

# MIDDLETON PUBLIC LIBRARY



## April 2008 Report

Presented at the May 13, 2008 meeting

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2008	35,359	3,706	21,558	60,623	243,842
2007	33,363	3,398	18,214	54,975	232,357
2006	33,459	3,320	16,220	52,999	219,089
2005	31,559	2,585	14,273	48,417	196,713
(2007-08 +/-)	(+6%)	(+9%)	(+18%)	(+10%)	(+5%)

#### Self-Service checkouts:

	3M	ITG	Total	% of total
2008	5,189	5,702	10,891	18.0%
2007	4,328	5,652	9,980	18.2%

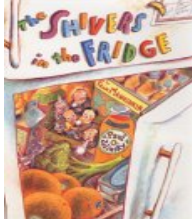
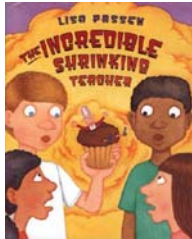
Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2008	105	23	3	0	130
2007	86	17	2	0	105


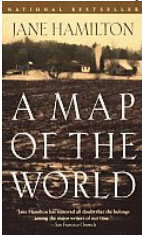
#### Dynix holds:


	From MID's collection	From other LINK libraries
2008	17,469	16,979
2007	16,254 (+7%)	14,906 (+14%)

Miscellaneous:	ILL	Visits	Study rooms use
2008	43	43,683	499 hours / 371 bookings
2007	41	39,712	468 hours / 361 bookings

## 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
April 1, Tuesday	Storytime for 2 and 3 year olds	28
April 1, Tuesday	Storytime for 4 and 5 year olds	22
April 1, Tuesday	All ages storytime	15
April 1, Tuesday	Tweens Dungeons & Dragons	5
April 2, Wednesday	Toddler storytime 1	17
April 2, Wednesday	Toddler storytime 2	27
April 2, Wednesday	All ages storytime	23
April 2, Wednesday	All ages drop-in storytime	6
April 2, Wednesday	<p><b>Book Bunch</b></p> <p><b>Program Content:</b> Books read: <i>The Shivers in the Fridge</i> and <i>The Incredible Shrinking Teacher</i>. Booktalks: various picture books, chapter books and non-fiction books with the theme of miniatures. I will have a booklist of Spring Book Bunch Books at the end of the session.</p> <p><b>Evaluation:</b> A very large group. They were very good but with so many kids, it would have been nice to have more time for the activity since they needed a bit of help. We went over our allotted time. Perhaps in the future, I will plan to have another adult with me during project/activity days if a longer meeting time is not possible. The subsequent Book Bunch meetings this spring won't involve a craft so we should be okay even with large groups.</p>	30
	 	
April 3, Thursday	Baby storytime	22
April 3, Thursday	All ages drop-in storytime	17
April 4, Friday	Teens Dungeons & Dragons	12
April 7, Monday	Baby storytime	19
April 7, Monday	Teen Advisory Committee	5
April 7, Monday	<p>Baby Signs parent workshop</p> <p><b>Content:</b> A one and half hour workshop going over the basics of how, why and when of using sign language with your child.</p> <p><b>Evaluation:</b> Tamara did a great job and was clearly very comfortable with her presentation. The time went by very quickly and it was a fun and informative workshop. Most parents had infant and toddler children but we did have one couple that were just expecting their first child. Lots of positive feedback.</p>	12
April 8, Tuesday	Storytime for 2 and 3 year olds	21
April 8, Tuesday	Storytime for 4 and 5 year olds	21
April 8, Tuesday	Storytime for all ages	12
April 8, Tuesday	Tweens Dungeons & Dragons	5
April 9, Wednesday	Toddler storytime 1	14
April 9, Wednesday	Toddler storytime 2	30
April 9, Wednesday	All ages storytime	24
April 9, Wednesday	All ages drop-in storytime	11

