



## January 2012 Report

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
<b>2012</b>	<b>39,294</b>	<b>4,123</b>	<b>21,930</b>	<b>65,347</b>	<b>65,347</b>
2011	38,937	3,487	19,872	62,296	62,296
(2011-2012 +/-)	(+.09%)	(+18.2%)	(+10.3%)	(+4.9%)	(+4.9%)

#### Self-Service checkouts:

	3M	ITG#1	ITG #2	ITG #3	Total	%of Circ
<b>2012 (January)</b>		<b>12,180</b>	<b>11,294</b>	<b>4,711</b>	<b>28,185</b>	<b>43.1%</b>
2011 (January)		7,887	11,734	3,340	22,961	36.8%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
<b>2012</b>		<b>105</b>	<b>22</b>	<b>3</b>	<b>130</b>
2011		105	18	0	123

	Loaned to other LINK libraries	Borrowed From other LINK libraries
<b>2012</b>	<b>19,272</b>	<b>18,749</b>
2011	19,372	19,777

Miscellaneous:	ILL (non-LINK)	Visits	Study rooms use
<b>2012</b>	<b>130</b>	<b>28,294</b>	<b>571.5 hours / 407 bookings</b>
2011	86	28,636	605.75 hours / 410 bookings

#### Fax Usage:

<b>2012</b>	<b>50 sessions and 172 pages sent</b>
2011	68 sessions and 219 pages sent

eBook Circulation:	2012	2011
Overdrive	<b>267</b>	49

#### Public Computer Usage: *Number of Computers Logged: 46*

	2012	2011
Number of Days Open:	30	29
Total Sessions:	10,691	10,882
Total Hours Used:	4,184	4,532
Total Printed Sides:	14,092 (+277 colored)	25,474 (+ 97 colored)
Walk-in laptop WI-FI access	743	707

## 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
1/4/2012	<a href="#">Library Tour</a> : Demonstrator, Pamela	1
1/7/2012	<a href="#">Hands on with Ebook Readers</a> : Demonstrator, Walker, Jenny, Rebecca, Jim	29
1/9/2012	<a href="#">Teen Advisory Committee</a> : Demonstrator, Rebecca	4
1/10/2012	<a href="#">Big Kids Storytime: Bears</a> : Demonstrator, Amanda	24
1/10/2012	<a href="#">All Ages Storytime - Winter</a> : Demonstrator, Svetha	5
1/10/2012	<a href="#">Toddler Storytime: Bears</a> : Demonstrator, Amanda	42
1/11/2012	<a href="#">Tiny Tots Storytime</a> : Demonstrator, Svetha	36
1/11/2012	<a href="#">All Ages Storytime -- Winter/Snow</a> : Demonstrator, Svetha	38
1/12/2012	<a href="#">Baby Storytime</a> : Demonstrator, Svetha	21
1/12/2012	<a href="#">All Ages Storytime - Winter/Snow</a> : Demonstrator, Svetha	14
1/13/2012	<a href="#">Bilingual Storytime</a> : Demonstrator, Katy Shannon	42
1/16/2012	<a href="#">Martin Luther King Jr. Day Event</a> : Demonstrator, Svetha, Rebecca, Amanda,  Jenny	85
1/17/2012	<a href="#">Toddler Storytime: Cats</a> : Demonstrator, Amanda	12
1/17/2012	<a href="#">Big Kids Storytime: Cats</a> : Demonstrator, Amanda	16
1/17/2012	<a href="#">All Ages Storytime - Dogs</a> : Demonstrator, Svetha	9
1/17/2012	<a href="#">Tween Knitting</a> : Demonstrator, Amanda	9
1/17/2012	<a href="#">Tween Dungeons and Dragons</a> : Demonstrator, David Koene	7
1/18/2012	<a href="#">Tiny Tots Storytime</a> : Demonstrator, Svetha	24
1/18/2012	<a href="#">All Ages Storytime - Dogs</a> : Demonstrator, Svetha	44
1/18/2012	<a href="#">Button-Making for Teens</a> : Demonstrator, Rebecca V & Rebecca L 	11

