

# MIDDLETON PUBLIC LIBRARY



## April 2009 Report

Presented at the May 14, 2009 Library Board Meeting  
By Pamela K. Westby

### 1. STATISTICS

| Circulation:  | Adult  | YA      | Juv.   | Total  | Year to Date |
|---------------|--------|---------|--------|--------|--------------|
| <b>2009</b>   | 38,898 | 3,738   | 21,797 | 64,433 | 259,893      |
| <b>2008</b>   | 35,359 | 3,706   | 21,558 | 60,623 | 243,842      |
| <b>2007</b>   | 33,363 | 3,398   | 18,214 | 54,975 | 232,357      |
| <b>2006</b>   | 33,459 | 3,320   | 16,220 | 52,999 | 219,089      |
| <b>2005</b>   | 31,559 | 2,585   | 14,273 | 48,417 | 196,713      |
| (2008-09 +/-) | (+10%) | (+.08%) | (+1%)  | (+6%)  | (+5%)        |

#### Self-Service checkouts:

|               | 3M    | ITG   | ITG#2 | Total   | % of total |
|---------------|-------|-------|-------|---------|------------|
| <b>2009</b>   | 6,353 | 7,773 | 7,649 | 21,775  | 33%        |
| <b>2008</b>   | 5,189 | 5,702 |       | 10,891  | 18.0%      |
| <b>2007</b>   | 4,328 | 5,652 |       | 9,980   | 18.2%      |
| (2008-09 +/-) |       |       |       | (+200%) |            |

| Library cards issued: | Adult | Juv. | Sr. | Org. | Total |
|-----------------------|-------|------|-----|------|-------|
| <b>2009</b>           | 94    | 11   | 0   | 0    | 105   |
| <b>2008</b>           | 105   | 23   | 3   | 0    | 130   |
| <b>2007</b>           | 86    | 17   | 2   | 0    | 105   |

#### Dynix holds:

|             | From MID's collection | From other LINK libraries |
|-------------|-----------------------|---------------------------|
| <b>2009</b> | 18,966                | 18,858                    |
| <b>2008</b> | 17,469                | 16,979                    |
| <b>2007</b> | 16,254                | 14,906                    |
|             | (+8%)                 | (+11%)                    |

| Miscellaneous: | ILL | Visits | Study rooms use            |
|----------------|-----|--------|----------------------------|
| <b>2009</b>    | 41  | 47,883 | 575.5 hours / 424 bookings |
| <b>2008</b>    | 43  | 43,683 | 499 hours / 371 bookings   |
| <b>2007</b>    | 41  | 39,712 | 468 hours / 361 bookings   |


## 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

| Date     | Program  | Attendance |
|----------|--|------------|
| 4/1/2009 | <u><a href="#">Toddler Storytime - Pigs</a></u>  | 27         |
| 4/1/2009 | <u><a href="#">All Ages Drop-In Storytime - Pigs</a></u>   | 21         |
| 4/1/2009 | <p><u><a href="#">D-I-Y: Poetry Activities</a></u> : A variety of poetry activities: find a poet, illustrating a poem, poetry rainbow and shape poems</p> <p><b>Evaluation:</b> Not as much participation as we had hoped but after placing a few "dummy" raffle slips into the raffle box, we saw an increase in participation. Many of the activity sheets were gone so we think some patrons may have participated but didn't realize there was an additional raffle slip. We also think some patrons may have used the activity sheets as coloring sheets! In any case, we were happy to have the D-I-Y station up and running and giving patrons another opportunity to participate in a library activity. The winner of this month's D-I-Y received an "eco-friendly" writing journal.</p> | 12         |
| 4/1/2009 | <u><a href="#">Toddler Storytime - Pigs</a></u>  | 12         |
| 4/2/2009 | <p><u><a href="#">Morning Book Discussion for Adults</a></u> : Discussion of Marshall Cook's mystery "Obsessions" (set in northern Wisconsin)</p> <p><b>Evaluation:</b> Emily did a very nice job! It was not a book beloved by anyone, so the discussion turned into a pretty rollicking hour of tearing the book apart. Lots of laughs and some good, insightful criticism as well. 5 regular attendees and one new person. We asked for some suggestions for next year and Updike's "Rabbit" series was mentioned, along with the novel "The Friday Night Knitting Club."</p>   | 6          |
| 4/2/2009 | <u><a href="#">Baby Storytime</a></u>  | 12         |
| 4/2/2009 | <u><a href="#">All-Ages Drop-In Storytime - Pigs</a></u>   | 14         |
| 4/3/2009 | <u><a href="#">Bilingual Storytime: Frogs/Spring</a></u>   | 29         |
| 4/4/2009 | <p><u><a href="#">Hibiscus Writing Collective</a></u> : The women took turns reading from their work.</p> <p><b>Evaluation:</b> The quality of the writing was very good; I was much more attentive than I expected to be! Of the 18 who came I would estimate 12 were family &amp; friends of the women in the collective and 6 were patrons of ours who had an interest in poetry. But of the 12 who came to be supportive I suspect over half had never been to the library before because I heard several comments like "gosh, this is a really nice library!" So one of the goals of adult programming was met. The women in the collective were very appreciative of the opportunity the library offered them and the audience definitely had a good time.</p>                             | 18         |
| 4/6/2009 | <u><a href="#">All Ages Drop-In Storytime: Spring/Rain</a></u>   | 4          |
| 4/7/2009 | <u><a href="#">Big Kids Storytime: Spring/Rain</a></u>   | 17         |
| 4/7/2009 | <u><a href="#">All Ages Drop-In Storytime: Spring/Rain</a></u>   | 17         |

