



April 2012 Report

Presented at the May 8, 2012 Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA & Juv.	Total	Year to Date
2012	37,623	25,657	63,280	260,147
2011	39,603	20,418	60,021	248,597
2010	39,609	24,432	64,069	262,860

*Self-Service checkouts:

	ITG	ITG#2	ITG #3	Total	% of total
2012	12,271	11,090	3,949	27,310	43.16%
2011	6,500	10,199	3,137	19,836	30.25%
2010	6,429	6,499	9,099	22,027	34%

*ITG=Located near open holds shelving: ITG#2=First terminal patrons come to at the Circulation Desk: ITG#3= Last terminal at Circ Desk

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2012	83	33			116
2011	63	18	-	-	81
2010	88	17	0	0	105


Resource Sharing:



	MID items loaned to other LINKcat Lib.	Borrowed from other LINKcat lib.
2012	17,887	17,925
2011	15,878	16,850
2010	19,164	20,537

Miscellaneous:	ILL	Visits	Study rooms use	WI-FI sessions
2012	79	30,853	559.5 Hours / 399 Bookings	776
2011	35*	30,319	596.25 Hours / 408 Bookings	996

APRIL	Fax Sessions	Fax pages	PC Sessions	PC hours	Printed sides	Colored prints
2012	73	180	9,459	3,332	12,329	151
2011	57	269	11,758	4,517	28,634	263



2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
4/3/2012	<u>Techno Minutes</u> : Demonstrator, RL	1
4/4/2012	<u>Intro to Twitter</u> : Demonstrator, Walker Evans	11
4/6/2012	<u>Have Wings, Will Travel: Paper Airplane Extravaqanza</u> : Demonstrator, Nick Gilbank	26
4/7/2012	<u>Button and Magnet Workshop</u> : Demonstrator, Amanda	10
4/9/2012	<u>Read It and Eat Book Club</u> : Demonstrator, Amanda 	17
4/10/2012	<u>Toddler Storytime: Farms</u> : Demonstrator, Amanda	27
4/10/2012	<u>Big Kids Storytime: Farms</u> : Demonstrator, Amanda	32
4/10/2012	<u>All Ages Storytime - Books & Libraries</u> : Demonstrator, Svetha	13
4/10/2012	<u>'Tween Dungeons and Dragons</u> : Demonstrator, David Koene	8
4/10/2012	<u>'Tween Knitting</u> : Demonstrator, Amanda	9
4/10/2012	<u>Social Media for your Small Business (WWBI)</u> : Demonstrator, Tony Rodriguez	17
4/11/2012	<u>Tiny Tots Storytime</u> : Demonstrator, Svetha	48
4/11/2012	<u>All Ages Storytime - Books & Libraries</u> : Demonstrator, Svetha	26
4/12/2012	<u>Baby Storytime</u> : Demonstrator, Svetha	38
4/12/2012	<u>All Ages Storytime - Books & Libraries</u> : Demonstrator, Svetha	24
4/12/2012	<u>Northside Elementary Art Show</u> : Demonstrator, Betsy Delzer (Northside Elementary Art Teacher)	50
4/14/2012	<u>Techno Minutes</u> : Demonstrator, RAL	1
4/16/2012	<u>Bilingual Spanish-English Storytime</u> : Demonstrator, Katy Shannon	24
4/16/2012	<u>Teen Advisory Committee</u> : Demonstrator, Rebecca (with Caitlin, practicum student)	6
4/17/2012	<u>Toddler Storytime: Spring/Rain</u> : Demonstrator, Amanda	42
4/17/2012	<u>Big Kids Storytime: Spring/Rain</u> : Demonstrator, Amanda	34
4/17/2012	<u>All Ages - Spring & Rain</u> : Demonstrator, Svetha	13

