

MIDDLETON PUBLIC LIBRARY



August 2011 Report

Presented at the September 13, 2011 Library Board Meeting

Pamela K. Westby

1. STATISTICS

Circulation:

	Adult	YA	Juv.	Total	Year to Date
2011	39,955	5,690	25,596	71,241	519,653
2010	41,991	5,496	25,461	72,948	550,464
2009	41,208	5,407	24,424	71,039	543,268
2008	36,165	4,589	21,635	62,774	510,673
2007	38,424	4,495	23,388	66,307	490,988
2006	37,486	4,322	20,121	61,929	457,647
2005	35,849	3,659	16,934	56,442	413,415
(2010-11 +/-)	(-5%)	(+3.5%)	(+5%)	(-2.39%)	(-5.6%)

Self-Service checkouts:

	3M	ITG	ITG#2	ITG#3 (new)	Total	% of total circ
2011		12,493	12,632	5,065	30,190	42.3%
2010	6,149	7,218	11,160	1,533	26,062	28 %
2009	7,101	8,315	9,329		24,745	34 %
2008	6,171	6,102			12,273	19.5 %
2007	5,965	7,320			13,285	19.9 %

Library cards issued:

	Adult	Juv.	Sr.	Org.	Total
2011	118	50	2		170
2010	110	44	2	0	156
2009	119	39	2	0	161
2008	119	43	2	0	164
2007	121	39	1	2	163

Dynix holds:

	Loaned to	Borrowed from
2011	16,595	18,455
2010	19,223	21,393
2009	19,036	20,111
2008	16,981	16,855

Miscellaneous:

	ILL	Visits	Study rooms use	Fax
2011	87	33,295	634 hrs. / 419 bookings	52 sessions / 152 pgs
2010	60	33,755	567 hrs. / 395 bookings	77 sessions / 187 pgs

Walk-in laptop WI-FI access sessions:

2011	958
2010	391* <i>gateway inoperable for several days.</i>

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
8/1/2011	 <p><u>Ice Cream Social</u> : Demonstrator, Svetha</p>	120
8/2/2011	<u>Toddler Storytime: Favorites</u> : Demonstrator, Amanda	27
8/2/2011	<u>Big Kids Storytime: Favorites</u> : Demonstrator, Amanda	25
8/2/2011	<u>Clue In To Your World</u> : Demonstrator, "Great" Scott Obermann	46
8/3/2011	<u>Tiny Tots Storytime</u> : Demonstrator, Svetha	49
8/3/2011	<u>All Ages Storytime - Favorites</u> : Demonstrator, Svetha	16
8/3/2011	<u>Around the World Picnic</u> : Demonstrator, Svetha	23
8/3/2011	<u>Tour of Facebook</u> : Demonstrator, Emily	15
8/3/2011	<u>Wii Party</u> : Demonstrator, Rebecca	4
8/4/2011	<u>All Ages Storytime - Favorites</u> : Demonstrator, Svetha	27
8/4/2011	<u>Baby Storytime</u> : Demonstrator, Svetha	27
8/5/2011	<u>Bilingual Storytime</u> : Demonstrator, Katy Shannon	16
8/5/2011	<u>Bubble Wonders</u> : Demonstrator, Geoff Akins	200
8/6/2011	<u>End of Teen SRP Picnic</u> : Demonstrator, Rebecca	65
8/9/2011	<u>Mother Baby Hour at Meriter</u> : Demonstrator, Svetha	38
8/9/2011	<u>'Tween Knitting</u> : Demonstrator, Amanda	19
8/10/2011	<u>Creative Writing Group</u> : Demonstrator, Kathy Steffen	9
8/11/2011	<u>E-Book Presentation at Middleton Senior Center</u> : Demonstrator, Jenny C.	10
8/11/2011	<u>VolunTween</u> : Demonstrator, Amanda	18
8/16/2011	<u>Downloading the Library: Overdrive</u> : Demonstrator, Walker Evans	21
8/16/2011	<u>'Tween Knitting</u> : Demonstrator, Amanda	16
8/18/2011	<u>VolunTween</u> : Demonstrator, Amanda	8
8/23/2011	<u>'Tween Knitting</u> : Demonstrator, Amanda	13
8/24/2011	<u>Introduction to Picasa</u> : Demonstrator, Sarah Michaelis with a small assist	10
8/25/2011	<u>VolunTween</u> : Demonstrator, Amanda	9
	Number of Programs / Total Attendance	
	Children's	18 / 697
	Teens	2 / 69
	Adults	5 / 65
	Grand Total	25 / 831