|           |   |    |
|-----------|---|----|
| 4/7/2009  | <a href="#">Author Ingeborg Casey</a> : Dr. Casey read from her book & talked about her life.<br><b>Evaluation:</b> Ingeborg gave a great presentation. The book is excellent and she was very compelling. She combined reading sections from the book with just talking about her story. The audience had lots of questions and many people stayed to get copies of the book signed.   | 37 |
| 4/7/2009  | <a href="#">Teen Dungeons and Dragons</a> : We played the second round of a continued D&D game from last week. Everyone showed up, plus two observers.<br><b>Evaluation:</b> Everything went well! Jessica has a great touch with the teens.  | 8  |
| 4/7/2009  | <a href="#">Toddler Storytime: Spring/Rain</a>  | 15 |
| 4/8/2009  | <a href="#">Toddler Storytime - Spring &amp; Rain</a>   | 32 |
| 4/8/2009  | <a href="#">Poetry Picking</a> : Read selected poems from Be Glad Your Nose is On Your Face by Jack Prelutsky. The kids picked pockets with poem titles inspired from the poems we read and wrote their own original poems with illustration. We read the poem out loud and the kids checked out the books we had displayed.<br><b>Evaluation:</b> A really nice group of kids. Only 6 kids signed up for the program. Of the 6 that were pre-registered, only 2 showed up. The other 2 kids were not pre-registered. The kids had fun and with the small group we could really focus and help the kids out with their writing. | 4  |
| 4/8/2009  | <a href="#">Toddler Storytime - Spring &amp; Rain</a>   | 14 |
| 4/8/2009  | <a href="#">All Ages Drop-In Storytime - Spring &amp; Rain</a>  | 14 |
| 4/8/2009  | <a href="#">All About OverDrive</a> : Hands-on computer class: "Learn how to use the library's OverDrive service to download digital audiobooks, videos, and music to your home computer and transfer them to portable devices."  | 13 |
| 4/9/2009  | <a href="#">All Ages Drop In - Spring</a>   | 13 |
| 4/9/2009  | <a href="#">Baby Storytime</a>  | 28 |
| 4/10/2009 | <a href="#">Bilingual Spanish/English Storytime</a>   | 28 |
| 4/12/2009 | <a href="#">National Library Week DIY - Draw a picture of your favorite book</a> : An open sheet with instruction to draw a picture about a favorite book was left on the table. After turning in the picture, kids received a coupon for a free scoop of frozen custard from Culver's. <b>Evaluation:</b> An easy program and I was pleased with the participation.  | 31 |
| 4/13/2009 | <a href="#">Baby Storytime</a>  | 5  |
| 4/14/2009 | <a href="#">Big Kids storytime: Ducks</a>   | 15 |
| 4/14/2009 | <a href="#">Kromrey School Visit, 6th grade</a> : Summer Reading Program discussion & booktalks. <b>Evaluation:</b> Great! Kids were very enthusiastic and fought over the titles at the end. One boy anxiously asked how many copies of the Paranormal book we had and ran to the school library after class to make sure he was the first to get it. The students were eager to volunteer for my "brain reading" and body language experiments and Megan did a great job with her talk. The Paranormal book and "Sucks to Be Me" vampire book were the biggest hits.  | 32 |

