report
Presented at the November 13, 2018 Library Board Meeting**

1. STATISTICS

Circulation:	Adult	YA	Juvenile	Total	Year to Date
2018	33,208	3,299	23,952	60,459	625,734
2017	33,085	3,171	23,375	59,631	620,194
2016	32,548	3,428	22,158	58,134	569,730*

*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	13,372	6,185	10,851	160	30,568	50.6%
2017	11,850	7,504	8,497	111	27,962	47%
2016	12,326	5,782	8,182		26,290	45%

Library cards issued:

	Adult	Juv.	Sr.	Online	Total
2018	93	158	7	40	298
2017	90	96	4	15	205
2016	94	95	8	0	197

System holds:

	Loaned to other LINK libraries	Borrowed from other LINK libraries
2018	18,435	19,388
2017	18,613	18,452
2016	18,072	17,791

Miscellaneous:

	ILL	Visits	Study rooms use
2018	60	34,228	697.75 Hours / 469 Bookings
2017		32,101	655 Hours / 443 Bookings
2016	59	33,352	653.5 Hours / 433 Bookings

Computer, printing and fax:

	PC sessions	PC hours	B/W prints	Color	WiFi	Fax users	Fax pg	Days open
2018	10,402	11,264	9,642	559	12,459	52	166	31
2017	11,014	11,311	11,681	717	9,312	80	293	31
2016	10,402	11,299	10,280	702	6,571	72	234	31

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

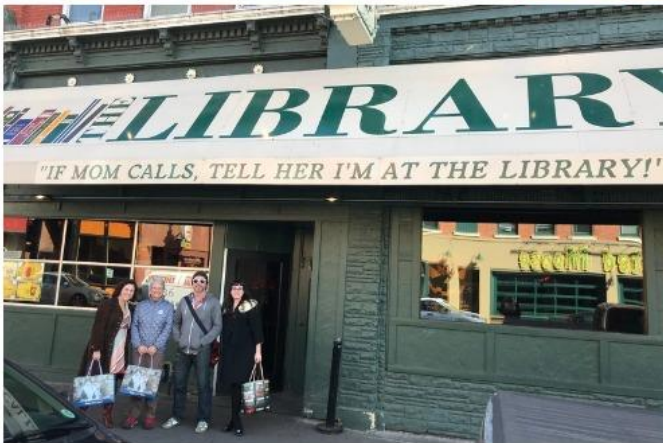
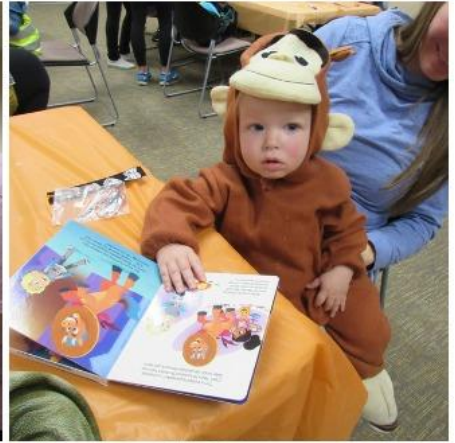
Date	Program	Attendance
10/1/2018	CD of the Month Club - October : Demonstrator, Brendan	40
10/1/2018	Magnum Opus Ballet : Demonstrator, Abigail & Ballet Co.	25
10/2/2018	Clubhouse for Kids 4k am class (Outreach) : Demonstrator, Amy Perry	17
10/2/2018	Clubhouse for Kids 4k pm class (Outreach) : Demonstrator, Amy Perry	6
10/2/2018	Big Kids Storytime - Snakes : Demonstrator, Lori	48
10/2/2018	Big Kids Storytime - Snakes : Demonstrator, Lori	26
10/2/2018	Computer Science Club : Demonstrator, Brian Miles	13
10/2/2018	Gmail & More : Demonstrator, Amanda Brzeszkiewicz	17
10/3/2018	Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
10/3/2018	Little Kids Storytime - Snakes : Demonstrator, Tiffani	25
10/3/2018	Little Kids Storytime - Snakes : Demonstrator, Tiffani	40
10/3/2018	Northside ECC class (Outreach) : Demonstrator, Amy Perry	10
10/3/2018	Tween Books & Cooks: Cake : Demonstrator, Lori	17
10/3/2018	Teen Dungeons & Dragons : Demonstrator, Thomas Doxtater	5
10/4/2018	3DSwitch Club : Demonstrator, Chris & Jill	11
10/4/2018	Greenway Station Playdate Series #5 (Outreach) : Demonstrator, Amy Perry, Lori Bell, Tiffani Rolgten, Brendan Faherty, Rebecca Light (Library Princess)	307
10/4/2018	Minecraft Club : Demonstrator, Brian Miles	22
10/4/2018	Adult Craft Event: Thank You Cards : Demonstrator, Jamie Statz-Paynter	14
10/5/2018	American Family Children's Hospital (Outreach) : Demonstrator, Amy Perry	3
10/5/2018	Baby Lapsit Storytime : Demonstrator, Amy Perry	22
10/5/2018	Bilingual Spanish-English Storytime : Demonstrator, Yesianne Ramirez	18
10/7/2018	Chess Club : Demonstrator, Mike Nietman	20
10/8/2018	little om BIG OM: Family & Toddler Yoga : Demonstrator, Jamie Gepner	42
10/8/2018	Teen Advisory Committee : Demonstrator, Rebecca V.	6
10/8/2018	HS English Class tour, 9th grade : Demonstrator, Rebecca V.	26
10/8/2018	Jerry Apps Author Event: 'The Simple Things' : Demonstrator, Jerry Apps	104
10/8/2018	Get Caught Reading, Emoji Book Reviews (DIY) : Demonstrator, DIY, Help Desk staff	11
10/9/2018	HS English Class, 9th grade tour : Demonstrator, Rebecca V.	29
10/9/2018	Meriter Mommy Baby Hour (Outreach) : Demonstrator, Amy Perry	17
10/9/2018	Youth Center (Outreach) : Demonstrator, Amy Perry	40
10/9/2018	Big Kids Storytime - Spiders : Demonstrator, Lori	49
10/9/2018	Fantastic Fantasy: Children of Blood and Bone : Demonstrator, Rebecca V	2
10/9/2018	CI Pediatric Therapies Storytime : Demonstrator, Katie, Jill (guitar)	26