1/18/2012	<a href="#">Off-site adult book discussion</a> : Demonstrator, Jenny Carr	8
1/18/2012	<a href="#">Creative Writing Group</a> : Demonstrator, Kathy Steffen	8
1/19/2012	<a href="#">Adult Book Discussion</a> : Demonstrator, Jenny Carr	13
1/19/2012	<a href="#">Baby Storytime</a> : Demonstrator, Svetha	26
1/19/2012	<a href="#">All Ages Storytime - Dogs</a> : Demonstrator, Svetha	27
1/19/2012	<a href="#">Author Skype with Kristina Springer</a> : Demonstrator, Kristina Springer (Rebecca V.)	6
1/20/2012	<a href="#">Bilingual Storytime</a> : Demonstrator, Svetha	27
1/21/2012	<a href="#">Chess Club</a> : Demonstrator, Brad Phillips/Mike Nietman	8
1/23/2012	<a href="#">Games Galore</a> : Demonstrator, Svetha	8
1/24/2012	<a href="#">Toddler Storytime: Mittens</a> : Demonstrator, Amanda	42
1/24/2012	<a href="#">Big Kids Storytime: Mittens</a> : Demonstrator, Amanda	21
1/24/2012	<a href="#">All Ages Storytime - Family</a> : Demonstrator, Svetha	6
1/24/2012	<a href="#">Evening Book Discussion</a> : Demonstrator, Jenny Carr	10
1/24/2012	<a href="#">Tween Knitting Circle</a> : Demonstrator, Amanda	10
1/24/2012	<a href="#">Tween Dungeons and Dragons</a> : Demonstrator, David Koene	7
1/25/2012	<a href="#">Tiny Tots Storytime</a> : Demonstrator, Svetha	44
1/25/2012	<a href="#">All Ages Storytime - Family</a> : Demonstrator, Svetha	52
1/25/2012	<a href="#">Intermediate Excel</a> : Demonstrator, Walker Evans	24
1/26/2012	<a href="#">Baby Storytime</a> : Demonstrator, Svetha	48
1/26/2012	<a href="#">All Ages Storytime - Family</a> : Demonstrator, Svetha	53
1/26/2012	<a href="#">Prairie Bayou Cajun Band</a> : Demonstrator, Prairie Bayou Cajun Band (introduction by Jim)	59
1/27/2012	<a href="#">Bilingual Spanish English Storytime</a> : Demonstrator, Katy Shannon	46
1/27/2012	<a href="#">Techno Minutes</a> : Demonstrator, Rebecca	2
1/28/2012	<a href="#">PAWS to Read</a> : Demonstrator, Reading Education Assistance Dogs (READ) teams	19
1/30/2012	<a href="#">Read it and Eat Book Club</a> : Demonstrator, Amanda	28
1/31/2012	<a href="#">Toddler Storytime: Trees</a> : Demonstrator, Amanda	52
1/31/2012	<a href="#">Big Kids Storytime: Trees</a> : Demonstrator, Amanda	21
1/31/2012	<a href="#">All Ages Storytime</a> : Demonstrator, Svetha	4
1/31/2012	<a href="#">Tween Knitting Circle</a> : Demonstrator, Amanda	12
1/31/2012	<a href="#">Tween Dungeons and Dragons</a> : Demonstrator, David Koene	11
	<b>Number of Programs / Total Attendance</b>	
	Children's	38 / 928
	Teens	3 / 21
	Adults	9 / 226
	<b>Grand Total</b>	<b>50 / 1175</b>

### 3. LIBRARY EXHIBITS

Location	Exhibit	Artist/Collector
Lobby display case	Middleton Preschool	
Picture rail	Historical Posters	Dane Co. Cultural Affairs
Front windows	Stained Glass	Norma Hovey
		