4/17/2012	Techno Minutes : Demonstrator, RAL	2
4/17/2012	Kinect Olympics : Demonstrator, Maria Dietrich (practicum student)	7
4/17/2012	Tween Knitting Circle : Demonstrator, Amanda	5
4/17/2012	Tween Dungeons and Dragons : Demonstrator, David Koene	7
4/17/2012	Green Fire (film about Aldo Leopold) : Demonstrator, Anita Cannon, Aldo Leopold Center 	37
4/18/2012	Books & Brownies: Along for the Ride : Demonstrator, Rebecca	4
4/18/2012	Tiny Tots Storytime : Demonstrator, Svetha	52
4/18/2012	All Ages Storytime - Rain & Spring : Demonstrator, Svetha	44
4/18/2012	Creative Writing Group : Demonstrator, Kathy Steffen	9
4/19/2012	Adult Book Discussion : Demonstrator, Jenny Carr	17
4/19/2012	Earth Day Party : Demonstrator, Svetha	36
4/19/2012	Gocks & Frankenmonsters : Demonstrator, Rebecca 	8
4/19/2012	Baby Storytime : Demonstrator, Svetha	38
4/19/2012	All Ages Storytime - Spring & Rain : Demonstrator, Svetha	24
4/20/2012	Bilingual Storytime : Demonstrator, Katy Shannon	44
4/24/2012	Tween Dungeons and Dragons : Demonstrator, Amanda	9
4/24/2012	Toddler Storytime: Birds : Demonstrator, Amanda	42
4/24/2012	Big Kids Storytime: Birds : Demonstrator, Amanda	18
4/24/2012	All Ages Storytime - Farm : Demonstrator, Svetha	6
4/24/2012	Tween Knitting Circle : Demonstrator, Amanda	10
4/24/2012	Adult Book Discussion : Demonstrator, Jenny Carr	5
4/25/2012	Tiny Tots Storytime : Demonstrator, Svetha	48
4/25/2012	All Ages Storytime - Farm : Demonstrator, Svetha	52
4/26/2012	Baby Storytime : Demonstrator, Svetha	44
4/26/2012	All Ages Storytime - Farm : Demonstrator, Svetha	25

4/26/2012	What's if Worth? Antique Appraisal : Demonstrator, Mark Moran 	52
4/27/2012	Techno Minutes : Demonstrator, RL	2
4/27/2012	Bilingual Spanish English Storytime : Demonstrator, Katy Shannon	25
4/28/2012	Chess Club : Demonstrator, Brad Phillips	11
Number of Programs / Total Attendance		
	Children's	37 / 988
	Teens	3 / 18
	Adults	11 / 154
	Grand Total	51 / 1160

3. LIBRARY EXHIBITS & DISPLAYS

Glass Exhibit Case	Sue Christianson	Dolls
Wall Art Railing	Gene Summers	Photography
Teen Book Display	Library Staff	
DIY National Poetry Month	Library Staff	

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

Date	Staff	Title
4/2/2012	Amanda	Britannica Webinar: Common Core Standards : Britannica showcased several products and features related to the Common Core Standards.
4/3/2012	Amanda	NASA Space Science Workshop : Through this workshop, public librarians from across the state learned skills in science programming for youth. We focused primarily on Mars and the possibility of life on Mars. The facilitators led us through informational sessions and hands-on projects that we could do with children in our communities.
4/4/2012	Svetha	Webinar - Great Books 0-8 year olds : Booktalks of selected titles from CCBC's 2012 Choices.
4/5/2012	Pamela	Get Moving Middleton : Presentations by Chocolaterie Stam, Bishops Bay, Clark St. Charter School and WisconsinEye
4/5/2012	Circ staff	Circulation Services Staff Meeting : Bi-Monthly meeting of the circulation desk staff, circulation supervisors, head of circulation services, and director to discuss circulation issues. The discussions at this meeting included highlights from SCLS meetings, discussion of new sorter, update on tax forms, Koha, and security gate.
4/6/2012	Amanda	ALSC Webinar on 'Tween Programming : This was the third of four webinars I'll be presenting on 'tween programming through ALSC/ALA.
4/10/2012	Elizabeth I. Bauer	SCLS Circulation Services Meeting : Monthly meeting of subcommittee (ILS) to discuss, and make recommendations for circulation changes, regarding the ILS, to the ILS Committee. Additional responsibilities include creating circulation workflows for Koha, updating the Koha circulation manual, and discussing methods of communication with all SCLS/Koha libraries re: circulation policies and procedures.
4/11/2012	Management Team	Management Team Meeting for Long Range Planning : Review of Middleton Public Library's Long Range Plan.
4/11/2012	Svetha	SABA Meeting : Met with other members of the SABA (South Asian Book Award) committee to discuss, nominate, and select winners, honors, and highly commended titles.
4/11/2012	Elizabeth I. Bauer, Amanda Struckmeyer	Great New Books for Older Children & Teens (CCBC Webinar) : A presentation, by the staff of the CCBC, on outstanding books published in 2011 for older children & teens.
4/12/2012	Elizabeth I. Bauer	Workplace Relationships 101 (SCLS Webinar) : Ideas and reading list on communication with employees, employers, and the public.
4/12/2012	Pamela	WLA Board meeting : This agenda was packed with considerations. Kurt Kiefer (Ast. State Superintendent) spoke on behalf of DLTCL regarding their Work Plan 2012, reports from the Strategic Ad Hoc Committees: Leadership, Membership and Professional Development. We learned about our 2011 WLA Investment Performance. We also discussed studying a potential merger with another library organization.

