

MIDDLETON PUBLIC LIBRARY



April 2011 Report

Presented at the May 10, 2011 Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA & Juv.	Total	Year to Date
2011	39,603	20,418	60,021	248,597
2010	39,609	24,432	64,069	262,860

Koha is not set up to provide Collection Code stats, therefore, until more development can be done, our stats will be divided into two categories= Adult and Young Adult/ Children.

*Self-Service checkouts:

	3M	ITG	ITG#2	ITG #3	Total	% of total
2011		6,500	10,199	3,137	19,836	30.25%
2010		6,429	6,499	9,099	22,027	34%
2009	6,353	7,773	7,649		21,775	33%
2008	5,189	5,702			10,891	18.0%
2007	4,328	5,652			9,980	18.2%

*ITG=Located near open holds shelving: ITG#2=First terminal patrons come to at the Circulation Desk: ITG#3= Last terminal at Circ Desk
MID no longer has a 3M station.

**Self checkouts were inoperable for 4 days during the migration (April 15 – April 18), and sporadically functional from April 19 – April 30th.

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2011	63	18	-	-	81
2010	88	17	0	0	105
2009	94	11	0	0	105
2008	105	23	3	0	130
2007	86	17	2	0	105

Resource Sharing:



	MID items loaned to other LINKcat Lib.	Borrowed from other LINKcat lib.
2011	15,878	16,850
2010	19,164	20,537
2009	18,966	18,858
2008	17,469	16,979
2007	16,254	14,906

Miscellaneous:	ILL	Visits	Study rooms use	Walk-in laptop WI-FI
2011	35*	30,319	596.25 Hours / 408 Bookings	996
2010	69	29,181	601.25 hours / 391 bookings	492

*Our inter-librarian loan specialist Jenny Carr did not process requests during the first 2 weeks of the Koha migration. Next month's stats will likely make up the difference.

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
4/1/2011	Intro to OverDrive Audio : Demonstrator, Emily Goad	9
4/4/2011	'Tween Book Discussion, Dinner, and Movie: Charlie and the Chocolate Factory : Demonstrator, Amanda	14
4/5/2011	Toddler Storytime: Spring/Rain : Demonstrator, Amanda	32
4/5/2011	Big Kids Storytime- Spring/Rain : Demonstrator, Amanda	18
4/5/2011	'Tween Knitting: Cabled Hat Workshop : Demonstrator, Amanda	11
4/6/2011	Wednesday Matinee Storytime : Demonstrator, Sarah Goebel	4
4/6/2011	Tiny Tots Storytime : Demonstrator, Svetha	40
4/6/2011	All Ages Storytime - Spring/Rain : Demonstrator, Svetha	42
4/7/2011	Baby Storytime : Demonstrator, Svetha	17
4/7/2011	All Ages Storytime - Spring/Rain : Demonstrator, Svetha	36
4/8/2011	Bilingual Storytime : Demonstrator, Katy Shannon	21
4/8/2011	Introduction to OverDrive eBooks : Demonstrator, Walker Evans	12
4/9/2011	Krafty Kids - Love the Earth! : Demonstrator, Kathy	49
4/11/2011	Teen Advisory Committee : Demonstrator, Rebecca 	6
4/12/2011	Big Kids Storytime: caterpillars : Demonstrator, Amanda	26
4/12/2011	'Tween Knitting: Cable Hat Workshop : Demonstrator, Amanda	10
4/12/2011	Toddler Storytime: Caterpillars : Demonstrator, Amanda	34
4/13/2011	Tiny Tots Storytime : Demonstrator, Svetha	34
4/13/2011	All Ages Storytime - Libraries : Demonstrator, Svetha	27
4/13/2011	Books & Brownies: Kiki Strike Spy Training : Demonstrator, Rebecca	4
4/14/2011	Music of the Civil War : Demonstrator, Phil Passen	43

