

MIDDLETON PUBLIC LIBRARY



September 2011 Report

Presented at the October 11, 2011 Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2011	35,512	4,458	22,017	61,987	581,648
2010	38,566	4,274	21,737	64,577	615,044
2009	38,667	3,946	20,993	63,606	606,879
2008	35,088	3,694	22,484	61,604	572,275
2007	32,550	3,109	19,073	54,732	545,720
2006	33,662	2,997	17,150	53,809	511,456
2005	31,111	2,746	15,066	48,923	462,338

Self-Service checkouts:	3M	ITG	ITG#2	ITG #3	Total	of total
2011		11,327	10,631	4,211	26,169	42.2%
2010	5,464	5,849	10,511	1,402	26,060	40.3%
2009	6,662	7,156	7,797		21,615	34%
2008	5,953	6,660			12,613	20%
2007	4,483	5,850			10,333	19.5%

Library cards issued:	Adult	Juveniles	Seniors	Organizations	Total
2011	115	38	3	5	161
2010	101	19	2	4	126
2009	96	14	4	5	119

KOHA holds:	# MID loaned to other LINK libraries	# Borrowed from other Lib.
2011	15,631	17,259
2010	18,665	19,804
2009	18,525	19,201
2008	16,911	16,144
2007	14,834	15,007
(2009-10+)	(+.075%)	(+3.1%)

Miscellaneous:	ILL	Visits*	Study rooms use
2011	87	28,806	617 hrs. / 402 bookings
2010	84	26,677	626 hrs. / 393 bookings

*Using thermal imaging people counter.

Fax:	PC Use	Printed sides	WIFI-Walk-in
2011	63 users 185 pg sent	11,458 /4,417	22,663
2010	59 users 179 pages sent	9,452 session 4,355 hrs	24,413
2009	36 users 97 pages sent		794

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
9/6/2011	<u>'Tween Knitting</u> : Demonstrator, Amanda	5
9/7/2011	<u>Songs of Mark Twain's America</u> : Demonstrator, Judy Cook	25
9/8/2011	<u>School Visit</u> : Demonstrator, Amanda, Liz	12
9/9/2011	<u>MASH Early Literacy Partnership</u> : Demonstrator, Amanda	16
9/12/2011	<u>Volunteer Appreciation Dinner</u> : Demonstrator, Liz & Elizabeth, hostesses; Joe Sokolinsky, guitar music	25
9/12/2011	<u>Teen Advisory Committee</u> : Demonstrator, Rebecca with Erinn, practicum student	4
9/13/2011	<u>Toddler Storytime: Dogs</u> : Demonstrator, Amanda	40
9/13/2011	<u>Big Kids Storytime: Dogs</u> : Demonstrator, Amanda	13
9/13/2011	<u>MASH Early Literacy Partnership</u> : Demonstrator, Amanda, Bryn Orum (Reading Teacher)	16
9/13/2011	<u>All Ages Storytime - Fall/School</u> : Demonstrator, Svetha	3
9/13/2011	<u>'Tween Knitting Club</u> : Demonstrator, Amanda	4
9/14/2011	<u>Tiny Tots Storytime</u> : Demonstrator, Svetha	49
9/14/2011	<u>All Ages Storytime -- Fall/School</u> : Demonstrator, Svetha	19
9/15/2011	<u>Baby Storytime</u> : Demonstrator, Svetha	19
9/15/2011	<u>All Ages Storytime - Fall/School</u> : Demonstrator, Svetha	31
9/15/2011	<u>Adult Book Discussion</u> : Demonstrator, Jenny Carr	16
9/15/2011	<u>MASH Partnership Visit</u> : Demonstrator, Amanda, Bryn Orum (Reading teacher)	16
9/15/2011	<u>Magic Tree House Party</u> : Demonstrator, Amanda	53
9/15/2011	<u>Change Breeds Change</u> : Demonstrator, Heidi Beckman, Ph.D	35
9/16/2011	<u>Bilingual Storytime: School</u> : Demonstrator, Senora Katy Shannon	28
9/17/2011	<u>Chess Club</u> : Demonstrator, Brad Phillips	17
9/18/2011	<u>Intro to Blogging</u> : Demonstrator, Walker Evans	16
9/19/2011	<u>Fall Family Fun</u> : Demonstrator, Val Steel and David Spielberg	18
9/20/2011	<u>MASH Partnership Visit</u> : Demonstrator, Amanda	2
9/20/2011	<u>Toddler Storytime: Fall</u> : Demonstrator, Amanda	37
9/20/2011	<u>Big Kids Storytime: Fall</u> : Demonstrator, Amanda	8
9/20/2011	<u>All Ages Storytime</u> : Demonstrator, Svetha	0
9/21/2011	<u>Tiny Tots Storytime</u> : Demonstrator, Svetha	34
9/21/2011	<u>All Ages Storytime - City</u> : Demonstrator, Svetha	23
9/21/2011	<u>Creative Writing Group</u> : Demonstrator, Kathy Steffen, group leader	10
9/21/2011	<u>B & B: Pretty Little Liars</u> : Demonstrator, Rebecca (with Erinn, practicum student)	6
9/22/2011	<u>Teen Readathon</u> : Demonstrator, Rebecca (with Erinn, practicum student)	7
9/22/2011	<u>All Ages Storytime - City</u> : Demonstrator, Svetha	34
9/22/2011	<u>Baby Storytime</u> : Demonstrator, Svetha	46