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES (cont'd)		
April 10, Tuesday	<b>Book Bunch</b> <b>Content:</b> A Bunch of Munsch - Robert Munsch Stories. Read aloud <i>Jonathan Cleaned Up Then He Heard a Sound: Or Blackberry Subway Jam, Stephanie's Ponytail, Zoom, Something Good</i> . Booktalked various others. Film: <i>The Boy in the Drawer</i> <b>Evaluation:</b> The kids had a lot of fun. Most, if not all, the kids were familiar with Robert Munsch and they didn't hold back their laughter. The film was fun - very cartoonish.	30
April 9, Wednesday 	Books & Brownies, a teen book discussion program. <i>How to Ruin a Summer Vacation</i> by Simone Elkeles	2
April 10, Thursday	Baby storytime	18
April 10, Thursday	All ages drop-in storytime <b>Svetha's Evaluation:</b> The largest storytime in a very long time. I'm pretty sure the rainy weather had a lot to do with the large turnout. The kids (and grown-ups) did really well - I think everyone was in the mood for stories.	60
April 10, Thursday	Presentation at the Senior Center about library services for the visually impaired. (Liz)	NA
April 14, Monday	Baby storytime	13
April 14, Monday	"Krafty Kids" Earth Day Celebration (afternoon session)	48
April 14, Monday	"Krafty Kids" Earth Day Celebration (evening session)	15
April 15, Tuesday	Storytime for 2 and 3 year olds	30
April 15, Tuesday	Storytime for 4 and 5 year olds	23
April 15, Tuesday	All ages storytime	5
April 15, Tuesday	Tweens Dungeons & Dragons	3
April 15, Tuesday	Program for Adults: <i>The Front of the House &amp; Career Success: a Feng Shui Perspective</i>	37
April 16, Wednesday	Toddler storytime 1	25
April 16, Wednesday	Toddler storytime 2	17
April 16, Wednesday	All ages storytime	26
April 16, Wednesday	All ages drop-in storytime	9
April 16, Wednesday	Book Bunch	19
April 16, Wednesday	Teen planning committee meeting for September Alternative Fashion Show	3
April 17, Thursday 	<b>Book Discussion for Adults</b> <b>Content:</b> Discussed "A Map of the World" by Jane Hamilton, as part of this year's Dane County Libraries Celebrate program. <b>Paul's Evaluation:</b> A thoroughly engaging, wide-ranging discussion of the book's themes and characters. Everyone participated. After 5 minutes, I was able to put aside my list of prepared questions.	9

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES (cont'd)		
April 17, Thursday	Baby storytime	29
April 17, Thursday	All ages drop-in storytime	34
April 17, Thursday	 <p><b>'Tween Book Discussion: <i>Here Lies the Librarian</i> by Richard Peck</b>  <b>Evaluation:</b> Very nice discussion although 1 girl hadn't finished the book. Mixed reactions to book - most of the kids both liked and disliked it at the same time which made for an interesting discussion. All the kids were very excited to get copies of the summer schedule. Hopefully we'll see them back for the summer book discussion!</p>	4
April 18, Friday	Teens Dungeons & Dragons	11
April 21, Monday	Baby storytime	9
April 21, Monday	Evening drop-in storytime	9
April 21, Monday	<p><b>Author Jane Hamilton</b>  <b>Content:</b> Hamilton read from her soon-to-be published book &amp; answered questions.  <b>Liz's evaluation:</b> Truly wonderful night. Hamilton is a delightful speaker; very funny as well as insightful. The audience was really captivated by her; I had numerous comments from participants about how much they enjoyed her presentation and how grateful they were that we brought her here to speak. I much appreciated Friends' officers Pauline Harrop and Mary Drake selling Hamilton's books during the book signing portion of the evening. Hamilton was a great "Dane County Celebrates" choice!</p>	49
April 22, Tuesday	Storytime for 2 and 3 year olds	26
April 22, Tuesday	Storytime for 4 and 5 year olds	23
April 22, Tuesday	All ages storytime	11
April 22, Tuesday	Tweens Dungeons & Dragons	5
April 23, Wednesday	Toddler storytime 1	10
April 23, Wednesday	Toddler storytime 2	33
April 23, Wednesday	All ages storytime	24
April 23, Wednesday	All ages drop-in storytime	8
April 23, Wednesday	Book Bunch: Earth Day celebration	22
April 24, Thursday	Baby storytime	30
April 24, Thursday	All ages drop-in storytime	49
April 24, Thursday	Teen event: Guitar Hero	13
April 25, Friday	Teens Dungeons & Dragons	12
April 28, Monday	Baby storytime	14
April 1-23	<p><b>MID-KIDS 3<sup>rd</sup> Annual "Calling All Poets" Program .</b>  Poetry submissions from children between the ages of 5-12.</p>	