10/9/2018	Computer Science Club : Demonstrator, Brian Miles	10
10/10/2018	Little Kids Storytime - Spiders : Demonstrator, Tiffani	55
10/10/2018	Little Kids Storytime - Spiders : Demonstrator, Tiffani	45
10/10/2018	Sunset Ridge 2nd Grade Field Trip (Katie's Kids) : Demonstrator, Amy Perry, Lori Bell, Brendan Faherty	107
10/10/2018	Teen Dungeons & Dragons : Demonstrator, Thomas Doxtater	5
10/11/2018	Elm Lawn 4k AM class (Outreach) : Demonstrator, Amy Perry	18
10/11/2018	Tiny Tots Storytime : Demonstrator, Tiffani	35
10/11/2018	Tiny Tots Storytime : Demonstrator, Tiffani	35
10/11/2018	Minecraft Club : Demonstrator, Brian Miles	18
10/11/2018	Elm Lawn 4k PM class (Outreach) : Demonstrator, Amy Perry	13
10/11/2018	Elm Lawn 4k PM class (Abby&McKell's class) (Outreach) : Demonstrator, Amy Perry	10
10/11/2018	John Hawks Lecture (Scholar'd for Life series) : Demonstrator, Dr. John Hawks, professor of anthropology at UW-Madison	185
10/11/2018	DIY Craft - Skeletons (DIY) : Demonstrator, Tiffani & YS Staff	102
10/12/2018	Pooh Bear 4k am class (Outreach) : Demonstrator, Amy Perry	19
10/12/2018	Baby Lapsit Storytime : Demonstrator, Lori	40
10/12/2018	FIT4MOM Storytime : Demonstrator, Jackie Dorris	16
10/12/2018	Pooh Bear 4k pm class (Outreach) : Demonstrator, Amy Perry	15
10/13/2018	K-pop Fan Club : Demonstrator, Rebecca V	8
10/13/2018	Dogs on Call : Demonstrator, 2 Teams of Handlers & Dogs	21
10/15/2018	LC3: Slime : Demonstrator, Lori	42
10/15/2018	Northside 2nd Grade Field Trip (Katie's Kids) : Demonstrator, Amy Perry, Lori Bell, Brendan Faherty	85
10/16/2018	Need 2 Read Book Club @ Kromrey Middle School (5th graders) (Outreach) : Demonstrator, Amy Perry	10
10/16/2018	Computer Science Club : Demonstrator, Brian Miles	10
10/16/2018	Big Kids Storytime - Ghosts : Demonstrator, Lori	53
10/16/2018	Big Kids Storytime - Ghosts : Demonstrator, Lori	27
10/17/2018	Tween Dungeons & Dragons : Demonstrator, Travis Mueller	4
10/17/2018	Northside 2nd Grade Field Trip (Katie's Kids) : Demonstrator, Amy Perry, Lori Bell, Brendan Faherty	52
10/17/2018	Little Kids Storytime - Ghosts : Demonstrator, Tiffani	45
10/17/2018	Little Kids Storytime - Ghosts : Demonstrator, Tiffani	55
10/17/2018	Voss Haus (Senior and Disabled Section 8 Subsidy) (Outreach) : Demonstrator, Amy Perry	14
10/17/2018	Teen Dungeons & Dragons : Demonstrator, Thomas Doxtater	5