9/23/2011	Bilingual Storytime : Demonstrator, Katy Shannon	24
9/26/2011	MASH Bonus Storytime : Demonstrator, Amanda, MASH students	6
9/26/2011	'Tween Banned Books Club : Demonstrator, Amanda	11
9/27/2011	Toddler Storytime: Farms : Demonstrator, Amanda	37
9/27/2011	Big Kids Storytime : Demonstrator, Amanda	10
9/27/2011	All Ages Storytime - Farm : Demonstrator, Svetha	6
9/27/2011	'Tween Knitting : Demonstrator, Amanda	8
9/28/2011	Tiny Tots Storytime : Demonstrator, Svetha	51
9/28/2011	All Ages Storytime - Farm : Demonstrator, Svetha	32
9/28/2011	Scaredy Squirrel Birthday Party : Demonstrator, Svetha	52
9/29/2011	Baby Storytime : Demonstrator, Svetha	24
9/29/2011	All Ages Storytime - Farm : Demonstrator, Svetha	24
9/29/2011	Exploring the Lewis & Clark Trail : Demonstrator, John Lynn	80
9/30/2011	Bilingual Spanish-English Storytime : Demonstrator, Katy Shannon	38
	Number of Programs / Total Attendance	
	Children's	38 / 866
	Teens	3 / 17
	Adults	7 / 207
	Grand Total	48 / 1090

3. LIBRARY EXHIBITS

Location	Exhibit	Artist/Collector
Lobby Display Case	Banned Books Week	Head of Adult Services Liz Dannenbaum
Picture Rail	Photography	Vince Carter

Ruthanne Bessman's 1000 Paper Crane mobile is was dismantled for a show in Milwaukee.



