



## February 2013 Report

Presented at the March 12, 2013 Library Board Meeting

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
<b>2013</b>	<b>36,348</b>	<b>3,532</b>	<b>19,670</b>	<b>59,550</b>	<b>124,832</b>
<b>2012</b>	38,420	3,822	22,019	64,261	129,608
<b>2011</b>	34,636	3,299	19,865	57,801	120,097
<b>2010</b>	38,277	3,942	19,257	61,238	127,944
(2012-2013 +/-)	(-5%)	(-8%)	(-11%)	(-7%)	(-3.68%)

#### Self-Service checkouts:

	ITG	ITG#2	ITG #3	Total	% of total
<b>2013</b>	<b>11,752</b>	<b>10,191</b>	<b>4,134</b>	<b>26,077</b>	<b>43.8%</b>
<b>2012</b>	12,205	10,650	4,269	27,124	42.2%
<b>2011</b>	6,635	10,834	3,092	20,561	35.5%

#### Library cards issued:

	Adult	Juv.	Sr.	Org.	Total
<b>2013</b>	<b>70</b>	<b>13</b>	<b>1</b>	<b>0</b>	<b>84</b>
<b>2012</b>	112	19	1	0	132
<b>2011</b>	79	16	3	0	98

#### Interagency loans:

	To Other LINK libraries	Borrow from other LINK libraries
<b>2013</b>	<b>20,919</b>	<b>17,789</b>
<b>2012</b>	18,746	18,395
<b>2011</b>	17,011	17,778
(2012-2013 +/-)	(+11%)	(-3.4%)

#### eBook Circulation:

	2013	2012	2011
<b>Overdrive use</b>	<b>1508</b>	267	46

#### Other: ILL



Visits	Study rooms use	Walk-in WI-FI	FAX
<b>2013 67 27,704</b>	<b>568.75 Hours - 373 Bookings</b>	<b>512 sessions</b>	<b>75 users / 216 pgs</b>
<b>2012 109 32,161</b>	609.5 hrs / 424 bookings	761 sessions	71 users / 168 pgs
<b>2011 56 26,159</b>	554.25 hrs / 369 bookings	709 sessions	52 users/144 pgs

#### Public Computer Usage:

Number of Computers Logged: 46    Number of Days Open: 28  
 Total Sessions 7,478    Total hours Used: 2,601    Total Printed Side 10,303 (plus 284 p. color)

## 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
2/1/2013	<u>Bilingual Spanish-English Storytime</u> : Demonstrator, Katy Shannon	40
2/2/2013	<u>Krafty Kids - Valentines</u> : Demonstrator, Kathy	71
2/4/2013	<u>Travel Through India Storytime</u> : Demonstrator, Svetha	10
2/5/2013	<u>Toddler Storytime: Alphabet</u> : Demonstrator, Amanda	28
2/5/2013	<u>Big Kids Storytime: Alphabet</u> : Demonstrator, Amanda	23
2/6/2013	<u>Tiny Tots Storytime</u> : Demonstrator, Svetha	42
2/6/2013	<u>All Ages Storytime - Mice</u> : Demonstrator, Svetha	47
2/7/2013	<u>Baby Storytime</u> : Demonstrator, Svetha	14
2/7/2013	<u>All Ages Storytime - Mice</u> : Demonstrator, Svetha	27
2/7/2013	<u>Dungeons &amp; Dragons for Teens</u> : Demonstrator, Michael Rickman	1
2/7/2013	<u>Techno Minutes</u> : Demonstrator, Rebecca L	1
2/8/2013	<u>Bilingual Spanish-English Storytime</u> : Demonstrator, Katy Shannon	16
2/11/2013	<u>Travel Through India Storytime</u> : Demonstrator, Svetha	12
2/11/2013	<u>Read It and Eat Book Club</u> : Demonstrator, Amanda 	18
2/12/2013	<u>Meriter Hospital Mother-Baby Hour</u> : Demonstrator, Svetha	9
2/12/2013	 <u>Art Lab: Valentines</u> : Demonstrator, Amanda, Katherine	67
2/12/2013	<u>YMCA After School Outreach</u> : Demonstrator, Alex Hinrichs	14
2/12/2013	<u>YMCA After School Outreach</u> : Demonstrator, Alex Hinrichs	36
2/12/2013	<u>YMCA After School Outreach</u> : Demonstrator, Alex Hinrichs	26
2/12/2013	<u>Toddler Storytime: Valentine's Day</u> : Demonstrator, Amanda	49