4/17/2012	Elizabeth I. Bauer	<u>Conflict Management 101 (SCLS Webinar)</u> : Ideas and suggestions on dealing with conflict in the workplace, either small or large.
4/17/2012	Amanda	<u>SLIS Advisor Site Visit</u>
4/18/2012	Elizabeth I. Bauer	<u>Ask the Expert! Employee Handbooks - and More! (presented by Middleton Chamber of Commerce)</u> : Program was presented by an HR consultant and a lawyer; discussion of both legal and human resource topics that, at a minimum, should be included and references to sources, and reasons to have employee handbooks.
4/19/2012	Rebecca Van Dan	<u>What's New in Children's Reference (Booklist)</u>
4/19/2012	Amanda	<u>SCLS Webinar: Web 2.0 2.0</u> : Ben from SKC gave an overview of many useful web tools.
4/20/2012	Elizabeth I. Bauer	<u>WLA Literary Awards Committee Meeting</u>
4/23/2012	Pamela & Patrick	<u>Friends of the Library</u> : Reviewed and discussed involvement with Beyond the Page campaign including a letter/brochure mailing for June, eblast to membership, MTT press release and an event - The History of Beer making fundraiser for BTP – organized by staff. Request to add the Friends Facebook to programming posters. Corporate sponsorship for programming appeals are planned for the fall. Considered a proposal to update the exhibit case in the front entry received favorable response. Board will cast electronic votes to accept the proposal once we have a quote. Annual Meeting is scheduled for Monday, May 14th.
4/25/2012	Amanda	<u>Workshop: The Global Marketplace</u> : This workshop included a series of talks on a variety of global topics, including fair trade, the European Union, and current challenges in specific countries. Presenters included PhD students, department heads, and a panel of coffee growers (and an interpreter) from different Central American countries.
4/25/2012	Pamela	<u>Interview with SLIS student</u>
4/26/2012	Pamela and Jim	<u>Beyond the Page--Library Action Team</u> : Discussed the public launch, next steps to promote (brochures, social media, fundraisers and county-wide trivia event), bank reenactment community grants to provide storytimes at food pantries (MAD), donor acknowledgements and website logins.
4/27/2012	Amanda	<u>Meeting with Potential Program Presenter, Jeff Butler</u>
4/27/2012	Jason	<u>Library Supervision & Management</u> : This course gave a good overview of the practices and principles of supervising and managing in the library setting. The course broke these subjects down into four categories: planning, managing, staffing, and leading. As each category was presented, relevant readings were covered. Projects, interviews, and essays were also assigned to make application of the principles presented. There was a lot of interesting information covered in this class that I think often gets overlooked by library staff as they grapple with the day-to-day routines and ponder philosophical tenets of our work.

5. DIRECTOR'S REPORT

Circulation is on the rise at Middleton. Last month's total circulation of 63,280 is a 5.4% increase over last year's April figures of 60,021. The highest total items circulated for April was recorded in 2009 with 64,443 items. The 2012 Year-to-date total items circulated was 260,153 is up by 4.65% compared to last year of 248,597, making Middleton the second leading circulating library in South Central Library System, second only to Madison's Sequoya branch.

Visitors counts were slightly up compared to last year, from 30,853 in 2012 to 30,319 in 2011.

Programming in April of 2012 consisted of 51 programs with 1,160 participants. This is slightly down compared to last year's 57 programs/ 1,277 attendees; but more active than April 2010 when 54 programs were offered and 949 in attendance.

Resource sharing for April of 2012 was up compared to last year in both the number of items loaned to other LINKcat libraries and the number of borrowed from other LINKcat libraries. In April of 2012, Middleton loaned 17,887 in contrast to 2011's figures of 15,878. Likewise, Middleton borrowed 17,825 items in 2012 compared to 16,850 items in 2011.

Facility and equipment maintenance this month included a fresh coat of paint in the Archer Rooms and working with a local contractor to arrange for the front entry project which includes replacing cracked and worn floor tiles and installing a service counter near the inside bookdrop. The Library will be closed June 2nd – June 5th at Noon. In April, we also listed several unused furniture items on the SCLS library listserv, in order to keep the storage rooms uncluttered. A security cabinet was purchased for the meeting room AV equipment, limiting access to cables and controls to staff only and improving set up time for programming.