4. STAFF DEVELOPMENT: MEETINGS, PRESENTATIONS, & CONTINUING EDU.

Date	Staff	Title
9/1/2011	Svetha	Book Programs for Babies Webinar (archived) : Tips for baby programs presented by author-librarian Kathy Kirchoefer.
9/1/2011	Pamela	Get Moving Middleton : Globe University and Middleton Cross Plains School District presented on the goals for the coming year.
9/8/2011	Pamela	Dane County Librarian's Meeting : Presentation about a possible grant that would provide funding for a partnership with AmeriCorp and Dane County Cultural Affairs and a plethora of other agencies to bring art related programs to our users. Lots of discussion regarding the issues with Koha.
9/9/2011	Jenny Carr & Katie Atkins	SCLS Tech Day Featuring the MacGyver Library and More : In the morning, the MacGyver team (Jon Mark Bolthouse and Chris Grugel) presented cool gadgets, websites, and do-it-yourself technology projects. In the afternoon, members of SCLS Tech Team presented on the new OverDrive Download Station (only audio - boo!), Enterprise Wireless, Windows 7, and the various gadgets that may be borrowed from SCLS.
9/12/2011	Amanda	Friends of the Cooperative Children's Book Center Board Meeting : This was the monthly meeting of the CCBC Friends Board. We discussed upcoming events, including the semi-annual book sale, the Wisconsin Book Festival, and the Big Read through the UW-Madison.
9/13/2011	Rebecca	YSS Bus Tour : Tour of area libraries, including workrooms, with area librarians. I led tour of our library, Pamela gave opening remarks and Svetha highlighted the Children's area.
9/14/2011	Sarah H.	SCLS Collection Maintenance Subcommittee meeting : Topics: Blu-ray/DVD combos, Policies review, and Walk-in items on regular bib records.
9/14/2011	Pamela	Common Council--Budget 2012 : Capital Improvement Project presentation: boiler, controls, roof redesign, space needs & building program, and renovation for an additional meeting room space.
9/15/2011	Pamela	SCLS Administrative Council : Due to budget cuts there will be changes to delivery and staffing. Statewide Buying Pool survey to go out to member libraries, with a hope for 100% participation. Voted to accept the new Cluster configuration.
9/15/2011	Sarah H., Patrick	Relevancy Ranking in LibLime Koha Teleconference : Members of SCLS and the PAC and cataloging development committees met with Rashid, a librarian/programmer from LibLime, to learn how relevancy ranking works in Koha. This is the first step towards fixing the problems with relevancy ranking.
9/16/2011	Amanda	Wakanheza Project Workshop : Shawn Brommer from SCLS presented a workshop on the Wakanheza Project, which focuses on creating welcoming environments.
9/19/2011	Pamela & Patrick	Friends of the Library : Mary led a very productive meeting on Monday night. Mike provided well documented minutes and helpful perspective regarding the mission of Friends, as the organization relates to the Library. We heard reports on the Mustard Days Event and our float in the Good Neighbor Festival Parade. Kent provided us with an amazing financial statement and has some ideas to track our activity even further, which will

		help us maximize our efforts. There are some exciting things in the works: Wine Tasting (including other opportunities to contribute: auction baskets and a Wishlist from Library Staff) and plans to launch a Facebook plans. We briefly discussed the Beyond the Page proposal and the upcoming November staff request (for future consideration). We are so pleased to have two new volunteers: Karen and Amy! They have expertise and skills that will benefit Friends on so many levels.
9/21/2011	Pamela	Common Council--Budget 2012 : Operating budget presentations by other department heads.
9/21/2011	Rebecca	PAC : LinkCat patron survey, upcoming development, mobile interface.
9/22/2011	Pamela	Common Council--Budget 2012 : Operating Budget Presentation
9/27/2011	Pamela	Resource Sharing Workgroup : Several libraries have requested that circulating Kindles be cataloged. Vicki will investigate the possibility. Holds Queue report on Koha will get "stuck" if just one library doesn't run a daily report. An Acceptable Use policy or statement will be drafted to address the fact that some libraries are reserving books from other libraries to use for extended programming and displays. Can individual libraries set their own limits on the number of items checked out or on hold? Several items were differed to CMC. Limited Use is a Patron Type (MID should use this for extended stay patrons.)
9/27/2011	Amanda	Meeting with SLIS Student : A graduate student from UW had requested a meeting to talk about reading preferences of 'tweens. We met briefly before my 'tween knitting group, and she stayed for the program and chatted with the knitters about their reading preferences.
9/28/2011	Elizabeth I. Bauer	SCLS Circulation Services Subcommittee Meeting : This is the monthly meeting of the SCLS Circulation Services Subcommittee, which I am serving on as chair until December 2011; our charge is to review circulation policy, procedure, work flows, and make recommendations to the SCLS ILS Committee for changes. Action items on this agenda included a recommendation to the ILS Committee for revised wording and header on circulation notices and a recommendation to the SCLS Administrative Council to determine who's purview it is to update SCLS library card registration guidelines (previously done by PLAC which was replaced by the AC in the new SCLS governance structure). Circulation Services Subcommittee also discussed the proposed Circulation Blog, steps in the "Holds shelf missing" procedure, how the "overdue" process works in Koha, and other procedural changes due to migration to Koha. Other topics included circulation of Kindles (which MID has done, already, for a couple of years), and a request from MAD for item limits (this request won't affect other libraries, because item limits can be set in each library's circulation issuing rules).
9/28/2011	Peter	Wakanheza : Creating a positive & welcoming library environment for both staff and patrons through respect and understanding.