|           |   |    |
|-----------|---|----|
| 4/14/2009 | <a href="#"><u>All Ages Drop In Storytime: Ducks</u></a>  | 16 |
| 4/14/2009 | <a href="#"><u>Toddler Storytime</u></a>  | 21 |
| 4/14/2009 | <a href="#"><u>Drop-In Knitting</u></a>   | 6  |
| 4/15/2009 | <a href="#"><u>Teen D and D</u></a>   | 4  |
| 4/15/2009 | <a href="#"><u>Toddler Storytime - Ducks</u></a>  | 20 |
| 4/15/2009 | <a href="#"><u>Toddler Storytime - Ducks</u></a>  | 30 |
| 4/15/2009 | <a href="#"><u>Online Reader's Advisory</u></a> : Learn to navigate netLibrary, NoveList, What Do I Read Next?, and WorldCat to find book reviews, reading suggestions, and more. Find good books more easily and accurately by becoming familiar with these great resources. Prerequisites: Ability to use a Web browser to navigate the World Wide Web and proficiency in using the keyboard and mouse.   | 9  |
| 4/15/2009 | <a href="#"><u>All Ages Storytime - Ducks</u></a>   | 27 |
| 4/16/2009 | <a href="#"><u>All Ages Drop-In Storytime</u></a>   | 9  |
| 4/16/2009 | <a href="#"><u>Books &amp; Brownies</u></a> : Discussion of Hunger Games, brownies & juice.<br><b>Evaluation:</b> Good--both girls were avid readers and pulled a lot of other books into the discussion. They were also very young and the book was a little intense for them--one loved the book, the other had the book pushed on her by her mother & wasn't so sure about it. (the mother came close to the end and wanted to hear all the thoughts on the book)  | 2  |
| 4/16/2009 | <a href="#"><u>Baby Storytime</u></a>   | 11 |
| 4/16/2009 | <a href="#"><u>'Tween Poetry Picking</u></a>  | 6  |
| 4/17/2009 | <a href="#"><u>Computer One-on-One</u></a> : Helped a man with his cover letter and resume This was as much "employment coaching" as it was computer help. But I had the time this morning since we didn't have any other sessions planned. When he left he thanked me sincerely and said "you've been so helpful." We're going to beef up the publicity for one-on-ones in the future.   | 1  |
| 4/17/2009 | <a href="#"><u>Bilingual Spanish/English Storytime</u></a>  | 32 |
| 4/17/2009 | <a href="#"><u>School visit, High School ELL</u></a> : Summer Reading Program discussion and booktalks. <b>Evaluation:</b> The students seemed interested the titles I brought, but the teacher was very disruptive. (immediately asked if we could cut the time in half so the students could go outside, requested I give the talks in Spanish without giving me warning earlier, interrupted constantly to remind students of other things and give a lecture about computer use...) Megan was very positive, however & said, "At least I get to see the whole spectrum of teachers & students and know better what I'm getting into." | 10 |
| 4/21/2009 | <a href="#"><u>All Ages Drop In Storytime</u></a>   | 10 |
| 4/21/2009 | <a href="#"><u>Teen Advisory Committee</u></a> : Coordinating with HPB for puppet show, LAN party interest & know how, wii olympics, prize box suggestions, teen area decor, materials suggestions.   | 7  |
| 4/21/2009 | <a href="#"><u>Big Kids Storytime: Families</u></a>   | 16 |
| 4/21/2009 | <a href="#"><u>Toddler Storytime: Families</u></a>  | 15 |