<b>2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES (cont'd)</b>		
April 30, Monday	<b>Poetry Café.</b> <b>Content:</b> Children read the poems they submitted to the "Calling All Poets" program. <b>Svetha's evaluation:</b> Great! All the poets were in attendance except for one who called this morning to say she wasn't feeling well. The round tables were great and added a nice touch to the program. I was very pleased with the poetry books and the turnout. I made special mention of the Friends of the Library and encouraged membership.	48
April 29, Tuesday	Storytime for 2 and 3 year olds	15
April 29, Tuesday	Storytime for 4 and 5 year olds	20
April 29, Tuesday	All ages storytime	17
April 29, Tuesday	Tweens Dungeons & Dragons	
April 30, Wednesday	Toddler storytime 1	19
April 30, Wednesday	Toddler storytime 2	23
April 30, Wednesday	All ages storytime	21
April 30, Wednesday	All ages drop-in storytime	5
April 30, Wednesday	Book Bunch: Fractured Fairy Tales	22
	<b>Number of programs / Total attendance</b>	
	Children's	62 / 1,252
	Teens	7 / 58
	Adults	3 / 95
	<b>GRAND TOTAL</b>	<b>72 / 1,405</b>

<b>3. LIBRARY EXHIBITS</b>		
<b>Location</b>	<b>Exhibit</b>	<b>Artist/Collector</b>
Lobby display case	Middleton Cross Plains School District	
Picture rail	Etchings	Dominique Taquet
Glass display case		

<b>4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION</b>		
<b>Date</b>	<b>Event</b>	<b>Participant(s)</b>
April 1, Tuesday	South Central Library System Joint Technology Committee meeting, at the SCLS headquarters.	Sarah
April 4, Friday	Wisconsin Library Association Library Development & Legislation committee meeting at WLA conference room C	Paul (chair)
April 5, Saturday	Field trip to Sun Prairie and McFarland public libraries to view library materials self-check arrangements.	Katie A.
April 7, Monday	Field trip to Sun Prairie and McFarland public libraries to view library materials self-check arrangements.	Jason, Jessica, Vijaya, Nate

<b>4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION, cont'd.</b>		
April 8, Tuesday	Polaris integrated library system demo sponsored by LINK staff: reports and circulation sessions	Jason
April 8, Tuesday	Management Team staff meeting with City Administrator Mike Davis	Pat, Liz, Elizabeth, Rebecca, Svetha
April 9, Wednesday	Polaris integrated library system demo sponsored by LINK staff: acquisitions and serials sessions	Jason
April 10, Thursday	Field trip to Sun Prairie and McFarland public libraries to view library materials self-check arrangements.	Barbara, Vranna, Jennie, Katie O.
April 10, Thursday	LINK Director's Council business meeting at the South Central Library Service conference room	Paul
April 10, Thursday	Interviewed by UW-Madison School of Library and Information Studies student Fumiko Osada, as part of her field practicum requirements.	Paul
April 11, Friday	Field trip to Sun Prairie, McFarland, Mount Horeb, and Reedsburg public libraries to view library materials self-check arrangements.	Elizabeth
April 15, Tuesday	Innovative integrated library system demo sponsored by LINK staff: reports and circulation sessions	Jason
April 15, Tuesday	Meriter Hospital - Community Education. Program Content: 20-minute baby storytime.	Svetha
April 16, Wednesday	Innovative integrated library system demo sponsored by LINK staff: acquisitions and serials sessions	Jason
April 17, Thursday	Field trip to Sun Prairie and McFarland public libraries to view library materials self-check arrangements.	Peter, Cindy, Sara
April 22, Tuesday	Lower level staff meeting. (Summary found on page 12.)	Paul, Pat, Liz, Sarah, Jenny, Christine
April 24, Thursday	Meeting with City IT Director Todd Forman to review library's wireless connection with city and school district and Archer Room capital project	Paul, Pat
April 24, Thursday	Circulation supervisors staff meeting. (Summary found on page 12.)	Paul, Elizabeth, Jason, Barbara, Peter
April 29, Tuesday	Sirsi/Dynix Symphony 3.2 integrated library system demo sponsored by LINK staff: acquisitions and serials sessions	Jason
April 30, Wednesday	Sirsi/Dynix Symphony 3.2 integrated library system demo sponsored by LINK staff: acquisitions and serials sessions	Jason

**5. DIRECTOR'S REPORT**

**2006-2008 Circulation Comparison by Format**

The tables below present a comparison of “first-quarter” library circulation by format for the years 2006 and 2007. The tallies include both monthly and year-to-date comparisons.