3. LIBRARY EXHIBITS

Location	Exhibit	Artist/Collector
Lobby display case	Wisconsin Gourd Society	Wayne Otto-contact
Picture rail	Eclectic Art	Mary Ann Inman

4. STAFF DEVELOPMENT: MEETINGS & CONTINUING EDUCATION

Date	Staff	Title
8/1/2011	Amanda	SLIS Orientation Panel
8/2/2011	Elizabeth I. Bauer	SCLS Circulation Services Subcommittee Meeting
8/3/2011	Elizabeth I. Bauer, Barbara Henderson, Peter Matiash, Katie Adkins	MID Circulation Services Supervisor Meeting
8/3/2011	Pamela	WAPL Board meeting
8/4/2011	Pamela	Get Moving Middleton
8/4/2011	Elizabeth I. Bauer, Barbara Henderson, Katie Adkins, Peter Matiash, Vranna Manor, Karen Kilroy-Sikkema, Cindy Zellers, Jean Javenkoski, Jennie Vosen, Clara Lebow, Joe Goad (Unable to attend: Sara Simpson, Katie O'Brien)	Circulation Services Staff Meetings (9:30 - 11:00 am & 12 noon - 1:30 pm)
8/8/2011	Pamela	SCLS Board Meeting
8/9/2011	Elizabeth I. Bauer	SCLS Delivery Committee Meeting
8/9/2011	Elizabeth I. Bauer	SCLS Delivery Committee Meeting
8/18/2011	Pamela	AC Committee Meeting
8/18/2011	Pamela and Barbara	Library Tour
8/19/2011	Pamela	WLAT Conference
8/22/2011	Jason	Communication and Teamwork Course
8/25/2011	Pamela	Digipalooza Recap
8/25/2011	Pamela	Solar Connections
8/26/2011	43 staff members	All Staff In-service and Outreach 

5. DIRECTOR'S REPORT

Many of this month's tasks focused on staff related business. The majority of the Staff Performance Coaching Conversations took place; and position descriptions were revised to reflect current workloads and expectations.

We posted for a Library Assistant-LA II – Adult Services, to replace Emily Goad. The revised position description includes some administrative assistance tasks for the Library Director.

The Selection Committee met to finalize the schedule for hiring for the Head of Adult Services Librarian. The position description focuses on public instruction and technology related programming, while maintaining strong reference and collection development services. The posting will go out at the end of the month.

Circulation made some changes to their workflow, shifting hours from LTE to permanent part-time staff; and Youth Services assessed the division of tasks and supervision assignments.

Legislative changes to Wisconsin Retirement System went into affect mid-month, so that affected payroll calculations.

At the end of the month, we held an All Staff In-service with a community outreach component and emergency skills training section. Staff requested certified CPR classes, which will be arranged with Middleton's EMS at a minimal charge. There was also some interesting in AED training.

Resolution Exempting the City of Middleton from the Dane County Library Tax

City of Middleton's Common Council passed this year's resolution requesting exemption from the county library levy at their September 6, 2011 meeting. See Appendix A and B for more information.

6. LIBRARIAN'S REPORTS

Liz Dannenbaum, Head of Adult Services:

I spent much of the early part of the month putting up displays to promote the fall programs and sending out program information to listservs, email lists, and newspapers.