|  |   |                  |
|--|---|------------------|
| 4/21/2009                                    | <a href="#">Evening Book Discussion for Adults</a> <b>Evaluation:</b> I was surprised when the other registrant for this discussion didn't show; she's been a prime instigator for our evening discussions. I had almost cancelled because of the low registration, but I always worry about "drop ins" who will be disappointed. In this case I probably should have gone with my instinct. In the last year we have never had more than 7 for an evening discussion and the average is 4, whereas we generally get between 6 and 9 for morning discussions.   | 1                |
| 4/22/2009                                    | <a href="#">Poetry Party</a>  | 6                |
| 4/22/2009                                    | <a href="#">Finding Stuff Online</a>  | 3                |
| 4/22/2009                                    | <a href="#">Toddler Storytime - Family</a>  | 17               |
| 4/22/2009                                    | <a href="#">Toddler Storytime - Family</a>  | 31               |
| 4/22/2009                                    | <a href="#">All-Ages Drop-In Storytime - Family</a>   | 34               |
| 4/23/2009                                    | <a href="#">Baby Storytime</a>  | 16               |
| 4/23/2009                                    | <a href="#">All Ages Drop-in Storytime</a>  | 10               |
| 4/23/2009                                    | <a href="#">Teen Bands Night</a> : 2 bands: Stereo Color (Kromrey) and Blind Dub (High School) <b>Evaluation:</b> Great! Both bands played very well and we didn't have a single noise complaint, surprisingly. Stereo Color had a huge fan base (filled up all the chairs we had set out) and played in a jazzy funk style and Blind Dub played more classic rock. (both played all original songs--very impressive!) A lot of variety in the audience, too--big group of teens, but quite a few moms with kids, parents of band members and adult patrons wandering in, and even a group of elderly adults. | 71               |
| 4/24/2009                                    | <a href="#">School visit--Middleton Alternative High School</a>   | 4                |
| 4/24/2009                                    | <a href="#">Bilingual Spanish/English Storytime</a>   | 25               |
| 4/27/2009                                    | <a href="#">Poetry Cafe</a> : Kids read their poetry contributions for this year's anthology.   | 13               |
| 4/28/2009                                    | <a href="#">Toddler Storytime- Cats</a>   | 24               |
| 4/28/2009                                    | <a href="#">Big Kids Storytime: Cats</a>  | 16               |
| 4/28/2009                                    | <a href="#">All Ages Drop-In Storytime: Cats</a>  | 17               |
| 4/28/2009                                    | <a href="#">Tween D&amp;D</a>   | 5                |
| 4/29/2009                                    | <a href="#">Toddler Storytime - Cats</a>  | 10               |
| 4/29/2009                                    | <a href="#">Toddler Storytime - Cats</a>  | 38               |
| 4/29/2009                                    | <a href="#">All Ages Storytime - Cats</a>   | 27               |
| 4/30/2009                                    | <a href="#">All Ages Drop In Storytime</a>  | 16               |
| 4/30/2009                                    | <a href="#">Baby Storytime</a>  | 10               |
| <b>Number of Programs / Total Attendance</b> |   |                  |
|  | Children's  | 50 / 892         |
|  | Teens   | 8 / 138          |
|  | Adults  | 9 / 94           |
|  | <b>Grand Total</b>  | <b>67 / 1124</b> |

| <b>3. LIBRARY EXHIBITS</b> |   |                         |
|----------------------------|---|-------------------------|
| <b>Location</b>            | <b>Exhibit</b>  | <b>Artist/Collector</b> |
| Lobby display case         | World War II  | Larry Nix               |
| Picture rail               | Watercolor paintings<br> | Ruth Herbin             |

| <b>4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION</b> |  |   |
|--|--|---|
| <b>Date</b>  | <b>Department</b>                                    | <b>Title</b>  |
| 4/2/2009   | Pamela   | <a href="#">Chamber</a>   |
| 4/2/2009   | Pamela   | <a href="#">PLAC Meeting</a> : Monthly agenda.  |
| 4/3/2009   | Pamela   | <a href="#">LINK Governance Task Force</a> : Meeting with facilitator, the Russells regarding the May 15th Strategic Planning session.  |
| 4/8/2009   | Pamela   | <a href="#">Ask the Expert: Chamber Event: Employment Laws</a>  |
| 4/9/2009   | Pamela   | <a href="#">LINK meeting</a> : Bi-monthly agenda: Committee Reports   |
| 4/9/2009   | Sarah(presented)<br>Svetha, Amanda<br>Liz, Elizabeth | <a href="#">Overdrive Training</a> : Overdrive overview and training  |
| 4/14/2009  | Sarah  | <a href="#">SCLS Joint Technology Committee meeting</a> : Discussed SCLS tech planning process and approved technology plan, email transition, TechBits, OverDrive, Library Online, gadget demo, and tech news at committee members' libraries.   |
| 4/17/2009  | Elizabeth, Jason,<br>Barbara, Peter,<br>Pamela       | <a href="#">Customer Service: Putting the Pieces Together - 2009 SCLS Annual Meeting</a> : -Presentation on Customer Service -Facilitated discussion of the Library Responsibilities Project -Small Group Discussions (presented by Library & System Staff) on technology related programming and customer services for teens, and programming resources available.   |
| 4/23/2009  | Pamela   | <a href="#">Chamber of Commerce: Business Social Hour</a> : Networking with business and community members.   |
| 4/23/2009  | Elizabeth  | <a href="#">SCLS Delivery Advisory Committee Meeting (sub-committee of PLAC)</a> : 1. Review of service principles from October 2008 meeting. 2. Discussion of impact of changing the parameters to one hold on the Reduced Transportation Holds (RTH) function. 3. Discussed KOHA implementation and development with respect to Delivery. 4. Discussed RFID start-up at SUN (other locations considering?) 5. Discussed possible mid-year delivery route changes necessitated by growth and other factors. 6. Reviewed committee charge, current membership, term limits, and review of selection and composition of members. |
| 4/30/2009  | Pamela   | <a href="#">LINK: Budget &amp; Personnel Committee Meeting</a> :2010 Budget   |

## 5. DIRECTOR'S REPORT

**Circulation.** We set another record for the month of March (64,433), a 6% increase over last year, and a 33% increase compared to March 2005. As a point of comparison, Middleton's April circulation ranks third, next to Madison Central at 77,066 and the new Sequoya branch at 82,860.