Format: Books	Mar-08	Mar-07	Mar-06	07-08	06-08	08 YTD	07 YTD	06 YTD	07-08	06-08
Juv fiction	2,817	3,187	2,932	-12%	-4%	7,966	9,813	8,522	-19%	-7%
Juv nonfiction	2,303	2,017	1,620	14%	42%	6,074	5,526	4,333	10%	40%
Juv paperbacks	2,658	2,019	1,694	32%	57%	7,428	5,851	4,670	27%	59%
Easy readers	2,109	1,922	1,923	10%	10%	6,441	5,559	5,480	16%	18%
Picture books	4,947	4,329	4,525	14%	9%	15,138	12,089	13,246	25%	14%
Teen fiction	1,032	892	858	16%	20%	2,848	2,567	2,337	11%	22%
Teen nonfiction	324	350	361	-7%	-10%	963	974	988	-1%	-2%
Teen paperbacks	1,210	807	871	50%	39%	3,101	2,309	2,516	34%	23%
Adult fiction	5,025	4,767	4,391	5%	14%	14,559	13,919	12,739	5%	14%
Adult nonfiction	7,072	6,998	7,191	1%	-2%	20,496	19,276	20,390	6%	1%
Adult paperbacks	3,006	2,775	3,011	8%	0%	8,376	7,979	8,358	5%	0%
New fiction	1,937	2,044	1,961	-5%	-1%	5,841	5,881	5,651	-1%	4%
New nonfiction	1,826	1,800	1,748	1%	4%	5,288	5,179	5,047	2%	5%
Large print	713	736	652	-3%	9%	2,017	2,193	1,924	3%	5%
Magazines (adult)	1,339	1,189	1,280	13%	5%	3,799	3,454	3,529	10%	8%
Magazines (teen)	90	52	102	73%	-11%	193	219	262	-12%	-26%
Magazines (juv)	124	62	109	100%	14%	228	228	326	0%	-30%
<b>Total</b>	<b>38,532</b>	<b>35,946</b>	<b>35,229</b>	<b>7%</b>	<b>9%</b>	<b>110,756</b>	<b>103,016</b>	<b>100,318</b>	<b>8%</b>	<b>10%</b>

Other observations about use of the print collection:

- Areas of the collection registering the greatest increase in use during the past two years:
  - 59%: children’s paperbacks
  - 40%: children’s nonfiction
  - 23%: teen paperbacks
  - 22%: teen fiction
  
- Areas of the collection registering the greatest decrease in use during the past two years:(up
  - - 30%: children’s magazine
  - - 26%: teen magazines
  - - 7%: children’s fiction (perhaps at the expense of a beefed-up paperback collection)
  - - 2%: teen nonfiction
  
- Other areas of note
  - Outside of a 14% boost in adult fiction, children’s and teen materials are driving the current increase in circulation that we are currently experiencing
  - Adult paperback circulation is up 8% so far this year, reversing a 4-year downward trend
  - Circulation of magazines for adults remains strong, unlike that for teen and children’s magazines.