### 4. STAFF MEETINGS/DEVELOPMENT SESSION/TOURS/PUBLIC PRESENTATIONS

Date	Staff	Title
1/6/2012	Amanda	<a href="#">Verona Public Library Visit</a> : We've received funding for a microscope for the children's/'tween area, so I went to the Verona Public Library to get more information on their microscope.
1/8/2012	Barbara Henderson, Kathy Hutchinson, Jennifer Das, Lori Esenther, Chris Sarch, Dick Wiringa, Mary Holbrook, Maria Ochoa Podell, Kate Javenkoski, Lisa Figge, Lucas Schneider, Travis Mueller, Kendall Clay, Carrie Shaw, Nivi Nair	<a href="#">Page 1 Field Trips to View Automated Material Handling Equipment</a> : Field trips to the Verona Public Library to see automated material handling equipment.
1/9/2012	Amanda	<a href="#">Friends of the CCBC Board Meeting</a> : This was the monthly meeting of the Friends of the CCBC Board. I serve as the Board Treasurer. We planned for upcoming events, including the annual CCBC Choices Day and the spring book sale.
1/10/2012	Amanda	<a href="#">Meeting with D&amp;D Facilitator</a> : David Koene, our D&D facilitator, came in to look at the materials and space and do some final planning.
1/10/2012	Elizabeth I. Bauer	<a href="#">SCLS Circulation Services Subcommittee Meeting</a> : The agenda included nominating a chair for July-December 2012; editing policy for "Library Staff Use of Other Library's Materials"; editing policy and procedure for Book Group Holds and the Hold Queue procedure; discussion of Circulation Best Practices Blog; and discussion of RFID tagging non-RFID holds.

1/11/2012	Sarah H.	<b><u>SCLS Collection Maintenance Subcommittee meeting</u></b> : The only agenda items were three new collection code/shelving location requests from system libraries, but as we do not have any sort of guidelines or criteria for approving or denying these requests yet, there was plenty of discussion.
1/13/2012	Amanda	<b><u>Wisconsin Book Festival Planning</u></b> : Book Festival staff invited several area librarians to meet and discuss ideas for the book festival, particularly regarding strengthening the partnership between the festival and public libraries.
1/18/2012	Rebecca Van Dan	<b><u>PACC meeting</u></b> : Lastest LinkCat improvements, mobile interface & app for Android & iPhones, LinkCat patron survey results.
1/19/2012	Amanda	<b><u>American Library Association Midwinter Conference</u></b> : As a member of the ALSC Legislation Committee, I attended committee meetings and worked on establishing our goals for the next year and a half (this is a two-year appointment). I attended other sessions, focused on advocacy, programming, and children's literature.
1/25/2012	Rebecca Light, Svetha Hetzler, Rebecca Van Dan, Sarah Goebel, Jason Boak, Joe Goad, Jenny Carr, Sarah Hartman, Katie Adkins, Jennifer Das, Vijaya Raman, Amanda Struckmeyer, Maria Ochoa Podell, Kathy Hutchison, Meg Stevens, Barbara Henderson, Patrick Williams, Vranna Manor, Pamela Westby, Sara Simpson	<b><u>CPR/AED Training</u></b> : David Williams, Middleton Paramedic, provided 3-hour CPR/AED training for staff on three dates (1/25, 1/26, 1/30). This training provided basic certification in life support as part of the American Heart Association's Heartsaver Course. Attendees will receive certification cards in the mail shortly.
1/26/2012	Pamela	<b><u>Perfecting Your Presentation</u></b> : Ways to improve your presentations.
1/27/2012	Svetha	<b><u>CCBC Shorts Webinar</u></b> : Booktalks of the 2012 award winning books for children and young adults. Newbery, Caldecott, Batchelder, Geisel, Belpre, Sibert, Odyssey, Coretta Scott Kind, Schneider, Stonwall, and Zolotow books were featured.
1/30/2012	Amanda	<b><u>Needlereads Program</u></b> : Carissa Christner, a librarian at Alicia Ashman, facilitated her once-a-month Needlereads program for adults and teens. Each month, the group creates a different sewing project. We created oilcloth zippered pouches.
1/31/2012	Sarah H.	<b><u>WebJunction Webinar: Developing and Maintaining E-Reader Policies and Procedures for Libraries</u></b> : Librarians from two different public libraries talked about their ereader lending programs: history of program, documentation, policies, procedures, device choices.

## 5. DIRECTOR'S COMMENTS

### Highlights of January 2012:

We started the year out with a bang, offering 50 programs that drew 1,175 attendees! Our circulation numbers were up by 4.9%. Overdrive circulation reached 267 items for January 2012. We offered staff development training for CPR and AED and Bookletters.