		
4/14/2011	<u>Baby Storytime</u> : Demonstrator, Svetha	17
4/14/2011	<u>All Ages Storytime - Libraries</u> : Demonstrator, Svetha	25
4/15/2011	<u>Bilingual Storytime</u> : Demonstrator, Katy Shannon	38
4/16/2011	<u>'Tween Earth Day Art and Science</u> : Demonstrator, Amanda	6
4/19/2011	<u>Toddler Storytime: Bunnies</u> : Demonstrator, Amanda	25
4/19/2011	<u>Big Kid Storytime: Rabbits</u> : Demonstrator, Amanda	25
4/19/2011	<u>'Tween Knitting: Cabled Hat Workshop</u> : Demonstrator, Amanda	10
4/20/2011	<u>Tiny Tots Storytime</u> : Demonstrator, Svetha	26
4/20/2011	<u>All Ages Storytime - Eggs</u> : Demonstrator, Svetha	36
4/20/2011	<u>WWBI program on Social Networking for Your Small Business</u> : Demonstrator, hosted by WWBI and me; presenter was Nate Towne	30
4/20/2011	<u>Wednesday Matinee Storytime</u> : Demonstrator, Sarah Goebel	14
4/20/2011	<u>Importance of Locale in Fiction (author talk)</u> : Demonstrator, Anthony Bukoski	17
4/21/2011	<u>Book Discussion for Adults</u> : Demonstrator, discussion lead by Sarah Michaelis	9
4/21/2011	<u>Baby Storytime</u> : Demonstrator, Svetha	20
4/21/2011	<u>All Ages Storytime - Eggs</u> : Demonstrator, Svetha	31
4/21/2011	<u>Library Adventure Club</u> : Demonstrator, Svetha	13
4/22/2011	<u>Bilingual Storytime</u> : Demonstrator, Katy Shannon	19
4/25/2011	<u>Wisconsin Poets</u> : Demonstrator, WI Poet Laureate Bruce Dethlefsen & 3 Middleton poets 	72

4/25/2011	Introduction to the new LINKcat : Demonstrator, Walker Evans	12
4/26/2011	Toddler Storytime: Birds : Demonstrator, Amanda	32
4/26/2011	Big Kids Storytime: birds : Demonstrator, Amanda	34
4/26/2011	Tween Knitting Workshop: Cabled Hats : Demonstrator, Amanda	10
4/26/2011	Author Presentation : Demonstrator, Deborah Blum	42
4/27/2011	Tiny Tots Storytime : Demonstrator, Svetha	28
4/27/2011	All Ages Storytime - Bunnies : Demonstrator, Svetha	44
4/27/2011	Poetry Pizza Party : Demonstrator, Svetha	16
4/27/2011	Creative Writing Group : Demonstrator, Kathy Steffen, group leader	9
4/28/2011	Baby Storytime : Demonstrator, Svetha	18
4/28/2011	All Ages Storytime - Bunnies : Demonstrator, Svetha	28
4/28/2011	Tween Crafternoon: May Baskets : Demonstrator, Amanda 	18
4/28/2011	Teen Dance : Demonstrator, BloodDeathTrain	25
4/29/2011	Bilingual Storytime : Demonstrator, Senora Katy Shannon	15
4/30/2011	Dia de los ninos/Dia de los Libros- Children's Day/Book Day : Demonstrator, Amanda	24
	Number of Programs / Total Attendance	
	Children's	41 / 987
	Teens	3 / 35
	Adults	10 / 255
	Grand Total	54 / 1277

3. LIBRARY EXHIBITS		
Location	Exhibit	Artist/Collector
Lobby display case		Middleton Outreach Ministry
Picture rail		Murali Palangat