10/18/2018	<u>Need 2 Read Book Club @ Kromrey Middle School (7th & 8th Graders)</u> (Outreach) : Demonstrator, Amy Perry	3
10/18/2018	<u>Play Club: "Fun Home"</u> : Demonstrator, Jim Buske, Forward Theater, and two actors	48
10/18/2018	<u>Tiny Tots Storytime</u> : Demonstrator, Tiffani	35
10/18/2018	<u>Tiny Tots Storytime</u> : Demonstrator, Tiffani	45
10/18/2018	<u>YMCA Sauk Trail Elementary</u> (Outreach) : Demonstrator, Amy Perry	27
10/18/2018	<u>Adult Book Discussion</u> : Demonstrator, Jenny Carr and 2 guest leaders from SLIS	30
10/18/2018	<u>Dogs on Call</u> : Demonstrator, Samantha & Chopper (w/ handlers)	25
10/19/2018	<u>Middleton Baby & Childcare Center 4k AM class</u> (Outreach) : Demonstrator, Amy Perry	24
10/19/2018	<u>Baby Lapsit Storytime</u> : Demonstrator, Lori	32
10/19/2018	<u>KEVA Sports Storytime</u> : Demonstrator, Marissa (KEVA Coach)	48
10/19/2018	<u>Beginning Guitar Masterclass</u> : Demonstrator, Guitar Center	6
10/19/2018	<u>Middleton Baby & Childcare Center 4k PM class</u> (Outreach) : Demonstrator, Amy Perry	12
10/20/2018	<u>"Krafty" Kids: Happy Halloween</u> : Demonstrator, Lori, Emme	98
10/22/2018	<u>HS English Class, 11th grade tour</u> : Demonstrator, Rebecca V.	27
10/22/2018	<u>Sauk Trail 2nd Grade Field Trip (Katie's Kids)</u> : Demonstrator, Amy Perry, Lori Bell, Brendan Faherty	100
10/22/2018	<u>HS English Class tour, 11th grade</u> : Demonstrator, Rebecca V	29
10/22/2018	<u>Tween Paint Night: Haunted Hosues</u> : Demonstrator, Lori	35
10/23/2018	<u>Big Kids Storytime - Monsters</u> : Demonstrator, Lori	45
10/23/2018	<u>Big Kids Storytime - Monsters</u> : Demonstrator, Lori	27
10/23/2018	<u>Computer Science Club</u> : Demonstrator, Brian Miles	10
10/23/2018	<u>HS English Tour, 11th grade</u> : Demonstrator, Rebecca V	28
10/23/2018	<u>YMCA Northside Elementary</u> (Outreach) : Demonstrator, Amy Perry	29
10/23/2018	<u>Getting Started with Ancestry.com</u> : Demonstrator, Amanda Brzeszkiewicz	22
10/23/2018	<u>Drop-in Job Help</u> : Demonstrator, Jon Krueger, Dane Co. Job Center	1
10/23/2018	<u>Getting Started with Ancestry.com</u> : Demonstrator, Amanda Brzeszkiewicz	22
10/24/2018	<u>DIY Craft - Ghost Trees</u> (DIY) : Demonstrator, Tiffani & YS Staff	60
10/24/2018	<u>YMCA Sunset Ridge Elementary School</u> (Outreach) : Demonstrator, Amy Perry	15
10/24/2018	<u>Teen Dungeons & Dragons</u> : Demonstrator, Thomas Doxtater	5
10/24/2018	<u>Music Theatre of Madison presents: "Beyond the Ingenue"</u> : Demonstrator, Six actors from MTM and Susan C. Cook, director of UW-Madison's School of Music	86
10/24/2018	<u>Little Red Preschool Storytime</u> : Demonstrator, Lori	23
10/24/2018	<u>Little Kids Storytime - Monsters</u> : Demonstrator, Tiffani	45