Self checkout use also showed an astounding 200% increase over last year from 10,891 to 21,775. Compared to 2007's 9,980 self checkout that is a 218% usage hike.

**Program attendance.** With a total of 67 programs attracting 1,124 attendees, a slight drop from last year's offerings of 72 programs with 1,424 participants.

**Resource sharing.** The boom was felt in items loaned to and borrowed from other LINK libraries, with increases of 8% for materials retrieved from our collection and 11% for materials received from other collections – or a total of 37,824 items.

**Meeting room use.** A local non-profit organization expressed their gratitude in a letter say, "Thank you so much for the use of your meeting room downstairs. It worked out perfectly!"

**Study room and reading areas.** Room use grew by 15% over last year and often have to limit use, due to high demand. I routinely do walk-throughs to all areas of the building at various times of the day and have found that all work tables, study carrels, listening stations and reading chairs are utilized on a daily basis.

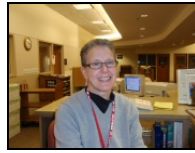
**Policies:** I'm currently working on the Pandemic Flu Policy and documentation, in response to the Middleton Police Department's request from all city departments to update their policies and provide the names of our emergency response team.

**Personnel:** According to city ordinance 27.15, all city employees are entitled to an annual performance review. The majority of these reviews were completed during the month of April. Target date for completion of all performance evaluations is July 1<sup>st</sup>.

From day one, I've been impressed and immensely grateful for the competent and dedicated staff. All levels of the MID team is comprised of individuals who have maintain a nice balance between intelligence and skill, and genuine concern for their patrons. I believe that it is the key reason why MID is known for delivering excellent customer service and continues to successfully serve as a community resource.

**Governance:** At the May 5<sup>th</sup> City Council meeting, Mayor Sonnentag appointed the following to serve on the library board, starting July 1, 2009, for a three year term: Wayne Otto (reappointment), Steve Soetesber (school representative, per Don Johnson) and Joan Gillman (to replace Steve Olson).

## 6. LIBRARIANS' REPORTS



### **Liz Dannenbaum, Head of Adult Services**

In April the adult services team offered lots of programs, did some extensive weeding of the collection, and starting putting things together for the summer.

Liz, Sarah, and Jenny interviewed Jen Moore from the UW Library School and she will begin a 120 hour summer practicum in June.

With Pamela's encouragement and tutelage at the end of March, Liz got a new Readers Advisory blog up and running in April.

Sarah, with some assistance from practicum student Emily Goad, offered 3 computer classes. The first two, All About OverDrive & Online Readers Advisory, were very well-attended and very successful. We'll repeat both those topics again.

The morning book discussion for adults was attended by 6 people & the discussion was fun & lively. Only one person came to the evening book discussion. Since attendance at the evening book discussions is always less than in the mornings, we will experiment with only offering morning sessions this fall.

Two literary programs, author Ingeborg Casey & the Hibiscus Poetry Collective, drew nice audiences of 37 and 18, respectively.



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

#### **Programming**

We continued our Spring Storytime session this month. Our school-aged and 'Tween programs focused on poetry activities. All our D-I-Y programs this month were poetry and library related, commemorating National Poetry Month and National Library Week.

Jessica concluded the Teen D&D program and began the 'Tween D&D program.

For the month of April we offered 50 programs with a total attendance of 892.

Our printed brochures for the Summer Reading Program are now available and all the information is also online. Amanda's follow up phone calls with local and neighborhood



businesses have resulted in additional sponsorship for this year's SRP.

I contacted Laura Schaeffer, author of "The Teashop Girls" - a children's novel that takes place in Madison. I have secured an author visit with Ms. Schaeffer for the fall and am very excited to host the event.

Amanda created and distributed the May Mid-Kids Newsletter and I submitted the features for the May-June "Bookworm".

Amanda and I also put together a programming outline for the fall which we will finalize in the upcoming months.

### **Collection Development**

Amanda weeded the poetry collection (811/812) and animals collection (596-636). Amanda also set up a standing order for the children's paperback series to help increase efficiency in our acquisition process.

Kathy and I put together a poetry display to tie in with the poetry programs this month.

Kathy and Jessica have been working on getting all the new paperbacks linked and ready for the summer demand.

### **Readers' Advisory Services**

The following booklists were created:

"Fairy Frenzy: Beyond Daisy Meadows", "Warrior Read-Alikes", "Poets and Poetry in Stories", and "Diary of A Wimpy Kid Read-Alikes".

