



## January 2019 Report

Presented at the February 12, 2019 Library Board Meeting

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
<b>2019</b>	<b>34,596</b>	<b>3,565</b>	<b>22,617</b>	<b>60,778</b>	<b>60,778</b>
2018	36,317	3,471	22,154	61,942	61,942
2017	35,541	3,538	22,196	61,275	61,275

#### Self-Service checkouts (January):

	Unit 1	Unit 2	Unit 3	Mobile	Total	%of Circ
<b>2019</b>	<b>12,663</b>	<b>6,297</b>	<b>11,889</b>	<b>87</b>	<b>30,936</b>	<b>50.9%</b>
2018	14,114	7,545	8,776	145	30,580	49.4%
2017	13,462	6,785	8,472		28,719	46.9%

#### Library cards issued:

	Adult	Juv.	Sr.	Online	Total
<b>2019</b>	<b>81</b>	<b>16</b>	<b>4</b>	<b>21</b>	<b>122</b>
2018	112	22	5	35	174
2017	105	23	8	0	136

	Loaned to other LINK libraries	Borrowed From other LINK libraries
<b>2019</b>	<b>18,386</b>	<b>19,948</b>
2018	20,114	20,039
2017	20,099	19,427

#### Miscellaneous:

	ILL (non-LINK)	Visits	Study rooms use
<b>2019</b>	<b>96</b>	<b>27,496</b>	<b>550 Hours - 367 Bookings</b>
2018	93	29,445	604.5 Hours - 389 Bookings
2017	78	27,905	515.25 Hours - 356 Bookings

#### Fax/Scan Usage:

<b>2019</b>	<b>73 fax sessions and 216 pages sent</b>	<b>314 scan sessions / 2,980 pages scanned</b>
2018	72 fax sessions and 308 pages sent	197 scan sessions / 927 pages scanned
2017	65 fax sessions and 225 pages sent	

	<b>2019</b>	2018	2017
Number of Days Open:	<b>29</b>	30	30
Total Sessions:	<b>9,045</b>	10,772	9,861
Total Hours Used:	<b>9,667</b>	11,045	10,702
Total Printed Sides:	<b>10,679 (+593 color)</b>	10,036 (+912 color)	10,874 (+778 color)
Walk-in laptop WI-FI access	<b>11,643</b>	9,372	6,121

## 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
1/2/2019	<b>Little Kids Storytime - Time</b> : Demonstrator, Tiffani	30
1/2/2019	<b>Little Kids Storytime - Time</b> : Demonstrator, Tiffani	30
1/2/2019	<b>CD of the Month Club-January</b> : Demonstrator, Brendan	39
1/3/2019	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	30
1/3/2019	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	60
1/3/2019	<b>3DSwitch Club</b> : Demonstrator, Chris & Jill	16
1/4/2019	<b>Baby Lapsit Storytime</b> : Demonstrator, Lori	32
1/4/2019	<b>Bilingual Spanish-English Storytime</b> : Demonstrator, Yesianne Ramirez	38
1/4/2019	<b>Pooh Bear 4k am class</b> (Outreach) : Demonstrator, Amy Perry	21
1/4/2019	<b>Pooh Bear 4k pm class</b> (Outreach) : Demonstrator, Amy Perry	18
1/4/2019	<b>Teens Take Over Instagram</b> (DIY) : Demonstrator, Social Media Team (Rebecca V and Katie A supervising)	26
1/5/2019	<b>Sweet Saturday Storytime</b> : Demonstrator, Lori	83
1/5/2019	<b>Dogs on Call</b> : Demonstrator, Chewy & Sampson	26
1/7/2019	<b>Get to Know Libby</b> : Demonstrator, Amanda Brzeszkiewicz	4
1/7/2019	<b>Family Toddler Yoga</b> : Demonstrator, Jamie Gepner, little om BIG OM	45
1/8/2019	<b>Big Kids Storytime - Achoo!</b> : Demonstrator, Lori	48
1/8/2019	<b>CI Pediatric Therapies Storytime</b> : Demonstrator, Katie, Jill	38
1/8/2019	<b>Scratch Coding Club</b> : Demonstrator, Brian Miles	11
1/8/2019	<b>Meriter Mommy Baby Hour</b> (Outreach) : Demonstrator, Amy Perry	23
1/9/2019	<b>Manga &amp; Munchies</b> : Demonstrator, Rebecca V.	2
1/9/2019	<b>Northside ECC class</b> (Outreach) : Demonstrator, Amy Perry	10
1/9/2019	<b>Little Kids Storytime - Ah Choo!</b> : Demonstrator, Tiffani	55
1/9/2019	<b>Kindermusik</b> : Demonstrator, Musical Pathways Foundation presenters (3)	110