10/24/2018	Little Kids Storytime - Monsters : Demonstrator, Tiffani	28
10/25/2018	Minecraft Club : Demonstrator, Brian Miles	16
10/25/2018	Haunted House Set-Up : Demonstrator, Rebecca V	25
10/25/2018	Tiny Tots Storytime : Demonstrator, Tiffani	25
10/25/2018	Tiny Tots Storytime : Demonstrator, Tiffani	50
10/25/2018	Drop-In Techno Minutes : Demonstrator, Amanda Brzeszkiewicz	1
10/26/2018	Haunted Library : Demonstrator, Rebecca V	320
10/26/2018	Baby Lapsit Storytime : Demonstrator, Lori	29
10/26/2018	Downtown Trick-or-Treat : Demonstrator, Lori, Amy, Rebecca, Therese	1200
10/29/2018	West Middleton 2nd Grade Field Trip (Katie's Kids) : Demonstrator, Amy Perry, Lori Bell	116
10/30/2018	Big Kids Storytime: Halloween : Demonstrator, Lori	43
10/30/2018	Big Kids Storytime: Halloween : Demonstrator, Lori	27
10/30/2018	Computer Science Club : Demonstrator, Brian Miles	10
10/31/2018	Little Red Trick or Treat Parade (Outreach) : Demonstrator, Amy Perry, Lori Bell	225
10/31/2018	Little Kids Storytime - Skeletons : Demonstrator, Tiffani	35
10/31/2018	Little Kids Storytime - Skeletons : Demonstrator, Tiffani	55
	Number of Programs / Total Attendance	
	Children's	77 / 4286
	Teens	19 / 591
	Adults/Friends/Other/All Ages	15 / 588
	Grand Total	111 / 5465
	DIY/Passive Program Total (this number included in totals above)	3 / 173
	Outreach Program Total (this number included in totals above)	21 / 834
	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: Halloween Trick or Treat, Tween Paint Night, Little Kids Storytime – Skeletons
Middle: Greenway Station Storytime, Haunted Library Set-Up, KEVA Storytime
Bottom: WLA Conference, Magnum Opus Ballet

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

Date	Department	Staff	Title
10/1/2018	Admin	Jocelyne S.	<u>Downtown Plaza Public Input Session</u>
10/2/2018	Admin	Jocelyne S.	<u>Friends monthly meeting City Council</u>
10/3/2018	Admin	Jocelyne S.	<u>City Personnel Committee mtg.</u>
10/4/2018	Admin	Jocelyne S.	<u>Get Moving Middleton</u>
10/5/2018	Admin	Jocelyne S.	<u>Madison Non-Profit Day</u>
10/10/2018	Admin	Jocelyne S.	<u>City Personnel Committee mtg.</u>
10/11/2018	Admin	Jocelyne S.	<u>Ripple Project – Dane County</u>
10/12/2018	Admin	Jocelyne S.	<u>Senior Center, meet new Director/Welcome</u>
10/15/2018	Admin	Jocelyne S.	<u>VSA – re; artist in residency program</u>
10/16/2018	Admin	Jocelyne S.	<u>City Council</u>
10/24/2018	Other/All	Jocelyne S. Jim R., Brendan F., Jenny C, Jenn S., Rebecca L	<u>WLA 2019 La Crosse</u>
10/29/2018	Admin	Jocelyne S.	<u>Ripple Project – Madison PL Development Committee</u>
10/30/2018	Adult Services	Jenny Carr	<u>ILL Subcommittee Meeting</u>
10/31/2018	Other/All	Sarah H.	<u>SCLS Bibliovation Demo</u>