Amanda posted two new book reviews on the web-site: "Tales from Outer Suburbia" and "Milagro: Girl from Far Away" and updated the Mid-Kids Blog and the Kid/Parent Links.

### **Professional Development**

Amanda and I attended Sarah Hartman's "Overdrive Training".

Jessica and Amanda attended the CCBC's web workshop "Great New Books for Older Children and Teens".

Amanda submitted a program proposal for Kamishibai Storytelling to ALA for their annual meeting in 2010.

We are continuing to serve as site supervisors for Chelsea Couillard, a SLIS student from the UW-Madison. Chelsea is completed her board book collection development project. She was

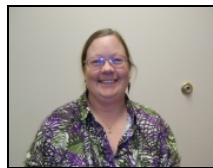
observed this month by Allison Kaplan who is her professor at SLIS. She too was very impressed with Chelsea's dedication and aptitude.

### **Outside Meetings/Other**

I was interviewed this month by the Middleton Times Tribune as part of their feature on the Friends of the Middleton Public Library. We hope the feature will draw more Friends membership and interest.

Amanda continued her regular "Booking It" column to the Middleton Times Tribune.

I contacted all the Middleton Elementary schools to secure dates and times for our May school visits.



**Elizabeth Bauer, Head of Circulation Services**  
**Professional Development:**

**Online Readers' Advisory (Wednesday, April 15, 2009)** - Middleton Public Library computer class presented by Sarah Hartman, Refence Librarian. As the first point of public contact, the Circulation Desk staff are frequently asked questions about our services; I wanted to update my knowledge on databases we offer to the public. I am also urging the circulation staff to attend our computer classes (can attend as long as there are open slots) and update their knowledge as well, so they can answer general informational questions.

**SCLS Annual Meeting (Friday, April 17, 2009)** - Morning session was a keynote address on Customer Service (all Middleton Circulation Supervisors attended - the information will be presented at the Circulation Services Staff Meeting, May 14, 2009). The afternoon sessions included a facilitated discussion of the "Library Responsibilities Project" - a document, relating to library responsibilities re: technology, presented by the SCLS Technology Planning Committee-, and small group discussions about "why teens come to the library", customer service to teens, and programming resources and equipment available to SCLS libraries through the SCLS Continuing Education Coordinator's office (the discussions on teens, and minimizing barriers for their library use, was part of my re-evaluation of the Middleton Circulation Policy change request on minor age for card application). All sessions were very educational, and provided opportunities for networking with fellow library colleges.

**SLCS Delivery Advisory Committee Meeting (Thursday, April 23, 2009)** - As a major stakeholder in SCLS and the LINK Consortium, and one of the top circulation libraries, Middleton needs, and has, representation on the major committees whose decision making impact all SCLS libraries. The Delivery Advisory Committee (an advisory sub-committee of the

Public Library Advisory Council (PLAC)), reviewed Delivery's service principles, discussed the impact of the new ILS (Koha) in respect to Delivery, talked about RFID, the libraries converting to RFID or considering RFID in the future, and its impact on Delivery, mid year Delivery route changes (within SCLS), reviewed the committee charges and discussed the composition of the committee. Middleton has been a test site for many of the changes that Delivery has instituted for efficiencies, over the years, and we continue to be committed to serving on this committee and facilitating innovations for fellow SCLS libraries.

### **Circulation Updates:**

We continue testing the receipt printers with the larger font and truncated names. Other LINK libraries have inquired about the slips and the availability of the technology, but this experiment is specific to Middleton Public Library printers; we continue to have issues that we hope to work out; we also anticipate that Koha will have this printer capability system wide. In the mean time, we continue to experiment; we are lucky that our patrons are, for the most part, patient and accepting of changes that we try out on them!

As of May 1st, as part of the "Middleton Go Green" campaign, we will print check out slips only for those who request them. Many patrons don't want us to waste the paper and remark that the on line catalog provides patron account access, which they utilize. We are happy, of course, to continue to print check out slips for those who like to have that handy or use it as a bookmark.

We anticipate the installation of the new work desk area in May.

In anticipation of summer, we are experimenting with some work flow changes between the staff area and the circulation desk.

In response to the continuing fears of a flu pandemic, the circulation desk area has hand sanitizer, wipes, and tissues available in large quantities (as do all service desks); we have hung signs about germ prevention, and have discussed wiping counters and keyboards with staff. Hopefully, this is just a scare but it has had us evaluate our emergency preparedness, reminded us of our daily exposure to germs, and solidified our commitment to provide a clean and healthy working environment for both public and staff.