1/10/2019	<b>Elm Lawn 4k AM class (JoEllen &amp; Niki)</b> (Outreach) : Demonstrator, Amy Perry	25
1/10/2019	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	35
1/10/2019	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	60
1/10/2019	<b>Minecraft Club</b> : Demonstrator, Brian Miles	15
1/10/2019	<b>Elm Lawn 4k PM class (JoEllen and Niki)</b> (Outreach) : Demonstrator, Amy Perry	15
1/10/2019	<b>Elm Lawn 4k PM class (Abby&amp;McKell's class)</b> (Outreach) : Demonstrator, Amy Perry	14
1/10/2019	<b>DIY Craft - Watch Bands</b> (DIY) : Demonstrator, Tiffani & YS staff	149
1/11/2019	<b>American Family Children's Hospital School</b> (Outreach) : Demonstrator, Amy Perry	3
1/11/2019	<b>Baby Lapsit Storytime</b> : Demonstrator, Tiffani	35
1/14/2019	<b>Get to Know Libby at Kromrey</b> (Outreach) : Demonstrator, Rebecca V. and Amy P	7
1/14/2019	<b>Teen Advisory Committee</b> : Demonstrator, Rebecca V	7
1/15/2019	<b>Clubhouse for Kids 4k pm class</b> (Outreach) : Demonstrator, Amy Perry	7
1/15/2019	<b>Scratch Coding for Kids</b> : Demonstrator, Brian Miles	14
1/15/2019	<b>Play Club: "Heisenberg"</b> : Demonstrator, Michael Herold from Forward Theater + 2 actors	61
1/15/2019	<b>Clubhouse for Kids 4k am class</b> (Outreach) : Demonstrator, Amy Perry	15
1/15/2019	<b>Big Kids Storytime - Maths</b> : Demonstrator, Tiffani	60
1/15/2019	<b>Big Kids Storytime - Maths</b> : Demonstrator, Tiffani	30
1/16/2019	<b>Voss Haus (Senior and Disabled Section 8 Subsidy)</b> (Outreach) : Demonstrator, Amy Perry	30
1/16/2019	<b>Little Kids Storytime - Maths</b> : Demonstrator, Tiffani	60
1/16/2019	<b>Little Kids Storytime - Maths</b> : Demonstrator, Tiffani	35
1/17/2019	<b>Get to Know Libby at Kromrey</b> (Outreach) : Demonstrator, Rebecca V and Amy P	5
1/17/2019	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	60
1/17/2019	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	45
1/17/2019	<b>Minecraft Club</b> : Demonstrator, Brian Miles	19
1/17/2019	<b>In Stitches: needlecraft</b> : Demonstrator, Rebecca V and Aberdeen	12
1/17/2019	<b>Adult Book Discussion</b> : Demonstrator, Jenny Carr	29
1/18/2019	<b>Middleton Baby &amp; Childcare Center 4k PM class</b> (Outreach) : Demonstrator, Amy Perry	16
1/18/2019	<b>Introduction to Baby &amp; Toddler Sign Language</b> : Demonstrator, Tiffani	60
1/18/2019	<b>Middleton Baby &amp; Childcare Center 4k AM class</b> (Outreach) : Demonstrator, Amy Perry	25
1/20/2019	<b>Chess Club</b> : Demonstrator, Mike Neitman, Brad Philips	15