I was delighted with the success of the three computer classes we offered in August. Once upon a time August was considered a "no-program" month, but not any longer.

Last part of the month was devoted to planning and preparing for the void left by Emily Goad,

LAll for Adult Services, who has accepted a new position at the Mt. Horeb Public Library. Tasks involve covering her desk shifts and looking over her position description for possible changes to it.

Svetha Hetzler, Head of Children's Services:

We wrapped up the Summer Reading Program on August 6. By the end of the eight week program, 638 children between 0 and 7 years old were registered. 344 children reached their ½ way goal and 254 reached their final goal. I was pleased that more than half of the participants turned in their reading logs at the ½ point and over 70% of those patrons reached their final goal. I was also pleased with this year's simplified structure.

The ice cream social and the finale concert performance of Bubble Wonders were festive ways to wrap up the summer program. I also made my quarterly visit to Meriter Hospital's Mother-Baby Hour. It's always a great opportunity to promote the Middleton Public Library, early literacy, and public libraries.

Fall program fliers were completed and we began registration for all fall programs. Program information is also available online.

Amanda Struckmeyer and I worked together to contact elementary schools in an effort to promote the use of the library. Amanda sent library card applications and program information for schools to set out during orientation week while I was on vacation.

In collection development, I focused on back to school and holiday titles. The book display featured "Back to School" titles. Kathy also updated the early childhood parenting booklist.

I conducted performance conversation with Kathy Rausch and Sarah Goebel. The conversations allowed time to discuss things that are going well, set future goals, and exchange ideas. Both Kathy and Sarah are extremely valuable employees. I feel lucky to work with such creative, knowledgeable, and dedicated colleagues.

Elizabeth Bauer, Head of Circulation Services:

Circulation Desk Update:

The summer reading program ended the first weekend of August, but it has not felt like it slowed down much. The Circulation staff is still testing the RFID software for the gates.

Staff Update:

Most of the Circulation staff Performance Coaching Conversations have been completed. Staff felt that Koha was going well (in terms of level of comfort using the software), and not going well (in terms of the new, or ongoing, bugs discovered in the software upgrade, and because Koha seems to have two or three steps to each procedure) at the same time.

Upcoming Events:

Circulation Supervisors, Barbara Henderson and Katie Adkins, will attend an SCLS Continuing Education Workshop on technology and tech gadgets.

Patrick Williams, Head of Information Technology

All of the public Internet access computers have been updated with the latest version of Firefox we support, as well as all the related plug-ins. Some minor tweaks were done to our timer/printer software as well.

The LINK PC replacement is still ongoing – moving selected staff PCs to our own internal network. Some of our proprietary software needs to be slightly re-coded for optimization with Windows 7.

A wireless panic button has been added for the lower level Reference desk staff, in the event of a dire emergency, and a 911 call is not an option. The button is integrated with the building security, and will initiate a police call. Furthermore, software was developed and installed on (so far) two public service desk PCs. It enables staff to hold a selected button down on the keyboard; sending an alert message on other staff PCs, in the event of a less severe problem.

Rebecca Van Dan, Head of Young Adult Services

In August, we concluded the Teen Summer Reading program with 296 teens registered and a great turnout for our Teen Picnic finale. Extra volunteers were coordinated for the picnic and we had more adults as spectators this year, perhaps due to the Mustard Day events next door. We had an issue with one participant who claimed his prize was broken when he received it, but Best Buy graciously replaced it.

After 2 delicious weeks of vacation, I spent the rest of August catching up on projects, email, and paperwork. For publicity, I created more PowerPoint displays to be shown on the lobby computer, posted flyers to our facebook page, emailed English teachers and school librarians about our upcoming Teen Readathon in September, and sent press releases to newspapers and PTA newsletters.

A few challenges with Koha required extra work to sort out, and staff was asked to prioritize a long list of Koha issues to see which problems the vendor will be asked to sort out first.