2/12/2013	<a href="#"><u>Big Kids Storytime: Valentine's Day</u></a> : Demonstrator, Amanda	16
2/12/2013	<a href="#"><u>Techno Minutes - KE</u></a> : Demonstrator, Katherine E	1
2/13/2013	<a href="#"><u>Exploring Free Music Online</u></a> : Demonstrator, Walker	22
2/13/2013	<a href="#"><u>Presentation to Middleton Lions Club</u></a> : Demonstrator, Jim	12
2/13/2013	<a href="#"><u>Tiny Tots Storytime</u></a> : Demonstrator, Svetha	44
2/13/2013	<a href="#"><u>All Ages Storytime - Valentine's Day</u></a> : Demonstrator, Svetha	32
2/14/2013	<a href="#"><u>Baby Storytime</u></a> : Demonstrator, Svetha	40
2/14/2013	<a href="#"><u>All Ages Storytime - Valentine's Day</u></a> : Demonstrator, Svetha	24
2/14/2013	<a href="#"><u>Black History Month Party</u></a> : Demonstrator, Svetha	8
2/14/2013	<a href="#"><u>Dungeons and Dragons</u></a> : Demonstrator, Kurt Ellison 	7
2/15/2013	<a href="#"><u>Bilingual Spanish-English Storytime</u></a> : Demonstrator, Katy Shannon	37
2/15/2013	<a href="#"><u>Techno Minutes</u></a> : Demonstrator, Rebecca L	1
2/16/2013	<a href="#"><u>PAWS to Read</u></a> : Demonstrator, READ teams 	15
2/16/2013	<a href="#"><u>Chess Club</u></a> : Demonstrator, Brad Phillips	12
2/18/2013	<a href="#"><u>Travel Through India Storytime</u></a> : Demonstrator, Svetha	14
2/18/2013	<a href="#"><u>Teen Advisory Committee</u></a> : Demonstrator, Rebecca	2
2/18/2013	<a href="#"><u>Daughters of Africa</u></a> : Demonstrator, Mixed Blood Theatre. Performer Thomasina Petrus	101
2/19/2013	<a href="#"><u>Big Kids Storytime: Transportation</u></a> : Demonstrator, Amanda	17
2/19/2013	<a href="#"><u>Tween Knitting Circle</u></a> : Demonstrator, Amanda	10
2/19/2013	<a href="#"><u>Toddler Storytime: Transportation</u></a> : Demonstrator, Amanda	38
2/20/2013	<a href="#"><u>Tiny Tots Storytime</u></a> : Demonstrator, Svetha	36
2/20/2013	<a href="#"><u>All Ages Storytime - Food</u></a> : Demonstrator, Svetha	39
2/20/2013	<a href="#"><u>Creative Writing Group</u></a> : Demonstrator, Kathy Steffen	14
2/21/2013	<a href="#"><u>Baby Storytime</u></a> : Demonstrator, Svetha	42