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

Date	Staff	Title
4/2/2011	Walker Evans (presenter)	<u>Koha LINKcat training</u> : This training session lasted about an hour and there were five staff members in attendance. There were three main goals for the session: for staff to get familiar with the layout of the new interface, including new features; for staff to know how patrons can access their user accounts in the new interface, and what they can do there; and for staff to understand the search strategies available. There were one or two small snags, such as the mysterious disappearance of the "place hold" button in the cart window (for placing multiple holds at once), but overall things ran smoothly. It was useful to be able to have the old and new LINKcats opened in side-by-side browser tabs, for a more immediate comparison. Towards the end, we also took a quick look at the admin side to get a sense of the way that everything fits together.
4/5/2011	Walker Evans (presenter)	<u>Koha LINKcat training</u> : This session was pretty similar to the first one, but there were maybe ten to twelve staff members present. One staff member had recently attended a meeting of the Koha upgrade team, so she was able to offer some helpful insight into the state that the ILS will actually be in when it launches.
4/5/2011	Pamela, Elizabeth, Marj Kozich, Rusty Shoemaker-Allen	<u>Personnel/Finance/City Council meetings</u> : Resolution to reimburse staff if and when the bill becomes law to require WRF contribution via a "gross stipend" for 2011, only was passed by the Common Council. They also passed a resolution to create Fund 212, as a Special OPERATING Library Fund. The Mayor honored National Library Week.
4/5/2011	Amanda	<u>Mentoring through ALA</u> : Continued mentoring of a new Youth Services librarian at the Milwaukee Public Library through ALA's MentorConnect program.
4/7/2011	Pamela	<u>Chamber: Get Moving Middleton</u> : Bruce Company, ETC and other city business information.
4/11/2011	Liz, Amanda, Rebecca, Jenny V., Jen D., and Lori E.	<u>Koha LINKcat training</u> : Walker took us through all the options on the new Search Screen.
4/20/2011	Amanda	<u>UW Workshop: The Global Marketplace</u> : This day-long workshop focused on global awareness. Issues such as economics, policies, and global competence were addressed by a variety of speakers.
4/25/2011	Amanda	<u>Needlereads</u> : This is a monthly program facilitated by Carissa Christner, Alicia Ashman's Children's librarian. It is for teens and adults. Each month, participants make a simple sewing project using patterns from books or websites. We created round pincushions.

4/26/2011	Emily Goad	Free Tools to Create Your Own Website or Blog : Information about Websites/Blogs in general - then went into more specific in depth description of a few free blogs we can use and what is available through each. Also went to a blog that would cost a fee, but which is more professional.

5. DIRECTOR'S REPORT

Circulation. Due to the mid-month migration, figures were not available at the time of printing. We are still awaiting the figures from Koha.

Visitors. Daily visitor count was up in 2011 compared to 2010 from 29,181 to 30,319.

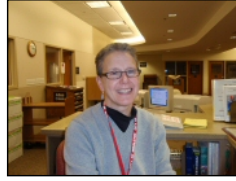
Program attendance. In April of 2011 we offered 57 programs and attendance totaled 1,277. This was significant increase in last year's attendance of 949, though we offered a few less events, with 54 programs in April of 2010. It is great to see the numbers rise in participation in the children (from 795 to 987) and the adults (112 to 255).

Resource sharing. Despite a dysfunctional Holds Module with the new LINKcat, we continue to see high levels of resource sharing: loaning 15,878 to other libraries and receiving 16,850 from other LINKcat libraries.

More Stats. Aside from statistical information required to be reported by the federal government and the Department of Public Instruction, we keep an eye of other ways the library is being used. MID experienced a significant jump in the number of walk-in WIFI laptop use in April from 492 in 2010, to 996 in 2011. It is evident that the library serves its users and the community in many ways. Technology plays an important part of that role.

Other April Stats:	2010	2011
Fax Statistics:	50 user sessions	57 sessions
	154 pgs faxed	269 pages faxed
Public Computer Usage:	2010	2011
Number of Computers Logged:	35	46
Number of Days Open:	29	29
Total Sessions:	8,572	11,758
Total Hours Used:	4,543	4,517
Total Printed Sides:	26,823 (plus 74 pages color)	28,634 (plus 263 color)

6. LIBRARIANS' REPORTS



Liz Dannenbaum, Head of Adult Services

It was all about Koha last month. Reference staff worked hard to become adept and knowledgeable about the PAC in order to assist patrons in locating materials and placing holds. Most Reference staff also had to master some linking rules as well as collection code changes to update the collection, weed damaged or out of dates items, and create book displays. Basic Circulation functions such as checking in and checking out also had to be learned in order to check out laptops and headphones at the Reference Desk.