5. LIBRARIANS' REPORTS

Liz Dannenbaum, Head of Adult Services

Lots of great programs this month: Jenny had a terrific turn out for the morning book

discussion and for the first time there seems to be real interest in an evening book discussion as well. We had an overflow crowd for our Lewis & Clark Trail program; hopefully the library will continue to offer programs that combine history and adventure;



there's a wonderful audience for them out there.

LAll for Adult Services Emily Goad accepted a new position at the Mt. Horeb Public Library; we were lucky to have sub Sarah Michaelis to fill in for her. Sarah M. has also been working on a program to promote a new database the library is subscribing to: NewsBank.

Rebecca Light, a Page II at the Youth Services Desk, has been hired to replace Emily.

Rebecca Van Dan, Head of Young Adult Services

In September, I worked on catching up in terms of emails, ordering, and program planning due to vacation and illness. Erinn, our practicum student who started at the end of August, has been doing extremely well--already familiar with the new LinkCat from a previous practicum experience, she has done very well adapting to the Help Desk, and she has already put together a proposal for a Teen Read Week program and created three bibliographies on war and steampunk fiction. We are looking now at dates for a site visit from her instructor and finding a date she could attend a Youth Services meeting. We also gained two new teen volunteers this month, one who is returning after a summer break.

On Sept. 13, I attended a YSS Library bus tour that visited 5 area libraries and I led the tour around the Middleton Public Library. Around 40 librarians from around the state came on the tour and could tour back rooms as well as public spaces, with the opportunity to ask questions of the local librarians in regards to programming, where

furniture was purchased, the mechanics/set-up of RFID, etc. We received a few thank you notes from participants as well as the organizers of the tour. (Barb Huntington and Jill Lininger) I also attended a PAC meeting this month, where we reviewed a patron survey on the new LinkCat, discussed mobile interfaces for LinkCat, and discussed PAC development issues, both resolved and still pending.

This month I also worked with a few staff members to show how posting to the library's facebook works, I created flyers for our Nov/Dec programs and updated our Teen programs webpage, I began testing our props for the Haunted House to make sure they are in working order, and created a special scavenger hunt for our Books and Brownies program, following themes from the book. In our Youth Services meeting this month, we revisited some of our main duties again, with the result that I will take over supervision of one of our LALLs and Svetha will take over supervision of our Summer Pages. I also tested Bookletters, a product possibility for program announcements, and contacted 2 performers for upcoming programs. (one a massage therapist willing to give free massage for our December "Spa-aah Time" program.)

Svetha Hetzler, Head of Children's Librarian

We began our fall programs this month which included morning storytimes, bilingual Spanish-English storytimes, a parenting workshop showcasing family friendly fall activities in Wisconsin, Saturday morning Chess Club, an afternoon "Scaredy Squirrel Party" celebrating the Scaredy Squirrel books by Melanie Watt.

New this session is a weekly afternoon storytime. I'm hoping to generate consistent attendance at this new time offering. With many preschool children at school in the morning, offering an afternoon storytime seems like a great way to keep regular library visits as part of the family routine.