2/21/2013	<a href="#">All Ages Storytime - Food</a> : Demonstrator, Svetha	34
2/21/2013	 <a href="#">Book Speed Dating for Teens</a> : Demonstrator, Rebecca	4
2/21/2013	<a href="#">*Tween Dungeons and Dragons</a> : Demonstrator, Kurt Ellison	7
2/21/2013	<a href="#">Spanish in the Afternoon ... Espanol por la tarde</a> : Demonstrator, Katy Shannon	20
2/21/2013	<a href="#">Adult Book Discussion</a> : Demonstrator, Jenny Carr	12
2/22/2013	<a href="#">Bilingual Spanish-English Storytime</a> : Demonstrator, Katy Shannon	16
2/23/2013	<a href="#">Techno Minutes</a> : Demonstrator, Rebecca L	3
2/23/2013	<a href="#">Play Literacy Goes to a Restaurant</a> : Demonstrator, Svetha	14
2/23/2013	<a href="#">What's it Worth? Antique Appraisal Program</a> : Demonstrator, Mark Moran 	60
2/25/2013	<a href="#">Travel to India Storytime</a> : Demonstrator, Svetha	14
2/26/2013	<a href="#">Toddler Storytime: Cats</a> : Demonstrator, Amanda	38
2/26/2013	<a href="#">Big Kids Storytime: Cats</a> : Demonstrator, Amanda	24
2/26/2013	<a href="#">*Tween Knitting Circle</a> : Demonstrator, Amanda	9
2/26/2013	<a href="#">Techno Minutes</a> : Demonstrator, Rebecca L	1
2/27/2013	<a href="#">Tiny Tots Storytime</a> : Demonstrator, Svetha	16
2/27/2013	<a href="#">All Ages Storytime - Dr. Seuss</a> : Demonstrator, Svetha	26
2/27/2013	<a href="#">Microsoft Excel: The Basics</a> : Demonstrator, Jim	18
2/28/2013	<a href="#">Books &amp; Brownies: The Selection</a> : Demonstrator, Rebecca	4
2/28/2013	<a href="#">Overdrive Instructional for Kromrey Middle School Staff</a> : Demonstrator, Jim	9
2/28/2013	<a href="#">Eliminate Paper Clutter and Get Organized</a> : Demonstrator, Jill Annis of Simply Organized, LLC	64
2/28/2013	<a href="#">Baby Storytime</a> : Demonstrator, Svetha	26
2/28/2013	<a href="#">All Ages Storytime - Dr. Seuss</a> : Demonstrator, Svetha	29
	<b>Number of Programs / Total Attendance</b>	
	Children's	48 / 1253
	Teens	4 / 11
	Adults	14 / 319
	<b>Grand Total</b>	<b>66 / 1583</b>

### 3. LIBRARY EXHIBITS

<p><b>Art Railing</b></p>	<p>Artist: <b>Gail McCoy</b></p>	
<p><b>Exhibit Case</b></p>		<p><b>Waldorff School</b></p>

### 4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

Date	Staff	Title
2/6/2013	Amanda	<a href="#"><u>SLIS Curriculum Committee Meeting</u></a> : This was the monthly meeting of the SLIS (School of Library and Information Studies) Curriculum Committee. We discussed changes to courses, development of new courses, and potential partnerships with other departments.
2/7/2013	Rebecca Van Dan	<a href="#"><u>Tweking Twitter (Laura Solomon presenter)</u></a> : Things to know about Twitter, how it is best used in a library setting.
2/8/2013	Amanda	<a href="#"><u>WLA YSS Board Meeting</u></a> : This was my first WLA YSS Board Meeting as Director-at-Large. We focused on program planning for WAPL.
2/14/2013	Sarah H.	<a href="#"><u>Interview with Future Librarian</u></a> : I was interviewed by a Beloit College student who intends to go into librarianship and is taking a class that matches students with alumni in their chosen fields. The questions focused on how my liberal arts education impacted my career choice, my relationships with colleagues, and my day-to-day work. I was able to provide her with some general career advice as well (get a job in a library and get practical experience ASAP).
2/15/2013	Rebecca V., Svetha H., Amanda M.S.	<a href="#"><u>SCLS YS Meeting (PDS)</u></a> : Prairie du Sac hosted the meeting for SCLS, participants requested to bring program ideas to share. A tour of the new library was included.
2/19/2013	Pamela	<a href="#"><u>Library Action Team Meeting</u></a> : Discussed the Elderly programming partnership, a Calendar of Humanities programs, Culvers' partnership, Humanities backpacks, and Outreach to Underserved Populations. We're finding that with some oversight, we have the power to really move an idea forward.