1/21/2019	<b>Gingerbread Who?</b> (DIY) : Demonstrator, Rebecca V	18
1/21/2019	<b>Gio's Garden</b> (Outreach) : Demonstrator, Amy Perry	6
1/21/2019	<b>Evening Storytime: Double Features</b> : Demonstrator, Lori	43
1/21/2019	<b>MAD Science of Milwaukee: Sounds like Science</b> : Demonstrator, Dr. Molly Cule	96
1/22/2019	<b>Big Kids Storytime - Chickens</b> : Demonstrator, Lori	52
1/22/2019	<b>Big Kids Storytime - Chickens</b> : Demonstrator, Lori	36
1/22/2019	<b>Scratch</b> : Demonstrator, Brian Miles	3
1/22/2019	<b>Techno Minutes</b> : Demonstrator, Amanda Brzeszkiewicz	1
1/22/2019	<b>Techno Minutes</b> : Demonstrator, Amanda Brzeszkiewicz	1
1/22/2019	<b>Drop-in Job Help</b> : Demonstrator, Jon Krueger, Dane Co. Job Center	1
1/23/2019	<b>Little Kids Storytime: Chickens</b> : Demonstrator, Lori	3
1/23/2019	<b>Little Kids Storytime: Chickens</b> : Demonstrator, Lori	0
1/24/2019	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	38
1/24/2019	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	45
1/24/2019	<b>Minecraft Club</b> : Demonstrator, Brian Miles	21
1/24/2019	<b>Drop-In Techno Minutes</b> : Demonstrator, Amanda Brzeszkiewicz	1
1/24/2019	<b>DIY Craft - Ah Choo! Plates</b> (DIY) : Demonstrator, Tiffani & YS Staff	76
1/25/2019	<b>Baby Lapsit Storytime</b> : Demonstrator, Lori	15
1/26/2019	<b>Book Raffle Game</b> : Demonstrator, Rebecca V and Aberdeen	5
1/29/2019	<b>Big Kids Storytime - Winter</b> : Demonstrator, Lori	12
1/29/2019	<b>Big Kids Storytime - Winter</b> : Demonstrator, Lori	45
1/29/2019	<b>YMCA Northside Elementary</b> (Outreach) : Demonstrator, Amy Perry	16
1/31/2019	<b>Let's Talk About Texts - Lincoln in the Bardo</b> (Outreach) : Demonstrator, RL, JC	13
1/31/2019	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	15
1/31/2019	<b>Tiny Tots Storytime</b> : Demonstrator, Tiffani	35
1/31/2019	<b>Minecraft Club</b> : Demonstrator, Brian Miles	16
1/31/2019	<b>Dr. Joshua Mezrich author event: "When Life Becomes Death"</b> : Demonstrator, Dr. Joshua Mezrich, staff from Mystery to Me bookstore, staff from Restoring Hope House	129
1/31/2019	<b>1000 Books before Kindergarten</b> : Demonstrator, Staff	52
	<b>Number of Programs / Total Attendance</b>	
	Children's	59 / 2119
	Teens	9 / 98
	Adults/Friends/Other/All Ages	13 / 335
	<b>Grand Total</b>	<b>81 / 2552</b>
	DIY/Passive Program Total (this number included in totals above)	4 / 269



Outreach Program Total (this number included in totals above)	18 / 269
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. PHOTO HIGHLIGHTS



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

Date	Department	Staff	Title
1/11/2019	Other/All	Katie G., Brendan	<a href="#">WLA Leadership Orientation</a>
1/16/2019	Circulation	Katie G., Brendan	<a href="#">SSCS Board meeting</a>
1/18/2019	Adult Services	Jim	<a href="#">Dementia Friendly Community Coalition</a>
1/23/2019	Other/All	Rebecca V, Brendan F, Sarah H, Jenny C	<a href="#">AV Collection, Teen and Adult</a>
1/23/2019	Children	Amy Perry	<a href="#">Wild Wisconsin Winter Web Conference</a>
1/25/2019	Other/All	Jim	<a href="#">Wisconsin Library Association, Library Development and Legislation Committee</a>

#### 5. DIRECTOR'S COMMENTS

January was a month of planning and communications. I have received a lot of positive feedback on the combined meeting of the Library Board, Common Council, and the Friends of the Library. This is something I hope to do on an annual basis. Long-term strategic planning with WiLS is underway, as is the Common Council approval of the future [Community Campus](#).