Alex Hinrichs, a SLIS student, began her practicum under my supervision. She will be here until the end of November and is focusing her work at the help desk. She is keeping a daily log of all her patron interactions and is helping with collection

management tasks as assigned.

I also participated in an interview with another SLIS student looking for information regarding reading and library practices of elementary school students. The interview was part of her information gathering for a class in Youth Services.

I'm continuing my work with the SABA committee. We've had a few web conferences and will have our first in-person meeting next month. I also attended a training webinar, "Ten Tips for Book Programs for Babies".

We have been very busy cataloging, processing, and checking in many Halloween books! It's been great to have a nice and new selection of materials to offer our patrons. Kathy and Sarah G. have been working hard to get these popular holiday items out to our patrons in a very timely manner.

Amanda and I met with Sarah H. to go over some cataloging issues in the children's non-fiction collection. We are hoping to streamline and resolve some inconsistencies.

Kathy and Sarah G. continued to work on displays. This month's book displays were "Dogs & Cats" and "In the Garden". The DIY theme and display was "Extra Extra, featuring activities and books about newspapers.

Patrick Williams, Head of Information Technology

Older PCs on our staff network continue to be replaced. The timer/printer PC that serves the public Internet pool of computers was also replaced, and the data it gathers for usage goes directly to our SQL server –rather than a simple text file.

I have been researching replacement operating systems for our public Internet stations. I've built a few images using Linux to try out, and should work rather nicely on our express stations.

A menu system was written for our teen game computer (for Windows 7). It will be set up this

month. The code will be able to be used with other Windows 7 menus and settings we offer with other public stations.

Elizabeth Bauer, Head of Circulation Services

Circulation Desk Update:

The gates and the RFID ExitWatch software are up and running; there were a couple of bugs that Patrick Williams, Head of Technology Services, was able to solve. We are performing on-going patron education about the self check machine pads, which is going well, and I think that the circulation staff is feeling more comfortable with the RFID technology. It continues to be busy; the self check machines are in constant use, and we usually have someone in line to help. It is great to be such a well loved, and well used, library. Two recent improvements to Koha, were fixing the holds authorization pickup function, and now being able to use truncated barcodes for searching. A major problem remains the lack of previous borrower information, which has a huge effect when trying to locate missing parts. The circulation staff should be highly commended for their calmness, patience, and flexibility during the Koha migration, two , recent, Koha upgrades, and implementation of RFID ExitWatch software; they have all been tremendous and are such an asset to the Middleton Public Library.

Staff Room Update:

Pamela Westby, Library Director, has been working with an architect and you, the Library Board to plan for Phase III of the RFID project, the automated handling equipment. The circulation supervisors have been looking at space arrangements staff workspace, and work flows, in anticipation of the staff room changes; we are very excited about the automated handling equipment because all the circulation supervisors have seen it in action in other libraries. I plan to send the circulation staff on field trips to either Verona or Fitchburg libraries, to see their equipment and tour the circulation work areas.

Committee Work and Continuing Education:

I chaired the SCLS Circulation Services Subcommittee Meeting on September 28, 2011 (which is now meeting monthly, to discuss Koha issues, make circulation recommendations to the ILS and AC Committees, and revise policy, procedure, and

work flows) and will attend the SCLS ILS Committee Meeting, in early October, to present for the subcommittee. Peter Matiash, Circulation Services Supervisor, attended the SCLS workshop, ***Wakanheza: Creating Welcoming Environments***, then toured the Fitchburg Public Library circulation area and observed their automated handling equipment. Peter will also attend the SCLS Delivery Committee Meeting, as MID's representative for Cluster 11, in early October. Katie Adkins, Circulation Services Supervisor, will attend the, upcoming, SCLS Learning Day in early October which will feature sessions on time management, a short presentation on the ***Wakanheza Project***, and customer service; balancing rights and responsibilities. These workshops are invaluable to supervisory staff, both for content and for networking with fellow SCLS library staff. Hopefully, SCLS will present some circulation workshops, in the future, that the circulation staff can attend; these are usually via Go to Meeting, so staff can attend from here.