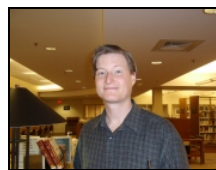
### **Rebecca Van Dan, Head of Young Adult Services**

In April, we received a large number of phone calls and emails from teachers in response to letters highlighting our Summer Reading Program and booktalk presentations. Three presentations were done in April, with a record-breaking total of 10 visits (25 classes) scheduled so far for this spring. (Last year, we did 6 visits to the middle schools and high schools, a total of

19 classes.) A large portion of April was spent coordinating schedules and writing, memorizing, and practicing booktalks.

Teen Advisory had a good turnout of talkative teens this month, and Books and Brownies had quite a few teens express interest in the book this month (Hunger Games), though a smaller turnout. The Teen Bands Night, however, was a great success, with 2 teen bands from Middleton that played very well and drew a very large and diverse crowd. We had quite a few requests to have another Teen Bands night and many volunteers of other teen bands who would like to play.

Our practicum student, Megan Zabel, accompanied me on a few school visits and to a Youth Services meeting before finishing her practicum around the end of April. I interviewed another SLIS student, Amanda Lanyon LeSage, for a practicum position, and she will be starting in September.



**Patrick Williams, Head of Information Technology**  
**Information Technology April 2009 Report**

With the new logging software in place for a month, an in-depth look at the public computer usage and printing for the month of April was possible. Future logs will help determine whether our current usage policies need tweaking. Currently we have no mandatory log-in (forced and hard-set time limits), 10 free printed pages, and 10 cents a page after. As we have no log-in, printout payments are on the honor system. We look to see if that system is being over abused, if there is large money loss, and if patron wait time for a computer is acceptable without log-in software.

**Computer Usage**

Looking at our 23 sit-down stations, 7397 user sessions were logged in April, with a total of 4002.6 usage hours.

On an average day in April, 255 patrons used a station for an average 33 minutes. There were 34 times in the month when all stations were in use; during which there was an average wait time of 2 minutes before a computer freed up. The maximum wait was 8 minutes. There were 14 days when there was always a computer available throughout the whole day.

**Printing Costs**

In April, 4 toner cartridges and 36 reams of paper were consumed with a total cost of \$475.67. Money collected for prints was \$530.75.

At the beginning of May, a new printer from Gordon Flesch was installed. The operating contract with them states an \$11 per month service and 1.2 cents per page. Toner cost will be significantly less expensive. Indeed, using April's numbers, the total operating cost for the month would be about \$240.00.

We will continue to find solutions to reduce the environmental costs (i.e. wasted paper), such as default duplexing of print jobs and patron education. Our pre-printing page-counting dialog box is also helping with the waste issue.

### **Printing Usage**

Although we don't have log-in for printing, averages and totals can be deduced if it is assumed the same patron is printing within 5 to 10 minutes between jobs.

An average total of 625 pages are printed per day. In an average day, 92 people came in and printed about 7 pages; the average single print job being 2 pages. About 16 people printed over 10 pages in a day. \$575.00 is the estimated total collected for the month using this fuzzy model. This is reasonably close to the actual, signaling a low walkoff issue.

## **7. STAFF MEETING SUMMARY REPORTS**

**Highlights from the Youth Services:** Tuesday, April 28<sup>th</sup> at 1 p.m.

- Programming: There are lots of school visits scheduled (10 so far, with a total of 25 classes.) Up from 6 last year. Book talking will be included in the visits. Extra copies of those books will be ordered and there is a bibliography in the orange binder. Band Night went really well. Over 70 people, of all ages, attended. DDR is coming up at the end of May, Thursday the 21<sup>st</sup>. All the school visits are scheduled for next month. April was a month of poetry including DIY poetry. The poetry programs went well, but attendance wasn't huge.
- Local business sponsorships for the Summer Reading Programs include: Hubbard Avenue Diner, Roman Candle, Villa Dolce, Bogey's, Middleton Sport Bowl and Bean Sprouts agreed to give gifts. There are the usual SCLS items, as well, Mallards game tickets, etc.
- Summer Reading Program: Only milestone prizes will be offered. The photos will be displayed on the screen in the entryway, thanks to Patrick. The photos may be shown on cable public access. Svetha will talk to Bonnie about this. Amanda has plans, in the future, to have photos and "Reading Rainbow" type reviews on the Blog and website. Teens will receive 10 and 30 book prizes and there is a grand prize drawing with 5 names drawn. Three of the prizes are: an ipod.

- Two of the Summer Page I's from last year will be returning, with one new hire.
- Discussion on scheduling the Youth Services desk.

**Highlights from the Page Meetings:** Afternoon, Evening & Morning shifts: April 29<sup>th</sup> & 30<sup>th</sup> & May 1<sup>st</sup>

- The Page Blog is soon ready. It includes tips and updates on new collection assignments and procedures.
- The online timecards, for Pages, are near completion.
- Jean and Barbara have nearly completed the Handbook for Pages and an orientation manual for new employees.
- Discussed the lack of locker space, addition of new carts, work flow analysis, workroom etiquette and setting up shelf reading assignments.