The updating project to address immediate needs at the library with HGA has been named, "Next Chapter". We are nearly complete with Phase 1: Interior Design, Planning & Material Finish Documentation. Phase 2 will include Furniture Selection and Specification Process. The three goals for this project 1. Increase square footage available to the public. 2. Create flexible spaces for new ways of gathering. 3. Improve the customer service experience. In order to meet these goals major changes include:

- holds area moves in front of the circ windows w/selfchecks at the ends of stacks
- new pc area in current holds area with door access to YS office
- new upstairs service desk that consolidates circ and help desks to one area
- new shelving configurations throughout the building to create better access and density
- furniture replacements
- new Friends booksale room upstairs in current play n' learn room
- new plan n' learn space in improved kids' area

- new teen space
- bubbler moves from corner window to outside upstairs restrooms
- new meeting room in lower level
- new quiet/local history/possible programming room
- improved efficiency of staff spaces.

The biggest challenge for staff will be the consolidation of the service desks on the first floor. Currently, these are two separate spaces and departments. Creating one space tremendously improves customer service. However, it requires a major shift in workplace culture/mindset and staffing structure. The current set-up is traditional and a move away from this represents the dawning of a new era at the Middleton Public Library. We will be prototyping and cross training over the upcoming months in preparation for this new service delivery model.

The total budget for the project is \$500,000 and this includes library board action to be taken on a \$200,000 fundraising goal. The campaign is expected to launch during National Library Week April 7-13, 2019. This will include events, engagement ideas, social media, and naming opportunities. We expect to start implementing furniture replacements in July 2019 and wrap up the Next Chapter by mid 2020.

The Middleton Review featured the library in both of the Jan. issues. The first focused on the Friends of the library, their book sale, and all the organization does to support the library. The second was an interview with me that covered the larger picture and need for change.

## **6. LIBRARIANS' REPORTS**

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

A new wireless microphone system was set up in the Archer Meeting Room for library program use. A variety of pro-grade wireless ear-worn and handheld microphones are available for staff and presenters. A feedback suppressor was also set up in the audio rack. An auxiliary input was added to the microphone mixer so presenters can use mics and audio from a laptop or other source.

The inventory of tablets that circulate to patrons were updated and several repaired. We will likely overhaul them entirely with a new OS, or replace them altogether with new hardware, if we continue with the program.

A blog and news module is being developed for our website, allowing for easy staff authoring and editing. It will be used primarily in the upcoming fundraising campaign, but can also be used alongside our other social media outlets.

**Rebecca Van Dan, Head of Youth Services**

In January, we experimented quite a bit with new kinds of teen programming. We drew the names of two teens to take over our Instagram account and were excited to see their posts, which added a new dimension to our social media. A passive program was added which involved matching gingerbread cookies to their book characters and it got a lot of attention—it was fun to see people huddled around the poster trying to see how many they could match. We also had a teen volunteer plan and supervise the Book Raffle Game for us this month, which involved using math skills, developing bargaining abilities, and had a great social element to it. Our In Stitches: Needlework event was a fun experiment in terms of seeing how difficult it would be to monitor a number of sewing machine beginners through a simple project at the same time.

Lori and I have started contacting performers, reserving event space, and outlining a summer events schedule. Amy has started a draft reading log, and the three of us are working to streamline the Children's and Teen SRP to make it less confusing for our summer volunteers. I contacted our 2018 summer volunteers and sent out emails to our wait list to let them know the volunteer applications are available.

Kromrey requested a tutorial for students this month on how to use the Libby app for downloading books, with so many students signed up, we originally divided it into 3 sessions. Amy and I worked with Nanci Marshall, the school librarian, to present in Kromrey's LMC.