Staff projects in April included the updating of our Long Range Planning document, the creation of an Employee Handbook (which I hope to present to you next month) and the scheduling of annual employee performance coaching conversations, during upcoming months.



Staff was also busy with various aspects of the **Beyond the Page campaign** a joint effort of the Dane County Library Service and the Madison Community Foundation to create a permanent endowment that will support humanities programming in all 28 public libraries in Dane County – *forever*.

6. LIBRARIANS' REPORTS



Patrick Williams, Head of Information Technology

A new color printer was added for public access from our lower level stations. The printer ties in with our current vend card system. Staff no longer needs to use a by-pass key to initiate printing, as they did when the color copier was used for this job.

A new Blu-ray viewing station has been set up in one of the carrels in the upper level. The unit plays Blu-ray as well as standard DVDs and CDs. It has a headphone splitter for more than one viewer.

Troubleshooting and tweaking continues with our automated sorter equipment. Staff is working with Bibliotheca to resolve issues as they arise.



Elizabeth Bauer, Head of Circulation Services

April was all about “Sheldon the Sorter” (staff vote), changing work flows, educating staff, educating patrons, and adjusting to another layer of technology. Sheldon has some quirks, initially, eating several magazines and books, but staff addressed that issue. Most patrons are pleased and excited with Sheldon, although some have issues with waiting in line to deposit materials. Additional promotion of the outside book drop will continue. We are as busy as ever, looking forward to summer reading with some trepidation, and Sheldon has not lowered our work load – we are just adjusting our work flows. Overall, staff are mostly pleased with Sheldon the Sorter, feel it was a great investment, and will continue to educate the patrons about the advantages Sheldon provides, re: speed and accuracy with check in, and the elimination of the thigh deep, pile of materials to be picked up off the floor of the book return room when the library is closed.

Upcoming events include circulation staff performance evaluations, SCLS Delivery and Circulation Services meetings, Wisconsin Association of Public Librarians (WAPL) Conference, Wisconsin Library Association (WLA) Literary Awards Committee Meeting, and the WLA Support Staff Conference Meeting, in late May, which circulation supervisors Barbara Henderson and Katie Adkins, will be presenting a session on our three year RFID project; starting with a discussion about our library, explaining the tagging of our materials, moving on to phase 2 use of RFID check in and checkout ,which included our self check machines, to our newly implemented phase 3, discussing the installation and impact of Sheldon the Sorter.



Rebecca Van Dan, Head of Young Adult Services

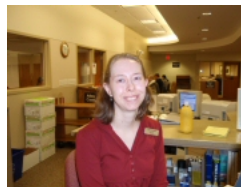
In April, I trained Caitlin, our new practicum student, on desk procedures and LinkCat basics. Caitlin and I worked out a summer schedule for her, talked about expectations, booktalking opportunities and she attended one TAC meeting. We also talked about planning a job fair for teens at the end of the summer. Kathy returned from sick leave towards the end of the month and we met to go over the new phone system, the new booksorter, and other changes. We had one new teen volunteer begin this month and worked on training with him as well.

This month, I've worked quite a bit on preparing booktalks and scheduling school visits with teachers. We will be doing some booktalks in Spanish for the ELL classes and have selected a few video book trailers to share with classes. Sarah G. and Kathy's sick leaves overlapped a bit, so the Youth Services Dept. has compensated by each of us taking on more responsibilities. We have been grateful to have Sally Wood take sub hours to relieve us of some of the extra duties.

In addition, this month I've worked on collecting training materials for the teen writing workshops this summer, updating shared documents on M drive, created an account with the Capitol Times online calendar for extra programming publicity, I attended the goals setting meeting and a webinar on Children's Reference Sources, and responded to a few queries from other libraries regarding collection development and programming. I've started to collect program materials for

summer programs and we received the newly upholstered teen benches from Embury. (with some nice compliments about how great they look!)

Displays this month: Witty Books with Funny Dialogue, Powerful Books that linger on the Brain.



Sarah Hartman, Head of Technical Services

I would like to begin by congratulating Jason Boak, our LAIII for Acquisitions/Serials and valued member of the Reference Team, for completing the final coursework necessary to obtain certification in ALA’s Library Support Staff Certification program. He excelled in all of his classes, including the most recent Library Supervision and Management course, and is the 15th person in the country to be certified in this program. What he has learned from this experience will certainly benefit him in his career, and in turn will benefit the Library as he brings in new ideas and skills gained from his experience.