2/21/2013	Amanda	<a href="#"><u>STEM for Preschoolers Presentation Run-Through</u></a> : Carissa Christner, YS librarian at MPL, is preparing to give a presentation on STEM (science, technology, engineering, and math) programming for preschoolers in libraries. She invited a few librarians from the area to come and preview her presentation and provide feedback.
2/25/2013	Svetha, Sarah G., Sally W	<a href="#"><u>Team meeting with SG, SW, SVH</u></a> : Discussed summer schedule, LA II job share & duties, and upcoming plans
2/26/2013	Pamela	<a href="#"><u>Planning Commission &amp; COW</u></a> : Downtown Parking Ramp Study results were presented by Walker Parking Consultants. Recommendation was to better use the current parking, rather than build a parking ramp. The public was pleased. The Terrace Avenue renovation was also presented. It has been modified since last year. It will still include a round-about along-side the Beltline, an underpass to the east side of the Beltline (joining Terrace with the Vet parking lot), and a bump-out for the Little Red Preschool. The additional parking lot has been nixed for now. Construction will begin July 2013 (Phase 1). Phase 2 is scheduled for some time in 2014.
2/28/2013	Katie A.	<a href="#"><u>Reader's Advisory: NonFiction Webinar by Sarah Statz Cords</u></a> : Sarah (a local patron!) presented information about how to categorize nonfiction books, hints about how to figure out what a patron is looking for, a few websites with suggestions on Nonfiction RA, and general RA tips.
2/28/2013	Jim	<a href="#"><u>Email Interview with High School Student</u></a> : An interview conducted via email with a student at Middleton HS who was doing a project on planning a library in Sierra Leone.
2/28/2013	Rebecca Light, Katherine Elchert	<a href="#"><u>Programming for Teens, 20-somethings, and Beyond</u></a> : Elsworth Rockefeller from Oak Park Public Library showcased creative programs for teens and younger adults in several sessions. Jesse Vieau and Trent Miller from MPL discussed Central's new "Bubbler," a makerspace they are building in the new library.

## 5. DIRECTOR'S REPORT

### Highlights of February 2013:

In February of 2013, Middleton's circulation total was 59,550 items, down by -7% compared to last year's February (a leap year) at 64,261. The library's visitor tally of 27,704 patrons was (down by -15% from last year's count of 32,161). Middleton's resource sharing counts as Loans to and Borrowed from other LINK libraries were at 20,919 and 17,789, respectively (up by 11% and down -3.4% compared to last February's figures).

### Facility:

Embassy Controls plan to upgrade the library's air controllers (2012 Capital Improvement Project) during the month of March. Mark Goad is working with their technicians on the schedule.

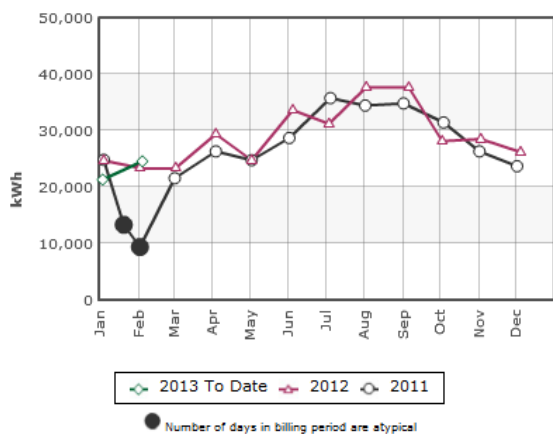
A small leak, near the new AV shelving unit on the main level, was discovered. Jarin Contracting repaired the site under our roof service contract. There was no serious damage to the area or library materials.

**Budget adjustment for 2013:**

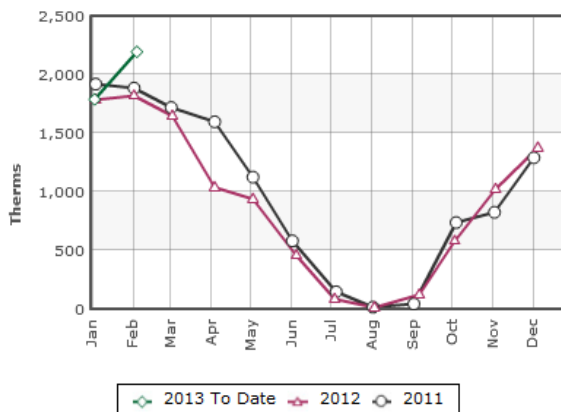
The 2013 Library Operating Budget was adjusted, based on 2012 Actual Budget expenses and this year's forecasting information. Adjustments are as follows:

212-5511-270	Telephone	Managed IP phone system upgrade in 2012	\$1,000
212-5511-330	Electronic Resources	Increased fee of Statewide Buying Pool & the addition of Zinio (magazine database)	\$1,300
212-5511-340	Building Expenses	Anticipated savings with upgrades to HVAC	(\$1,500)
212-5511-470	Utilities	M G & E rate increase & increased use of electricity from sorter, plus BadgerNet fee for MUFN	\$2,200
212-5511-800	Capital Outlay	The \$5,000 should cover the incidentals	(\$3,000)

**Electricity Use**



**Natural Gas Use**



**Staffing:**

The first Wisconsin Library Association (WLA) Paralibrarian of the Year Award will be awarded in 2013. It was created to recognize the essential role of paralibrarians, including all library support staff who do not currently have an MLIS, in providing excellent library service in Wisconsin. I nominated Middleton's LA II Rebecca Light. The selection for the award is based on the following criteria:

- Excellence in job performance, including contribution(s) enabling their library to best serve its

patrons and/or its community (whether public, college/university, school, corporation, etc.)

- The encouragement of reading and the use of the library's resources
- A commitment to free access to information for all
- The candidate's work to build networks, organizations, and/or groups to support excellence in library work and new career paths for library support staff
- The candidate's efforts to improve communication and the breaking down of barriers between support staff and the MLIS librarians with whom they work.

At the January staff in-service, we discussed these 2013 goals: 1) create a welcome packet/material for new cardholders, 2) determine the use of the Katie's Kids fund to enhance programming, 3) brainstorm creation space ideas, 4) identify ways to increase attendance at Teen program events, 5) list ways to further promote electronic databases, and 6) identify possible ways to reach out to 20 to 30 year olds.

Our IT Intern Dickson Kwatampora will be leaving at the end of April instead of August. We'll work out a plan with existing staff to continue his work and to update some of our online tutorials and create new ones where gaps exist.

#### **Administration:**

We had an email request from an out of state resident to gain access to our electronic databases from home. Access requires a SCLS library card with Middleton designated as the "Home Library." Our current Circulation Policy states the following, II. Eligible Card Holders, (L): "Borrowers residing in a Wisconsin public library system that has not negotiated an approved reciprocal borrowing agreement with the South Central Library System may purchase a library card for use at the Middleton Public Library only. These cards are valid for one year. The fee for such a card is determined by the library board and will be reviewed annually. This section also applies to out-of-state borrowers."

Julie Chase (Dane County Library System), Tom Linfield (Madison Community Foundation), Susan Hedricks (Waunakee Public Library) and I will be presenting a session about Beyond the Page Endowment at the 2013 WAPL Annual Conference.

I met with Middleton's Larry Nix from the Wisconsin Historical Society, who generously agreed to create an historical photo slideshow for display at the WAPL conference registration table.

This month, I agreed to work with others on a Dane County wide Culver's Library Night to benefit the Beyond the Page Library Endowment.

Not all of the annual Koha statistics were compiled and accessible to member libraries before I began medical leave on February 4<sup>th</sup>. Therefore, it was necessary for me to work from home to have the report ready and available at the February Library Board meeting for your review and approval before the DPI deadline of March 1<sup>st</sup>. I also finalized the 2012 patron-friendly annual report during February 2013, as well.

WLA's Library Legislative Day was February 5<sup>th</sup>; it was necessary for me to cancel my registration.

As the senior member of the Management Team, Head of IT Patrick Williams served as the library's point of contact for the two weeks I was out. I am especially grateful for his work, but also pleased with the entire staff for their dedication and cooperation.