Sarah Hartman, Technical Services Librarian

This month we completed Performance Coaching Conversations for Technical Services Department staff and processed a large amount of Halloween books for children, among many other new materials. I also attended the SCLS Collection Maintenance Subcommittee meeting and a teleconference on relevancy ranking in Koha (as part of my membership on the PAC and cataloging Koha development committees). Most of my time in the latter part of the month was devoted to hiring a new Library Assistant II for Adult Services: evaluating application materials, selecting which candidates to interview, updating interview questions, and interviewing the candidates.

Amanda Struckmeyer, Youth Services Librarian

Fall programming is in full swing. We're offering our 'tween knitting group again, as well as some great special events. We celebrated Banned Books week with a well-received 'tween banned books club. I'm also working with a reading teacher from the Middleton Alternative Senior High on an early literacy partnership, which is going really well.

Weeding and ordering continued this month. Sarah Hartmann, Svetha Hetzler, and I are working on a plan for creating user-friendly call numbers in some of the juvenile

nonfiction subjects.

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 member of the Association for Library Services to Children (ALSC) Legislative Committee. I also reviewed one book for *School Library Journal*.

6. DIRECTOR'S REPORT

Library Use for September 2011:

- **September's total circulation activity is down by 4.1%** compared to last year's September's total circulation.
- Year to date **circulation is down by 5.74%, compared to 2010/**
- The number of items we **Borrowed and Loaned is down.** A procedural error may account for this issue. We'll see if this correction will result in higher numbers.
- **Laptop use** jumped from 627 hours to 794 hours this past month.
- We continue to **issue new library cards** at a steady rate. Last month we issued 161, compared to 126 last year.

A number of building projects required my attention this past month, including re-shingling the roof from the April hail storm, water leaks on flat areas of the roof and working with Steve Shuffler on the RFP documents for the renovation of the Circulation Services area to accommodate the conveyor system for the RFID project. Common Council approved repairs to the flat roof areas with a warranty for the entire roof.

All Performance Coaching Conversations were completed and filed, along with updated position descriptions. All departments agreed that this process was effective. Feedback and goal-setting was extremely helpful as we continue to tackle changes with the new ILS and workflow adjustments.

The Library's Operating Budget and Capital Improvement Projects were presented to the Common Council. I will have copies of the PowerPoint slides for you to review. We

will review the request from Common Council to find savings or an increase in revenue to fill a gap of nearly \$35,000 for 2012 was recently received. We'll discuss options at our meeting.

I wrote an article for the last issue of the Communiqué, available here: <http://www.wla.lib.wi.us/wapl/documents/81-Communique-Fall-11.pdf>, and a book review for Unified Newspaper Group.

Friends of the Library launched a dynamic Facebook page and are working on a November fundraiser. Mark your calendars for November 10th at Food Concepts.

7. AGENDA OVERVIEW

RFID, next phase: Update. Floor plans and the Request for Proposal Plans document has been prepared. No action is requested at this meeting.

Revision to the Dane County Library Standards: The document was distributed at the last meeting. Changes have been made to accommodate for the anticipated budgets cuts to individual libraries within Dane County, so that libraries can maintain the standards during these hard economic times. A public hearing was held. Dane County Library Board members are asking for your approval.

Draft Closed Dates for 2012:

Sunday, January 1	New Year's Day
Sunday, April 8	Easter
Sunday, May 27	Closed Sundays until 9/9
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Wednesday, November 21	Day before Thanksgiving Close at 6 p.m.
Thursday, November 22	Thanksgiving Day
Monday, December 24	Christmas Eve
Tuesday, December 25	Christmas Day
Monday, December 31	New Year's Eve Day Close at 6 p.m.
Tuesday, January 1, 2013	New Year's Day