5. DIRECTOR, Jocelyne Sansing



October was a busy month of networking and 2019 budget meetings. Attending networking events, such as, the Middleton Chamber of Commerce ‘Get Moving Middleton’, are proving to be excellent ways to connect with groups, individuals, businesses, organizations, etc. and re-introduce/re-define, and extend personal invitations to the library. While we have increasing stats in nearly every category, there are still a lot of community members who have an outdated perspective of what a public library has to offer. It is great to surprise people, but I would love to flip the dialogue from “Wow! I didn’t know the library offered that” to “Of course my library does that” – and be the first place/resource people think of when they need/want/share, (you name it!) etc.

I have enjoyed participating in several of the downtown plaza input sessions. This space is going to be a game changer for downtown life and I am eager to hammer out the details of policy use, maintenance, and management.

The 4th and 5th meetings with HGA have been inspiring and productive. After dreaming and planning for bigger than what we thought was possible, we have landed on a plan for moving forward. This will approach the space with minimal to moderate changes, while drastically changing the way we offer service. The Development Committee reconvened this month and discussed Treasurer's role and next steps for moving forward. Another meeting is set for November where we will begin to formulate a timeline and plan for fundraising. This plan will be specific, timely, and focused around packaged areas, such as the meeting room and children's space.

Looking ahead, next month focuses heavily on year-end budget evaluation, City and DPI Annual Reporting processes, and holiday vacation scheduling coverage. I will also be traveling to San Diego for the Library Journal Director's Summit 2019. This year will focus on equity and inclusion and include guests such as the [Indianapolis Shared Library System](#) and the YWCA national leadership team.

6. LIBRARIANS' REPORTS

Patrick Williams, Head of Information Technology



A VPN (virtual private network) was set up on our router/firewall. It allows for remote access to our internal network over the Internet; either from a home/travel network or any other outside/untrusted network. Access is secured with per user credentials and server/client-device certificates. The firewall also restricts types of traffic.

Barbara ordered a name badge printer and supplies, and we generated custom name badges for all the staff.

Rebecca Van Dan, Head of Young Adult Services



We offered a record number of teen events this month (19!), with a fun combination of Teen Read Week and Halloween activities, in addition to guitar lessons from the Guitar Center, a K-pop Fan Club, school visits, and our Dungeons and Dragons group. Collaborations this month included working with the Key Club from the High School to put together the Haunted Library and Brendan and I worked with the UW's iSchool to provide an instructor with a workable list of teen audiobooks for a school project. I also contacted school librarians to set up a meeting to discuss how we can work together more closely to meet literacy goals in 2019.

Sarah Hartman, Head of Technical Services



We added 1,510 items this month, which kept my department busy. I also continued work on the children's non-fiction re-cataloging project, attended two inspiring HGA meetings, and attended a demo for several modules of the new ILS to which we will migrate next year. Bibliovation is currently a work in progress, but it was good to see where development is at and get an idea of what level of training I will need to prepare for Technical Services staff.

One of our departmental goals for this year is to review the labeling of our various AV collections, determine if any changes should be made, and update documentation to reflect this. To this end, I met with Brendan and YS staff to discuss potential changes to call numbers and stickers, we came to an agreement about a variety of adjustments and eliminations, and I have started creating new documentation. The primary goals are to allow more of the spine to remain uncovered, enhancing patron browsing; to reduce insensitive or awkwardly worded spine labels due to call number format; and to use fewer supplies and less staff time for processing.

Jim Ramsey, Head of Adult Services



October was one of the busiest programming months in recent memory for the Adult Services department. In addition to our usual slate of discussions, technology classes and craft programs, we held four large-scale events that brought in almost 450 people in all. This included the final lecture of 2018 in our Scholar'd for Life series, a talk by world-renowned anthropologist John Hawks that drew a large crowd to the Performing Arts Center. I spent a lot of time this month planning and securing the Scholar'd for Life speakers for 2019. I'm happy to report that as of this moment, I have all but one of them confirmed for next year!

Along with several other library staff members, I attended the Wisconsin Library Association's annual conference in La Crosse, WI, at the end of the month.

Brendan Faherty, Head of Circulation



October sees the Circulation Department settle down a little, as we move into more regular circulation patterns for the winter months. Total circulation dropped just a little (-0.1%) compared to October 2017, but Self-Check Usage remained strong, with a 12% increase in self-check sessions and a 3.3% increase in overall self-check circulation.