**5. DIRECTOR'S REPORT, cont'd.**

<b>Current formats: AV</b>	<b>Mar-08</b>	<b>Mar-07</b>	<b>Mar-06</b>	<b>07-08</b>	<b>06-08</b>	<b>08 YTD</b>	<b>07 YTD</b>	<b>06 YTD</b>	<b>07-08</b>	<b>06-08</b>
Juv book/AV kits	91	74	174	23%	-48%	142	260	314	-45%	-55%
Juv compact discs	686	605	405	13%	69%	2,024	1,494	996	35%	103%
Juv software	133	134	170	-1%	-22%	364	347	441	5%	-17%
Juv DVD	5,896	4,778	2,459	23%	140%	16,930	13,337	6,960	27%	143%
Teen compact discs	379	428	401	-11%	-5%	1,083	1,212	1,165	-11%	-7%
Teen DVD	1,026	915	622	12%	65%	3,058	2,597	1,624	18%	88%
Audiobooks (tape)	503	833	1,056	-21%	-52%	1,579	2,286	2,860	-31%	-45%
Audiobooks (disc)	1,591	1,540	1,301	3%	22%	4,497	4,283	3,606	5%	25%
Compact discs (music)	3,905	4,253	4,193	-8%	-7%	11,729	12,128	12,221	-3%	-4%
Adult DVD	9,526	8,420	6,705	13%	42%	28,154	24,205	18,199	16%	55%
SCIDs	414	411	474	1%	-13%	1,119	1,211	1,361	-8%	-18%
Subtotal	24,150	22,391	17,960	8%	34%	70,679	63,360	49,747	12%	42%
<b>Discontinued formats</b>										
Juv cassettes	42	88	139	-52%	-70%	149	234	296	-36%	-50%
Juv video	121	1,572	2,382	-92%	-95%	401	4,720	6,870	-92%	-94%
Teen cassettes	17	31	44	-45%	61%	80	83	89	-4%	-10%
Teen videos	1	72	128	-99%	-99%	8	258	373	-97%	-98%
Adult cassettes (music)	8	52	58	-85%	-86%	15	130	185	-88%	-92%
Adult video	434	1,770	2,569	-75%	-83%	1,460	5,289	7,515	-72%	-81%
Subtotal	623	3,585	5,320	-83%	-88%	2,113	10,714	15,328	-80%	-86%
Total AV	24,773	25,976	23,280	-5%	6%	72,792	74,074	65,075	-2%	12%
<b>Total Books &amp; AV</b>	<b>63,305</b>	<b>61,922</b>	<b>58,509</b>	<b>2%</b>	<b>8%</b>	<b>183,548</b>	<b>177,090</b>	<b>165,393</b>	<b>4%</b>	<b>11%</b>
% AV of Total	39.1%	41.9%	39.8%			39.7%	41.8%	39.3%		

Observations on the use of the audiovisual collection:

- The disc format has won the format wars, and DVD circulation leads the way.
  - 143%: DVDs (children's)
  - 88%: DVDs (teen)
  - 55% DVDs (adult)
  
- The tape format was eliminated at the end of 2007 after six years of steady, across-the-board circulation declines.
  - Items circulated in 2008 are requests from other LINK libraries.
  - The one exception is books on tape, and even this format's days are numbered.
  
- SCIDs = South Central In Demand items, additional titles of best sellers purchased with system money.



## 5. DIRECTOR'S REPORT, cont'd.

### April 2008 Library Use

Boom times return!

**Circulation.** We set another record for the month of March (60,623), by a surprising 10% compared to March 2007. Since 2004, the Library has always experienced a drop in circulation of more than 10% from March to April – March being our busiest month of the school-year calendar. This year, the March-to-April decline was just 4%.

**Program attendance.** With a total of 72 programs attracting 1,405 attendees, the Library experienced one of its busiest non-summer months ever in April.

**Resource sharing.** The boom was felt in items loaned to and borrowed from other LINK libraries, with increases of 7% for materials retrieved from our collection and 14% for materials received from other collections – or a total of 34,448 items. As a point of comparison, the next busiest library in the area of resource sharing is Madison Central (27,752).

## 6. LIBRARIANS' REPORTS

### Liz Dannenbaum, Head of Adult Services

We had several successful programs for adults this month. Liz was asked to give a short presentation to a group of 14 at the Middleton Senior Center this month on low vision resources at the library. Paul led a discussion on Jane Hamilton's novel "A Map of the World" that had 9 participants and which went very well. At least 7 of the people who came to the discussion came a few days later to hear Ms. Hamilton read, a desired response that former book discussions haven't always been able to elicit.

37 people came to Linda Mundt's presentation on Feng Shui. That night I received only positive reactions to her talk, but this weekend a patron came up to me and voiced the very concerns I had about it. Ms. Mundt was too disorganized and her presentation too meandering. This was the third time she has presented here, and I was disappointed. I am unlikely to invite her back.