**Sarah Hartman, Head of Technical Services**

We added 1,346 items in January, impressive considering staff vacations and weather closures. We continued work on a variety of collection-related projects, and we started processing items for storage in preparation for the storage collection space to open up in the near future.

In addition to using storage space for lower-use and overflow items, we will be making many changes to various collections as we implement the space redesign. We kicked things off this month with a meeting to determine how to approach the teen music CD and DVD/Blu-ray collections. In order to conserve space, one goal is to reduce duplicates across the collections. We also want to have more specifically targeted collections for teens, moving the rest into the general collection. A fun result of this is the upcoming creation of a separate Superhero Collection, for all of the many superhero movies and TV series that are popular with both teens and adults. We are currently in the process of putting together this destination collection, complete with a special Superhero sticker!

**Jim Ramsey, Head of Adult Services**

January started slowly but ended with a bang (of sorts) as we welcomed nationally renowned transplant surgeon Joshua Mezrich to an author event on January 31st to discuss and sign his new book, *When Death Becomes Life: Notes from a Transplant Surgeon*. With help from Joanne Berg at Mystery to Me bookstore, the event came about relatively last-minute and it almost didn't happen! With temperatures plunging to around -25 on January 30th, we chose to close the library that day, which necessitated the cancellation of another program. Luckily, we were open on the 31st, and we had a huge crowd for the event, in spite of the bitter cold. Scheduling in winter months in Wisconsin is always risky, but here's hoping the weather is milder from here on out.

Much like the last two years, I spent a significant amount of time planning for Wisconsin Library Association's annual Library Legislative Day. I am once again in charge of making appointments for all 132 state legislators, a process that involves matching legislators with their constituents and scheduling to avoid conflicts for librarians meeting with multiple legislators. It's an intense couple of days putting together the puzzle and making all the phone calls, but always very rewarding when finished.

For the first time in months, I attended a meeting of Middleton's Dementia Friendly Community Coalition at Heritage Senior Living. (The Committee meets monthly, but I'm often unable to attend.) I reported on the progress of our Music and Memory project, and we also discussed plans to bring a "virtual dementia tour" to the library in June of this year. Virtual Dementia Tours simulate the experience of someone with dementia, raising awareness and fostering empathy. I also plan to attend the annual Dementia Friendly Celebration breakfast the middle of next month on the east side of Madison, where leaders from around Dane County will share their successes from 2018 and their goals for the coming year.

**Brendan Faherty, Head of Circulation**

January once again proved to be a challenging month for Circulation. As usual, we started the year with large amounts of materials to process, following the New Year's break. The month closed out with lots of snow and record-low temperatures the closed virtually all area libraries and schools for at least one day. We are still feeling the effects of those closures this week, as the hold shelves are full to bursting.

Along the way, we saw record-high Self Check usage: 63%, which represents an all-time high for the month of January. Patrons are also checking out more items per session, which bodes well for 2019 as a whole.

Rebecca Van Dan and I are working on integrating the Teen DVD and CD collections into their respective general collections in an effort to prepare the library for the impending building

project. This transition will allow us more flexibility in shelving various collections, and allow us to spotlight specific niche collections that are heavily circulated (watch for the new 'Superhero' video collection coming soon...)

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

Highlights for January included meeting with a representative from Bock Community Garden to see the garden site and to possibly add monthly outreach visits there this summer. There is a children's garden there that any family can help with as well a free gardening program series for kids. I think adding this new site to my summer outreach calendar would be a great way to possibly reach non-users in an area of Middleton that is one of the farthest from the library itself. So, the library will be there once a month on Sunday evenings from June through August with books for checkout, library card and summer reading program sign-up while the garden runs their free program.

There will be a new practicum student shadowing me this semester learning more about outreach and adult services. Her name is Miranda Madro and she will be completing a 60-hour practicum.

Rebecca Van Dan and I conducted two e-book training sessions at Kromrey Middle School in January. This was the first time I have ever done this type of training so it was nice to try it out. It also encouraged me to start using Libby more in my free time.