Renovation of the Circulation workroom took a bit of a pause as we await the Automated Materials Handling System in March.

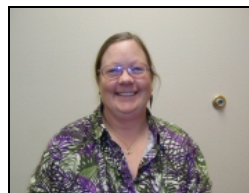
## 6. LIBRARIANS' REPORTS



### Jim Ramsey, Head of Adult Services

As Middleton PL's newest staff member, I spent most of the month of January getting settled in and learning the ropes. I've inherited a robust programming schedule from Liz, and my number one goal is to stay on top of all the planning and publicity for the next several months. This month we programmed a hands-on ereader workshop, an intermediate Excel course, and a performance by the Prairie Bayou Cajun Band. We are also planning another eReader workshop at the end of February.

I've added a few programs of my own to the 2012 schedule, including two technology instruction sessions in March/April and an author visit in September. I'm also in the process of planning events for the Adult Summer Reading Program. I've also gotten started on my collection development duties, with a lot of help from Sarah Hartman, the Head of Technical Services. I know I have big shoes to fill, but I'm very excited to be here and I'm looking forward to the future. I'm also grateful to the library staff for helping me to feel welcome and ease into my new role.



### Elizabeth Bauer, Head of Circulation Services

January 2012 was a busy month, not only with returns and check outs, but meetings, field trips, and training sessions.



Barbara Henderson took two groups of page 1s to see the automated handling equipment, at Verona Public Library, in action! Both groups came back with positive comments and anticipation for our equipment installation.

The Circulation staff met on January 11<sup>th</sup>; Jim Ramsey, our new Head of Adult Services was introduced, and he presented a brief tour of Bookletters, on our home page, plus gave a talk on OverDrive (aka: Wisconsin Public Library Consortium (WPLC) Digital Download Center), the types of digital files, and the various devices to download content on. It was very informative, and much appreciated by the circulation staff.

I chaired an SCLS Circulation Services Subcommittee Meeting on January 10<sup>th</sup>, and participated in Bookletters Training on January 13<sup>th</sup>. A number of circulation staff participated in CPR & AED Training at the end of the month.



### **Rebecca Van Dan, Head Youth Adult Services**

In January, we ordered and received a sleek new computer table for the Teen section that improved the look of the Teen section dramatically. We also looked into estimates for repairing the teen benches, and will have them repaired soon. Publicity was completed for upcoming teen programs, performers were contacted for summer performances, and the program line-up for teen summer programs was sketched out, with meeting rooms booked and the events calendar updated. We started ordering some smaller prizes for the Summer Reading program and began planning for larger programs, with postcards sent out to many teens for the upcoming Hunger Games program as a new publicity measure. We also created a bookmark of items that can be checked out at each service desk, as these are not very well-known, and posted some of the list to Facebook. A binder of all teen PS3 and Xbox games was also created this month which is available at the Help Desk for browsing. Learning new software was a definite focus this month as we had a Bookletters seminar to learn how to use this software for publicity/bibliographies, new gov.delivery software, a new Friends checkbook register, a new M drive to share information, the ability to post documents directly on the lobby display, and we compiled video book trailers to share on school visits.

Kathy will be on sick leave for 8-10 weeks starting in February and Sarah G. will be on maternity leave for six months starting in April, so Youth Services met to devise a plan for covering hours and dividing their duties. Kathy and Rebecca also met to discuss how this will affect Kathy's

workflow, programming, and volunteers.

Other meetings included CPR training and a PAC meeting (where we learned the results of a patron survey on the new LINKcat.)

Displays: It's Greek to Me, Diversity and Social Justice (MLK), Printz Award Winners.



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

We began our 10 week Winter Storytime session this month. Our patrons were happy to be back in a regular routine after the holidays. Our first multigenerational MLK celebration was a success. The program was listed in various sources, including the Middleton Times Tribune, The Wisconsin State Journal, and the Isthmus, which helped draw attention. The Hubbard Avenue Diner was generous in their support and in working with our budget. It was wonderful to feature MLK's favorite foods for the luncheon.

I moved to my new desk and am enjoying the location and the configuration of my new work space.