On the other hand, "Dane County Celebrates" author Jane Hamilton was absolutely wonderful: focused, insightful, and very, very funny. She read from her newest book which will be published in spring 2009, and it is a real departure for her: a true, laugh-out-loud satire. 49 people came and I think all of us had a great time. Thanks to the Friends for purchasing books for a book signing that night.

Jenny Carr has been doing some much needed weeding in the adult non-fiction collection this month. She has gotten through the arts & sports, and she is now tackling the very important health section to make sure the medical information we're offering our patrons is not out of date.

## 6. LIBRARIANS' REPORTS, cont'd.

### **Svetha Hetzler, Head of Children's Services**

April was a heavy programming month for youth services as we celebrated Earth Day, National Library Week and National Poetry Month with special programs including Krafty Kids for Earth Day, Tween Book Discussion for National Library Week (*Here Lies the Librarian* by Richard Peck) and our annual Poetry Café for National Poetry Month. 20 children between the ages of 5 and 11 submitted poems and a small-sized anthology titled "A Pocket full of Poems" was put together for the event. One copy will go into our circulating collection.

In addition to our special celebratory programs, we held an evening Parenting Workshop on Baby Sign Language with Certified Baby Sign Language Instructor, Tamara Smith. We also were guest presenters at Meriter Hospital's Mother-Baby hour. Our spring storytimes saw a much more consistent attendance than our winter session but our Wednesday morning drop-in at 11:45 continues to be very slight in attendance. We plan on offering this time slot only for the fall. However, if attendance proves to be weak in the fall, we will eliminate this time slot altogether. For the month of April, we offered 65 programs with a total attendance of 1,293.

In April, all 5 of the Middleton elementary school responded to our request to visit their students in late May/early June to promote our summer reading program. Kathy created 2 eye catching displays – one for National Poetry Month and one for Earth Day.

In collection development, we placed direct orders on many book/cd picture book and easy reader kits to add to the collection. Last summer, our audio book collection was very popular so we are hoping the boost in acquisitions in this format spring will meet our summer demand. Lori has done the same for our paperback collection – adding new series, replacing worn copies, etc. Kathy has been cataloging the paperbacks as they have been coming in.

Lori placed orders on new toys for our children's play area through Demco. The makeover will enhance the look of the area, give the kids new and creative play experiences and help us eliminate some of our problem toys.

We interviewed candidates for our Summer Page I positions and selected our top three - all have accepted. Our Summer Pages are Laura Bjork, Robin Behringer and Kyle Kreiber. All 3 candidates have had experience in helping to run summer reading programs. We are looking forward to having the extra help. Kathy will still be contacting our regular treasure chest volunteers since there are still many shifts in which we can use their help.

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

In April, we expanded our program offerings for teens to accommodate a fashion show preliminary meeting and a teen-run book sale, in addition to Teen Advisory, Books & Bagels, and Guitar Hero. The Friends of the Library group was excited to have teens running a special book sale that would raise money for teen programming, and the teen volunteers enjoyed participating. However, with little time to advertise, few people

## 6. LIBRARIANS' REPORTS, cont'd.

actually showed up. Teen Advisory had a good turnout of regular participants this month, and though Books & Bagels attendance was down, the teens who came appreciated the good discussion & commented they liked smaller groups where people came for the discussion rather than just the brownies. Although we had 10 people signed up for the fashion show, few showed up for the preliminary meeting. We are considering having the Fashion Show in August rather than September due to a request from graduating seniors. Guitar Hero was run by our practicum student, Fumiko, this month, and she did a good job of communicating with the attendees. Both parents and teens thanked us afterwards for providing this program.

Fumiko Osada ended her practicum this month and Svetha and I interviewed Betsy Wermuth at the end of April for a summer practicum position. Betsy is especially interested in the 8-12 age group and will get a sampling of programs for youth as Svetha and I will share her training. We also have 2 new teen volunteers who started this month, Hallie and Mark, both of whom seem very responsible and quick to learn.

We have had 8 teachers call this month to schedule Summer Reading booktalks at Kromrey and the high school, as well as a request from the high school librarian to attend a meeting to promote Summer Reading through a taped commercial. Fumiko will attend one school visit, and we have been discussing how to write and present booktalks. In addition, Westfield Comics contacted us again about participating in a Free Comics Day on May 3. (They will donate comics that we can distribute for free.)