I have been busy designing on the Summer Reading Program (SRP) reading logs and extra activity sheets. This summer's SRP will see more streamlining of the teen and kids programs, which will make it easier for our teen volunteers and staff to learn and to explain the program to participants. The logs and sheets are almost ready for the printer!

I attended three webinars as part of the annual Wild Wisconsin Winter Web conference this month. They were: "Let's Talk About Race", "Why-brarian", and "Big Programs, Little Budget".

Lastly, I participated in the first WiLs meeting on a snowy Friday evening this month and

learned about the process for holding community conversations, community survey, and the library's strategic planning process.

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

New year, new events! I am offering one Saturday morning storytime a month for the next five months as a pilot program to gauge community response. The Saturday Storytime in January drew 83 people - all of whom were thrilled with the event. I had so many parents, grandparents and caregivers express their gratitude for the weekend storytime, I was a little embarrassed that I had not figured out a way to offer this before now. I could not have done it without Rebecca VanDan's support and willingness to change the sub schedule around to provide for morning desk coverage.

Tiffani presented an Introduction to Baby & Toddler Sign Language class to a crowd of 60 participants. While she has offered the introductory class before (Sept 2018), she felt that most if not all of the participants were new to signing. With the high interest and demand for this event, we are looking for a way to offer an evening session to reach caregivers who are unable to attend a morning class.

**Rebecca Light, Administrative Librarian**

January's focus was all about planning, planning, and more planning! We're gearing up for the launch of the library's "Next Chapter" fundraising campaign and remodel project. We had several productive meetings to work on design concepts with HGA, a meeting with the city finance team to review account balances, a Development Committee meeting to work on the fundraising campaign, and a meeting with Madison Community Foundation leaders to discuss the financial management of the campaign. We're off and running and looking forward to next steps.

January is also an important month for closing out spending in the previous year. We're getting close to being able to see final numbers in our operating, revenue, and capital funds for 2018.

This is salient as we look ahead to funding components of the Next Chapter Project.

**Jenny Carr, Acquisitions Librarian**

The first few months of the year are a little tricky when accounting for funds spent because items ordered toward the end of the year get encumbered to that year but are expended when they trickle in in January of the next year. Fortunately, I use dates for my cart and invoice names so I can tell when each item was ordered. It's just a matter of teasing out those items ordered in 2018 from those in 2019. Also, because of this, our January looks a little heavy with spending (10.63% of budget spent), but this is most likely because of items ordered in December that arrived and are expended in January. Interlibrary Loan was also busy in January with 96 requests (14 year January average is 76 requests). My January book discussion had 29 people crowded around a big table in the Archer Room to discuss *Bear Town* by Fredrik Backman. A treat for me this month was filling in for Jim and helping Rebecca Light lead January's Let's Talk About Texts discussion at the Free House Pub. We had a record 15 people attend our discussion on *Lincoln in the Bardo* by George Saunders. Middleton certainly does support its book discussions!

**Agenda Overview**

5. Committee Updates

- c. Building – includes a draft of the floor plans, color palettes, and two views
- d. Development – met with the Madison Community Foundation and discussed services and experience. MCF has worked with every library in Dane County on similar projects. Action will be taken on two recommendations 1. on the fundraising itself and 2. the opportunity to use MCF as the fiscal agent. There is also an update on accounting procedures to receive gift funds per [SS 43.17](#)

8. New Business



a. Dane County – Agreement for Extension of Library Service. Action item for result of remaining tax exempt. This is the agreement that provides the library with two reimbursements that total nearly half of the annual operating budget.

b. [2018 Annual Report to the Department of Public Instruction](#). State statutes require that library and system boards file their annual reports by March 1, 2019—within 60 days after the conclusion of the fiscal year of the municipality or county in which the public library is located [SS 43.58 \(6\) \(a\)](#). It is not a budget and does not include audited financials. It is a document that serves as an annual snapshot of library operations and statistics. The library board takes action on this and the director submits it to the SCLS, who in turn, submits all system reports together to the DPI.