**Programs:**

The Daughters of Africa program (Mixed Blood Theater) was held at Middleton Public Library on February 18<sup>th</sup> and at the Sun Prairie Public Library on February 19<sup>th</sup>. It was funded with a grant from the first round of Beyond the Page Endowment grants. We (and Sun Prairie) are definitely interested in working with them again!

**6. LIBRARIANS' REPORTS**

**Patrick Williams, Head of Information Technology**



The library now has access to the Metropolitan Unified Fiber Network (MUFN), allowing for speedier Internet access for both patrons and staff. Our router uses this connection, along with TDS and Charter services for Internet, phone and outgoing email; choosing the best ISP based on bandwidth needs per connection.

Drupal, a web content managing system, has been set up on one of our servers. Dickson has designed and launched our new teen and children's web pages using it.

### **Rebecca Van Dan, Head of Young Adult Services**



In February, I contacted the librarian at Kromrey, Nanci Marshall, to discuss coordinating a Lunch Bunch reading group to meet on school grounds. Nanci was enthusiastic and has been distributing our fliers to teachers and students for our first meeting on March 5. Nanci also asked if we could coordinate to teach Kromrey teachers how to use Overdrive on the school iPads. Other outreach with the schools included contacting the Drama department at the high school to ask about partnering for a summer program where the library could use five actors for a historical reenactment. We also looked into publicizing our teen events outside of Middleton this month, and will now be able to send event information to Memorial and West for their daily announcements.

Kathy worked to update the teen volunteer list this month and has ordered quite a bit for our very popular Humor collection. We also trained two new volunteers and wrote a recommendation letter for a former volunteer who is applying for college scholarships.

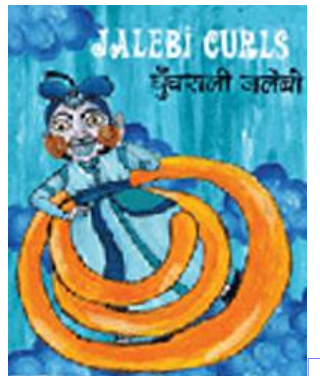
We finalized plans with all of our Teen SRP performers, finished compiling the brochure, proofread, and sent the brochure to South Central for printing. Svetha, Amanda, and I attended a Youth Services meeting in Prairie du Sac to discuss program ideas with other librarians, and I also attended a "Tweaking Twitter" webinar to consider if we want to pursue Twitter for the library's social media. In the process, I found the library had an old Twitter account and as

current employees were unsure who had started the account, we asked Twitter to deactivate it.

We sent out publicity for March and April programs, tried out new software to make more interesting posters, added a few facebook events per a TAC suggestion, added a facebook contest to win a book, and ordered a replacement paperback spinner for one that was having issues. We weeded the popular teen non-fiction section, reviewed new college websites to add to our Teen website, and trained with Dickson on the new library website software to make sure we are able to do edits. The new Teen website is now active, and I am working on adding new bibliographies in Bookletters to add to the page. Dickson has been a very patient teacher and feedback on the new Teen website has been very positive.

Displays: Hobbit Forming Fantasy, Blind Date with a Book, Paranormal Romance, Parodies, Award Winners.

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



I continued our winter storytimes this month and offered a few weekday afternoon and Saturday events, including a Black History Month Celebration Party and Play Literacy Goes to a Restaurant. Katy Shannon offered her second Spanish in the Afternoon event. Brad Phillips continues to offer a monthly Chess Club event and has been drawing novices to state ranked players. I also made my quarterly outreach visit to Meriter Hospital's Mother-Baby Hour.

I continued to work on planning events for the Summer Reading Program. I hope to have things finalized in the next few weeks so that patrons have the information they need by Spring Break.

I had a team meeting with Sarah Goebel and Sally Wood. It was a great opportunity for all three of us to meet in person and I hope to make this a quarterly event. Sarah and Sally are great colleagues; they work well cooperatively and independently. This month the, the DIY table featured “Friendship and Valentine’s Day” activities. The displays included Dr. Seuss and Folktales from Around the World. Sarah and Sally have been assisting on various collection development and management projects, including non-fiction weeding, holiday/storage materials, checking in newly processed materials, and going through materials marked mending.