### **Elizabeth Bauer, Head of Circulation Services**

The Library Page II who previously was leaving her position, decided not to resign so staffing, both the circulation desk and page I's, remains at full strength. Kudos to both the circulation staff and the page staff; despite the resumption of story times, which increases returns and checkouts, both the circulation desk and the staff workroom stayed well ahead of the increases and continued to maintain the level of service we wish to provide.

The circulation supervisors (Jason Boak, Barbara Henderson, Peter Matiash) took small groups of circulation staff to Mount Horeb Public Library, Sun Prairie Public Library, and the E.D. Locke Public Library in McFarland to look at their self check machines, self service holds, and circulation desk flow. The circulation area will be integrating a third self check machine into our service. Each staff member included their thoughts in a field trip document, the circulation supervisors met with Paul to discuss the trips and comments, and the full circulation staff will meet on Thursday, May 22, 2008 to decide on placement of a new self check machine, determine the time line for purchase and installation, and to evaluate circulation desk work flow. An update will be provided in the June Library Board report.

## 6. LIBRARIANS' REPORTS, cont'd.

### Patrick Williams, Head of Information Technology

No report this month.

## 7. STAFF MEETING SUMMARY REPORTS

### Management Team staff meeting, Tuesday, April 9

- Pat, Liz, Elizabeth, Rebecca, and Svetha, joined by City Administrator Mike Davis.
- The group discussed ways in which to help orient the new Library Director to the community.
- A reception for the new director will be held in the Archer Room on Tuesday, September 9, from 5:30 to 7:00 p.m.
- After Mike left, staff compiled a list of questions to be asked during their meetings with each of the Library Director finalists.
- The group also drafted five questions for the Library Board to consider as part of the formal interview process.

### Circulation supervisors staff meeting, Thursday, April 24

- Paul, Elizabeth, Jason, Barbara, Peter
- Discussion focused primarily on a number of issues related to the addition of a 3<sup>rd</sup> self-service checkout unit to the library's circulation services configuration.
  1. Placement – specific location (at or near the circulation desk), cost (wiring and possible circulation desk modification), traffic flow.
  2. Signage. More visible “landmark” signage; change ITG screen to read “Express Checkout”, directional sign for placement of book spines at self-check units.
  3. Circulation desk work flow. Counter workspace, storage, storage of documents and reports online (staff utility page).
  4. Incentives: how to encourage more use of the library's self-check machines, moving beyond the 18% level where we've been since their introduction in March 2007.
  5. Security. How useful is our current security system?
- The full circulation staff meeting on Thursday, May 22, will initially focus on the following two general questions:
  1. What are we trying to achieve with an additional self check machine?
  2. How can we better manage the level of business that we have now?

## 8. AGENDA OVERVIEW

### Library Director Recruitment and Hiring

**Ranking of candidates.** A ranking of the candidates, based on the input of the Search-and-Screen Committee members and the library supervisory staff, has already been distributed.

**Selection of candidates to interview.** The goal is to select at least 3 but no more than 5 candidates to invite to the library for an interviews.

#### Format of each session with candidates

- **3:15** Candidate arrives and is given a tour of library. (Liz volunteered to do this.)
- **4:00.** Meets with any interested staff informally in the lounge.
- **4:30** Meets with Management Team.
- **5:00-5:15.** Dinner with whomever on the staff is available.
- **6:15.** Free time.
- **6:30** Formal interview.

**Finalize dates of interviews.** Ideally, the candidates' visits will be scheduled during the last week of May and the first week of June. The target is to make a hiring decision at the June 10<sup>th</sup> Library Board meeting, though we do have some flexibility in this regard.

**Determine list of interview questions.** We have a draft list of questions under consideration. Developing a final version could be delegated to a subcommittee of the Search-and-Screen committee.

### Request to Carry Over Unused Vacation Beyond June 30<sup>th</sup>

Jason Boak, Library Assistant III for Acquisitions & Serials, requests permission from the library board to use the remainder of his 2007 carryover vacation (4.53 hours) after June 2008. This procedure is set forth in Section VIII of the library's personnel policy:

#### (C) Carryover of unused vacation

Employees may, with the written permission of the Library Director, carry over any unused vacation credit to the first six (6) months of the following year. To carry vacation credit more than six (6) months during the following years must have the approval of the library board.

I recommend approval of this request.