Technical Services staff members were excited to see the new sorter installed, as it shows how our hard work during the initial stages of RFID tagging has paid off and increased efficiency behind the scenes in Circulation. It’s great to see the results of everyone’s dedication to the project.



Svetha Hetzler, Head of Children’s Services

This month we continued our Spring Storytime session. I also hosted an Earth Day Party for all ages and offered a Saturday morning Chess Club. We also participated in a National Library Week celebration sponsored by Culver’s. This is an annual event coordinated through SCLS.

I weeded our picture book collection based on circulation statistics and our board book collection based on condition. I also ordered and received a special cart from Demco which I plan to use in managing our Holiday storage collection. I added another list to Bookletters –

picture books about seasons.

Sally Wood began her long-term substitute position during Sarah Goebel's maternity leave. The transition has been smooth and I'm very pleased to have her. This month Sally displayed zoo books and poetry books. Poetry was also the theme for this month's DIY activities. Sally also created a poster for our upcoming "Elephant and Piggie Party" in May.

I submitted information on May and June events for our library's newsletter. I also submitted information about our Friday Afternoon Summer Concert Series to Wisconsin State Journal's "Around Town". In addition, I continue to post events on facebook, govdelivery, the library's website, and in-house fliers.

I wrapped up my first year as co-chair of the SABA (South Asian Book Awards) committee. It was an exciting inaugural year and I'm looking forward to chairing the committee for 2012. The process of selecting a winner was such a rewarding experience and it was wonderful to connect with other colleagues from around the country.

I spent some time this month planning various aspects of our Summer Reading program. I contacted and coordinated school visits with all the area elementary schools. I will be making visits next month. I also finished putting together our summer page schedule. I received sponsorship from some of our regular and favorite establishments including Scott's Pastry Shoppe, Chocolate Shoppe Ice Cream and the Hubbard Avenue Diner, and Noodles and Company. We are also expecting to receive some coordinated sponsorship through SCLS.



Amanda Struckmeyer, Head of Youth Services

This month, I completed a major collection development project with the children's books on CD. This involved weeding and re-ordering. My goal was to update this popular collection and make sure that any series we own on CD are complete. In the summer, our audiobooks circulate heavily, so I'm looking forward to offering a polished collection to families looking for these items.

We are gearing up for summer reading, and I've been contacting local businesses for prize donations. Offering prizes from local businesses is a win-win for our community: kids have incentive to keep reading, and businesses enjoy added visibility to families. I have worked on generating reading logs and other materials for our 'tween summer program as well.

My practicum student, Maria, is finishing up her experience here. She has done a great job and I've enjoyed working with her!

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 ALSC (Association for Library Services to Children) Legislation Committee. My ALSC webinar, "Between Storytime and the Prom: 'Tween Programming Fills the Gap," continued. I reviewed two books for *School Library Journal*.



Jim Ramsey, Head of Adult Services

During the month of April the Adult Services Department held several successful and well-attended programs here at the library. Two standouts were the screening of the film *Green Fire*, a documentary about Aldo Leopold, and an antique appraisal event. The film screening gave us an opportunity to work with the Middleton Sustainability Committee and the Aldo Leopold Center, both of whom we would like to collaborate with in the future. The antique appraisal generated enormous interest—so much, in fact, that we plan to ask the appraiser, Mark Moran, to return for another event in early 2013. Both events drew large crowds and generated many positive remarks from patrons.

The Beyond the Page fundraising campaign entered its public phase at the beginning of the month, and I continue to be active on the project's Library Action Team. We are in the process of planning several fund raising activities, the details of which are still to be determined. I have also begun collaboration with Amanda Struckmeyer on an intergenerational event this fall to celebrate the release of a new series of American Girl books. We are planning a multi-part event that will hopefully be of interest to kids and adults. The events for this summer have been firmly in place for a while now (highlights included a Mark Twain impersonator and a reading by bestselling author Lesley Kagen). Events for the second half of 2012 are beginning to take shape and are likely to include lectures, a genealogy program, and additional technology instruction.

I have also been busy with collection maintenance duties. We are in the process of moving a large collection of paperbacks into more appropriate collections, an initiative that I feel will make browsing easier for our patrons and make books easier to find.

7. AGENDA OVERVIEW

Nominating Committee will present a ballot for the 2012 Library Board Officers

Library Appropriate Behavior Policy – as presented last month

Review of the updated Long Range Plans 2012 – 2015 –

Document will be distributed at the meeting – this is an action item for next month.