Walker Evans taught three classes to the staff at large on searching the newly revised PAC and not only did I hear rave reviews about how well he organized and presented the information at the first two, I attended the third to get the training first hand. Walker taught one class to the public in April and will offer two more for the public in May.

We had some great adult programs in April and adult attendance reached an all time high with an author visit by Deborah Blum as well as a poetry reading by Wisconsin's Poet Laureate Bruce Dethlefsen and several other very well attended events.

Finally we were very pleased to be able to offer library school practicum student Sarah Michaelis a temporary Page II sub position to fill in some hours this summer.



Svetha Hetzler, Head of Children's Services

We continued our spring storytimes this month and included a library themed storytime in honor of National Library Week. Also for National Library Week, we participated in the National Library Week event sponsored by Culver's Frozen Custard. This is a collaborative program with Wisconsin public libraries.

The first half of the month, I concentrated on personnel activities which included updating the

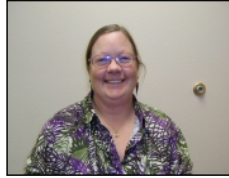
New Employee Guidelines and Training Manual. This document is now available on our staff utility page. Sally Wood began her position as a Substitute Page II for Youth Services. The substitute positions have made a very positive difference in our scheduling efforts. I offered our three Summer Page I positions to 3 of our teen volunteers. Eddy Koh, David Ho, and Kaitlyn Wolfinger have worked as volunteers under the supervision of Amanda Struckmeyer and Rebecca Van Dan. We're looking forward to having them work with us this summer.

I also finished scheduling school visits to the elementary schools. We will have the opportunity to meet with teachers and students in May and June to promote our summer reading program. Publicity materials for the Summer Reading Program are complete and will be available for patrons to pick up in May.

This month, Kathy and Sarah worked on displays featuring spring picture books, poetry books, Earth Day, and book and cd kits. I added a booklist for babies and toddlers. Hard copies are displayed at Baby Storytime and Tiny Tots. The list is also available online.

Both Kathy and Sarah received training from Sarah Hartman with Koha and have been working on checking in new materials. They have also resumed their mending responsibilities. I received training from Sarah H. on filling out our new cataloging slips.

Of course, the last two weeks of the month, the department was very busy getting acclimating to Koha and the new Linkcat. We've spent a lot of time experiment and learning on our own and have been very busy educating and working with patrons. It's been bumpy for all of us, but every day we are making strides and are feeling more comfortable with the interface. The ability to report problems is also helpful and knowing that there are many people behind the scenes that are addressing concerns is good to know.



Elizabeth Bauer, Head of Circulation Services

The Circulation Staff spent the first two weeks of April using new training webinars and tutorials to prepare for the migration to Koha.

On Sunday, April 17, 2011 Middleton Public Library officially came up on the next generation software, Koha. Since the moment Koha came up, circulation has been dealing with software glitches and (mostly) unhappy patrons. It is always hard to make a major change, and the library staff (as a whole) has been wonderful with the public, but continuing software bugs are wearing on everyone's patience. I hope to have a more positive May report.

I will be attending the Wisconsin Association of Public Librarians' Conference (WAPL), here in Madison, May 5th and May 6th.



Rebecca Van Dan, Head of Young Adult Services

April has mostly been consumed with learning, testing, and teaching patrons the new LinkCat. I also interviewed Erinn, a new practicum student who will start in August, set up booktalk times with a number of teachers, translated booktalks to Spanish for ELL classes, reviewed our social media policy, updated the Spanish version of our library overview bookmarks, did some last minute weeding before the new LinkCat came up, and met with Sarah H. to discuss cataloging changes with Koha. We had one volunteer complete her hours for community service, and 2 others who asked to be taken off the schedule until fall due to scheduling conflicts, but are waiting to contact and train new volunteers until things are a little calmer.