On the personnel side, we said goodbye to long-time library shelver and volunteer Laurie Baker. Barbara Henderson is in the process of interviewing candidates for that open position. Additionally, we are early in the process of looking for a new Circulation Supervisor, as Katie O'Brien is planning to

retire at the end of December. Our hiring schedule should allow for a few weeks of overlap with the new staff member in an effort to have Katie pass along as much institutional knowledge as possible.

I attended the annual WLA conference in La Crosse at the end of October, and attended several sessions that showcased some great ideas we can apply here at the library. Our library system also hosted a series of demos for our new ILS software, Bibliovation, which is being developed by our current vendor Liblime. This software is a fusion of our current Koha software and an academic version. The goal is to combine the best of both systems, and we hope to be able to migrate sometime in 2019.

Amy Perry, Outreach and Children's Services Librarian



Highlights for October include the start of second grade student field trips to the library. Katie's Kids funds the wallets and transportation costs. We hosted four elementary schools (460 total students, teachers, and chaperones) throughout this month and have just one more to go in November. Before the students actually visit, Lori, Brendan and myself are very busy planning the trip logistics, bus transportation, presentation prep, and the processing of library card applications. The actual field trip includes a presentation, tour, browsing, then checkout, and many students receive their first library card. Just for these four schools, 144 total second graders received their first library card! Aside from these library field trips, October saw the start of my regular monthly 4k and afterschool site visits as well as other ongoing visits to the Voss Haus, for instance.

Lori Bell, Children's Services Librarian



The month began with a truly beautiful event. Toddlers and their caregivers enjoyed a short performance by the Magnum Opus Ballet Company followed by a creative movement class. The kids absolutely loved the chance to dance on the ballerinas' stage. I will definitely ask for a return performance.

'Tweens enjoyed a full month of events including Books & Cooks, Paint Night and D&D. In the past, I set the registration at 21 for Paint Night due to how many 'tweens I felt I could handle on my own. When the waiting list reached 12, I reached out to parents for a little help. Parents responded enthusiastically! With their help, I was able to increase the registration to 30 and accommodate everyone. Parent volunteers handled the paint distribution, check in, and photographs, leaving me free to offer one-on-one help to the artists.

Halloween activities dominated the last half of the month as usual. My science club, LC3, even got in on the Halloween fun by making *SLIME!* "Krafty" Kids attracted a full house of 98 participants, and the Downtown Annual Trick-or-Treat event lured over 1200 people through our doors. Once again, patrons loved our "photo booth."

I spend considerable time every month on collection development duties including acquisitions based on journal reviews and purchase alert reports, weeding, and the ongoing non-fiction re-cataloging joint project with technical services. Although I seldom mention these activities in my monthly board report, I consider them extremely important to maintaining a quality collection and a well-organized children's area.

Rebecca Light, Administrative Librarian



My October highlight was the opportunity to attend and present at the annual Wisconsin Library Association conference, held this year in La Crosse. Jocelyne and I joined Stephanie Ramirez, director

of Delafield Public Library, and Betsy Bleck, director of Oconomowoc Public Library, to present “#TimesUp: Customer Service Strategies for Dealing with Sexual Harassment.” Our presentation focused on why sexual harassment often happens to staff in public libraries, and presented some strategies to address it. Although this was a tough subject to tackle, I found this experience to be so rewarding. Jocelyne and I really enjoyed getting to know Stephanie and Betsy, who were excellent collaborators, and we had a full audience of 75 attendees. We received a lot of positive comments after our presentation.

Jenny Carr, Acquisitions Librarian



The close of October means we should have 83% of our book and AV budget spent and we are right-on with 83.8%. I filled 60 ILL requests in October (15 year October average = 50 requests). I had 30 people and 2 guest leaders attend the book discussion on this year’s Go Big Read selection *The Death and Life of the Great Lakes* by Dan Egan.

My highlight for the month was attending the Wisconsin Library Association’s Annual Conference in La Crosse. For me, some of the greatest benefits of attending this meeting of library folk are the intangibles: socializing with my work peers outside the library, networking, renewing the excitement about the work I do, picking-up on trends in the library world, etc.