I attended three webinars and workshops: Bookletters webinar, CCBC webinar featuring this year's award winning books, and an AED/CPR workshop. After the Bookletters webinar, I created a "Transportation" booklist using what I learned. Transportation is a popular theme with our young library patrons. This booklist can be accessed through the children's tab on our website.

In collection management, I've been working to manage the holiday collection – ordering, weeding, and marking overflow items as storage and generic/browsing. I also did some conditional weeding with our board book collection and finished a DVD weeding project, using a weeding report based on circulation statistics. I checked our inventory on this year's award winning books and ordered more copies where needed.

Sarah Goebel's displays this month featured Music CD's, Books about winter, and Fairy Tales. The Fairy Tale display was coordinated with the month's DIY activities. Sarah continues to offer great support at the help desk and with all her collection management duties, including mending, paperback linking, journal profiling, and checking in of newly processed materials. She has also been adding titles to our Parenting Collection.

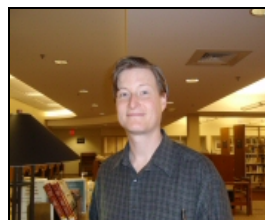
I promoted upcoming events through Facebook and gov.delivery. I also created some



PowerPoint slides for our lobby monitor. I created fliers for our Spring Break events. The events are posted on our website. I also sent program information to “Around Town Middleton” to publicize our February and March events.

I established a Literacy Partnership membership with Scholastic. This is a no cost partnership that offers libraries deep discounts on a wide selection of books that can be used as prize incentives for our Summer Reading Program. We received our SRP incentive prizes from Upstart so we are well on our way to this year’s summer program.

A great start to 2012!

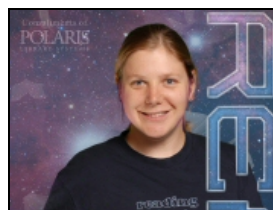


**Patrick Williams, Head of Information Technology**

Our new print card system has been installed and set up. The system has patrons purchasing a re-usable print card for \$1.00. The card has a dollar credit loaded on it. Patrons can add as much credit on the card as they wish after purchasing the card. They can then select their print job on a touch screen and print their document. This new system helps enforce our new 10 cent per printed side, with no more free printouts.

Data wiring has been installed for our upcoming IP based phone system. Staff PCs and phones have been relocated for those who have moved into the new backroom circ office.

Software was created for our lobby slide-show monitor that allows staff to easily drag & drop individual PowerPoint slides to a shared drive for advertising information and events at the library.



**Amanda Struckmeyer, Youth Services Librarian**

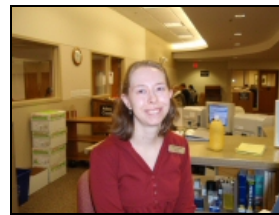
Winter programming began this month, and planning for spring and summer programs continued. I sent out contracts for all of my summer performers; we’re looking forward to a great line-up!

I began hosting a practicum student from the University of Wisconsin-Madison’s School of Library and Information Studies. She is doing an outstanding job and is already beginning to

work on a collection development project and a 'tween program.

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 attended the American Library Association's Midwinter Conference. There, I met with the Association for Library Services to Children (ALSC) Legislative Committee and attended sessions on programming, advocacy, and children's literature.



**Sarah Hartman, Technical Services Librarian**

I would like to start my report by welcoming Jim Ramsey as our new Head of Adult Services. We have spent some time together learning about reference desk scheduling and collection development, and he's a pleasure to work with. I'm very excited to see what he'll do with programming and reference services in the coming years

We resumed our regular ordering schedule for new materials this month, so we have kept busy in Technical Services. In addition to our normal workflow, Jason, Vijaya, and I all attended one of the CPR certification classes offered to staff. It was a very interesting and engaging experience, and while we hope we never need to put the things we learned into practice, we picked up skills and knowledge that might save a life. We would like to offer our thanks to the library for giving us that opportunity.

This month we received training in Bookletters, a new product we're using to add book lists and other content to the library's website. I have created two Bookletters book lists thus far, one for our current display of staff-recommended reads and one for books on paper crafting purchased with a \$100 grant. The creation process was straightforward, and it was easy to post links to the book lists on our Facebook page. I'm looking forward to using Bookletters to create more book lists that can highlight special collections and displays.