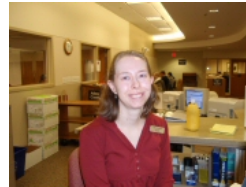
Two teen volunteers have been recommended for Summer Page positions and paperwork is underway to hire them for the summer. Booktalks have been written and memorization is underway before class visits begin next week. Preparation for our May cooking competition is also underway and we are starting to collect program materials for the summer.



Patrick Williams, Head of Information Technology

The month was mostly spent on gearing up for, and then working through the Koha migration. A few tweaks were developed as short term solutions to some issues; one being a method to expedite hold slip printing. Label printing software was created to print two types of spine labels in whatever format we choose.

The library's online event calendar and database are being enhanced to show more information on programming and for future online registration.



Sarah Hartman, Technical Services Librarian

With the ILS migration, this month was quite busy and exciting. The cataloging cutoff date was April 5th, and I'm pleased to report that by that afternoon we were completely caught up. I then began to prepare training materials for all departments, and I was able to begin training staff when the cataloging module went up on April 20th. While certain things aren't as easy as they used to be, there are some very nice features in the new software and I think everyone will adapt well to it. We are already making a dent in the new materials that built up during our down time.

Our down time allowed us to redirect some pages from their normal duties to RFID tagging the AV collections. By the end of the month all collections had been tagged, and all new materials are now being tagged before going out into circulation as well. While we still must trap any items that were checked out, the bulk of the tagging has been completed.

Also this month, I taught a four-week continuing education course for UW-Madison called Graphic Novels in the Library, which is designed to help librarians around the country learn how to build, manage, and promote their graphic novel collections. I have taught this class for

several years, and I continue to enjoy using my experience at the Middleton Public Library to educate others and introduce them to new ideas.



Amanda Struckmeyer, Youth Services Librarian

This month, our main focus was getting to know the new catalog. As the system improves and we gain more experience, things are definitely getting smoother and easier.

Summer brochures are now available online and in paper. We're gearing up for school visits, which are another great way to promote the Summer Reading Program. I mailed letters to 28 area businesses this month, requesting prize donations from them. Several have already responded. Typically, local business items (certificates for free ice cream, free pizza, free bowling, etc.) are our most popular non-book prizes. My wonderful teen volunteer was hired this month as a summer page; we are lucky to have him on board!

My newspaper column, "Booking It," was written and submitted to the *Middleton Times Tribune*. I continued to serve as the staff liaison to the newspaper. I also continued my work as the treasurer for the board of the Friends of the Cooperative Children's Book Center.

On the national level this month, I continued my work as a Priority Group Consultant for ALA's youth division (ALSC). The American Library Association's annual conference is held in June, and I am coordinating meeting times, locations, and agendas with the ALSC office and committee chairs.

I was thrilled beyond words to join the library's professional/management team this month. I appreciate the confidence that the Board and the Director have shown in me. I am very proud to serve Middleton's youth.

Director's Note: Quote from one of our users, "My 7 yr old and I both think Middleton PL has the best Children's PB Series collection around...hands down. We are Madison residents but make special trips to Middleton to browse and checkout as your collection 'is awesome' according to my daughter. You can imagine as a mom and librarian how excited this makes me!"

7. AGENDA OVERVIEW

Proposed changes to the Circulation Policy

Adjustments to the policy, as recommended by the Circulation Staff. Separate document will be provided.

Proposed changes to the Gift and Special Fund Policy

The revision includes shifting the operating budget (including income and expenses related to copies) from the City's general fund to a new special library fund will allow the Library to carryover unspent funds, per state statute. Lost book fund will remain in its own special fund.

Financial Review of 2010

We'll review the financial statement the compares the actual to the 2010 budget.