## 8. Library News and Updates

### Highlights from South Central Library System:



#### **It was History in the Making!**

*LINK Members took a few moments at the end of their April meeting to celebrate the April 7 signing of the contract with LibLime for Koha support. Koha is the library system software that will replace Dynix.*

*South Central Library System, with headquarters in Madison WI, provides service to 52 libraries located in 7 counties with a service population of 800,000. LINK is the consortium of the 41 SCLS members that share an integrated library system. With annual circulation of over 11.6 million, nearly 3 million holds filled annually, 826,000 bibliographic records, and over 3 million item records, LINK will be one of the largest installations of Koha to date.*

*The LINK Koha installation will be hosted off site at one of LibLime's secure data centers. SCLS has also contracted with LibLime for data migration, support and training services.*

*Dynix Classic was installed in 19 of the libraries in 1993, but growth over the intervening years has created a complex environment that requires responsive and agile technology. "We may hold a record for the longest planning effort expended in the replacement of an ILS," said Director, Phyllis Davis.*

*"During the investigation it became apparent that open-source software and a hosted service were viable alternatives to the proprietary products we had painstakingly researched. LibLime-supported Koha proved to be the most suitable for our multi-faceted organization. The timing was right for making a bold decision," said Director, Phyllis Davis.*

*LINK libraries use all of the main modules: circulation, cataloging, PAC, acquisitions and serials as well as many add-on products such as debt collection, self-check/RFID and telephony hold notification. SCLS has planned development projects in all modules. Projects include improved distribution of holds, serials control features for a consortia setting, improved batch editing in cataloging and the ability to show the "active" library's holds first in the PAC.*

*"With the signing of the SCLS/LibLime Agreement we've addressed our major goals for a long-term investment in our next ILS," said Davis. (Portions of a news release per SCLS)*

**Everyone is cordially invited to an Open House at the Memorial Public Library in Brodhead: On Sunday, May 17<sup>th</sup> from 2-5 p.m.**



- Hans Jensen retired from the Portage Public Library.
- The technology plan needs to be submitted to the Department of Public Instruction by June 1. The Board will receive a copy of the plan in May for approval.
- Deb Johnson, the Interim Director for the Fitchburg Library, met with SCLS staff to discuss, among other things, a provisional membership.
- LSTA Job Grant in the amount of \$25,300 will provide training and resources for job seekers. Staff is working with MATC, as our grant partner. More details will be made available at a later date.
- OverDrive usage between 2007 and 2008 was up by 72%.

**State.** Wisconsin Library Association's blog reported on April 30<sup>th</sup>: *Library programs in the state budget moved closer to passage Wednesday after the state legislature's Joint Finance Committee voted on several Department of Public Instruction items, including public library system aids and library service contracts. At issue was a change in the funding source for these items; instead of using general purpose revenues (GPR), AB 75 proposes using the Universal Services Fund as a source of revenue for library items, including contracts, systems, Newsline for the Blind and BadgerLink.*



**Federal.** Stimulus funds will be available to public libraries. To learn more about the American Recovery and Reinvestment Act go to:

<http://www.ala.org/ala/aboutala/offices/wo/woissues/washfunding/fedfund/arra101.cfm#what>

Additionally, the Department of Public Instruction (DPI) has created a website (<http://dpi.wi.gov/pld/arrabbfunding.html>) with basic information on the \$7.2 billion in federal broadband funding. They are working on a statewide application to get fiber into all schools and libraries in the state. According to the DPI, all schools and libraries should qualify to submit grants for the education and training purposes referenced in the federal law. SCLS will be looking into this opportunity, on behalf of its member libraries.

## 9. AGENDA OVERVIEW

**Long Range Plans:** progress report

**Circulation Policy:** recommended updates to reflect current library formats and procedures, as presented at last month's meeting minus the age restriction for library card application.

**Request approval** to close the Library on October 12<sup>th</sup> for an all day in-service day for the entire staff.

**Nomination Committee:** to select a slate of officers for the coming year.

**Library Director Performance Evaluation:** Closed session led by Steve Olson. To learn more about Open Meeting Laws, as they pertain to public libraries go to

<http://www.scls.info/management/brainsnackmtgs/index.html>.



**2008 - 2009 Library Board**

Back row: Hans Hilbert, Steve Soetesber, John Westbury, Mary Fulton, Wayne Otto, Steve Olson  
Front Row: Sandy Smith, Marjorie Kozich, Patricia Bornhofen