We worked on organizing the Help Desk a bit more, replacing flyers, labeling, and discussed moving teen prizes downstairs to the Archer Room closet to free up more space. A cart for teen prizes was ordered, some teen signage was replaced, and we started weeding on a small scale. (Weeding reports are still not available through Koha, but statistics available through individual book records.)

Sarah G. graciously took over more tasks related to damaged teen books, and we did a little training on how to order replacement copies. Our new practicum student, Erinn Batykefer, started on Aug. 22 and has been working out wonderfully. We spent some time on training and

orientation for Erinn and a few new volunteers, ordered more children's CDs/DVDs in Spanish, and worked on creating a list of questions for the Readathon's Sudden Death Trivia contest.

We are also trying to clear clutter and make both public and staff spaces look especially nice for a YSS bus tour of librarians that will be visiting on Sept. 13.

Sarah Hartman, Head of Technical Services

August was an atypical month in Technical Services due to a bug in Koha that made adding and editing item records difficult and then finally shut us down for several weeks. We halted all cataloging operations very shortly after the full extent of the bug was discovered. In addition, multiple Technical Services staff members had scheduled vacations for August, so we weren't as affected as we could have been. While the bug has been fixed, we now have to play catch-up with new materials.

We continue to add a large number of new bibliographic records compared to many of our fellow LINK libraries. In July we ranked third with 342 new records added. In August we ranked fourth with 277 new records added. The decrease from July to August can be explained by the aforementioned bug and shut down of operations. September will likely be a big month.

I received my first post-Koha weeding report and it was perfect. Other staff members who have requested reports have reported problems, but I was glad to see that there has been some progress on these reports that are necessary for keeping the collection in good shape.

Also this month, Jason Boak completed an eight-week class on communication and teamwork as part of his participation in ALA's Library Support Staff Certification Program.

Amanda Struckmeyer, Head of Youth Services

The Summer Reading Program wrapped up on August 6. We had many happy children and families take part in this year's program. For 'tweens, we gave away 485 free books as rewards for reading this summer. After the Summer Reading Program ended, I continued to offer programming for 'tweens throughout the month of August. I coordinated 4 activities at the DIY station this month.

Our fall 'tween program brochure is now available and sign-up for these programs has begun. We're excited to try some new thing and enjoy events that have been popular in the past. I created two handouts, one on our gov delivery service and one on NoveList K-8. I hope that these handouts will encourage patrons to take advantage of these services.

I did some light weeding in 'tween fiction and nonfiction, as well as in juvenile paperbacks. When Koha allows us to generate weeding reports, this will be much easier and more efficient.

I met with a reading teacher at MASH (Middleton Alternative Senior High) to coordinate our partnership for the fall. I'll be teaching her class about early literacy and giving them a chance to put their new knowledge into practice through special programs at the library. I am also beginning work with an Early Childhood teacher from Middleton High School. We're hoping to arrange a partnership this year as well. Svetha Hetzler and I contacted all of the elementary schools in Middleton to offer materials such as program fliers and library card applications for back-to-school events.

We learned this month that our application to host David HB Drake as part of the Wisconsin Book Festival was approved. We are very excited to be a part of the book festival, and to offer this all-ages program for our patrons.

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.

South Central Library System runs a blog for teen readers in the summer called Teen Read. As a volunteer moderator, I posted questions and follow-up comments about two new teen titles.

On the national level this month, I continued my work as a member of the Association for Library Services to Children (ALSC) Legislative Committee. I also reviewed one book for *School Library Journal*.

7. OTHER LIBRARY RELATED NEWS

Friends of the Library Partnered with the National Mustard Museum during 2011 National Mustard Days and sponsored a float in this year's Good Neighbor Festival Parade:



8. AGENDA ITEMS

Update on RFID Project, next phase (Possible action item)

Revised floor plan and renovation plans will put the project over budget. The proposal is to consider using additional funds from account 204-5511-990 to help cover the difference.

Personnel Subcommittee Report: The Annual Director's Evaluation is typically scheduled around the anniversary date: August/September. Using the Wisconsin's Department of Public Instruction publication: *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* <http://dpi.wi.gov/pld/handbook.html> [retrieved September 8, 2011] section: *The Trustee Essential #6: Evaluating the Director* <http://dpi.wi.gov/pld/te6.html>, [retrieved September 8, 2011], the subcommittee. The Board may go into closed session.

Proposed Revisions to the Dane County Library Standards were revised to reflect possible changes to library operating budgets and the circulation/purchasing trends away from printed magazines and books towards digital and electronic formats, allowing more flexibility in materials purchasing. The standards were designed to ensure a minimum level of service at all public libraries throughout the county. (We will review the documents this month and consider action at the October meeting.)

Appendix A: Resolution Requesting Exemption from County Library Tax

RESOLUTION NO. 2011-45

Resolution Requesting Exemption from County Library Tax

WHEREAS, the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes; and

WHEREAS, the Dane County Library Board has determined that the library serving the city of Middleton meets the minimum standards of operation established by County Board Resolution 269, 2007-2008 in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes; and

WHEREAS, Section 43.64 (2) (b) of the Wisconsin Statutes provides that a city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city for the current year; and

WHEREAS, the City of Middleton will appropriate in 2011 and expend in 2012 an amount in excess of that calculated above,

NOW, THEREFORE BE IT RESOLVED that the City of Middleton hereby requests of the Dane County Board of Supervisors that the City of Middleton be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2), and

BE IT FURTHER RESOLVED that confirmed copies of this resolution be forwarded by the Acting City Clerk to the following party:

DIRECTOR
Dane County Library Service
201 W. Mifflin St.
Madison, WI 53703

The above and foregoing Resolution was duly adopted by the Common Council of the City of Middleton at a regular meeting held on _____.

ATTEST:

Kurt J. Somentag, Mayor

John M. Lehman, Acting City Clerk

Ayes:
Noes:
Adopted:

Appendix B

2010 LEVY RATE 0.000350598	2011 Equalized	Minimum Municipal Appropriation for 2012 FY to exempt	2010 Municipal Appropriation source: DPI Annual Report	2011 Appropriation as a % of the 2012 minimum
BELLEVILLE V	187,018,400	\$65,568	\$214,713	327%
BLACK EARTH V	97,569,500	\$34,208	\$80,593	236%
CAMBRIDGE V	140,597,800	\$49,293	\$65,942	134%
CROSS PLAINS V	323,663,100	\$113,476	\$217,558	192%
DEERFIELD V	167,320,700	\$58,662	\$125,699	214%
DEFOREST V	752,366,200	\$263,778	\$402,967	153%
FITCHBURG	2,364,681,500	\$829,053		
MADISON C	21,582,533,300	\$7,566,796	\$12,383,293	164%
MARSHALL V	178,324,200	\$62,520	\$164,525	263%
MAZOMANIE V	134,706,050	\$47,228	\$73,899	156%
MCFARLAND	757,789,100	\$265,679	\$383,408	144%
MIDDLETON C	2,384,619,400	\$836,043	\$1,043,815	125%
MONONA C	930,423,800	\$326,205	\$438,957	135%
MOUNT HOREB V	586,469,600	\$205,615	\$417,833	203%
OREGON V	830,694,900	\$291,240	\$437,594	150%
STOUGHTON C	937,034,900	\$328,523	\$515,423	157%
SUN PRAIRIE C	2,352,535,500	\$824,795	\$1,202,239	146%
VERONA C	1,239,193,300	\$434,459	\$626,537	144%
WAUNAKEE V	1,288,139,000	\$451,619	\$636,665	141%
EDGERTON	297,303,500	\$104,234		