The focus of my collection management and development duties this month was on holiday materials and recent award winners. I also am working on developing a new collection within our picture book collection to assist patrons in finding materials for potty training, a perennially popular topic. Sarah Hartman and I have discussed this project and I hope materials will be in place next month for patrons.

Our spring fliers (storytime flier, spring break events, and March-May events) are available in hard copy and also on our website. I’ve also had the opportunity to work with Dickson on the content of the newly designed website. The new website’s design is very attractive. I think our patrons will really enjoy visiting [www.midlibrary.org](http://www.midlibrary.org)!

**Sarah Hartman, Head of Technical Services**



**MARC STANDARDS**

It was a busy month, with lots of exciting new materials arriving! Everyone is working hard to get new materials on the shelves for our patrons. This month we also received some new Koha reports that we’ve been without since the migration, so I was able to work with those to clear up a lot of problems in the catalog. The reports we will now be receiving on a monthly basis are: Fast Adds, Items with a Not for Loan Status, and Items with Received/On Order Acquisitions Status. It was time consuming to go through these reports as they hadn’t been run in two years

and were quite lengthy, but future reports run every month should be much more reasonable. I'm glad we now have a chance to fix these problems in a timely manner.

### **Amanda Struckmeyer, Head of Youth Services**



This month, our Art Lab, and PAWS to Read programs were very popular. Our 'tween knitting group started up again for a five-week session. Dungeons and Dragons for 'tweens has also returned. We were fortunate to find a facilitator; our group was full within a few hours of advertising it on facebook and Notify Me.

Alex Hinrichs visited all of the YMCA Afterschool sites in Middleton again this month. She is doing an excellent job providing outreach services!

A spring practicum student, Katherine Elchert, continued her experience at the Middleton Public Library. She is splitting her time between Reference and Youth Services.

In February, I finished a major collection development project that I began a few months ago: weeding and updating the children's nonfiction collection. Because of the nature of nonfiction, and because of the limits of Koha, this project was very time-intensive, but I am pleased with the results, and I believe that patrons will now have access to a more current, accessible collection.

I had the chance to work with Dickson on our website, and I'm looking forward to making our new children's site public! Dickson has done an outstanding job, and he has been very patient and encouraging as we learn the new system.

This month, I contacted the seven elementary schools in Middleton to coordinate visits with teachers. These will be after-school meetings to share information about the Middleton Public Library, such as the fact that we offer institutional cards, and some Koha searching tips for locating specific materials. I also created a promotional flier to distribute to every staff member at each participating school. So far, three of the schools have responded and scheduled visits.

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 attended the monthly Curriculum Committee meeting at the School of Library and Information Studies at UW-Madison. Currently, the school is in the process of working with the American Library Association to renew its accreditation, and the Curriculum Committee is supporting that project.

I met with the WLA Youth Services board in an online meeting. As a director-at-large, I am assisting with program coordination for the association's two annual conferences. On the national level this month, I continued my work as a member of the ALSC Advocacy and Legislation Committee. I attended the American Library Association Midwinter Conference in Seattle, Washington. I'm always proud to represent the Middleton Public Library in professional organizations. In addition, I reviewed two books for *School Library Journal*.

**Jim Ramsey, Head of Adult Services**



Inclement weather continued to interfere with our adult library programs in February, forcing us to cancel two programs in the early part of the month. However, we were partially saved by a relatively mild end of the month during which we held two rescheduled events that were very

successful. We also held our second-annual antiques appraisal program with appraiser Mark Moran at the end of the month, which was very well attended. Mark is very easy to work with and his programs are always a success. I will certainly invite him back next year. As of right now, I'm working on getting some other events rescheduled, in addition to firming up the summer programming schedule. Based on an examination of past programming schedules, it seems as if we always offered a robust programming schedule in the winter months. I may, however, rethink the number of outside presenters that I schedule for next winter!

Luckily, the weather cooperated for what may end up being our biggest program of the year in terms of attendance: Daughters of Africa, a one-woman performance by Mixed Blood Theatre from Minneapolis/St. Paul. Over one hundred people attended this program, held in honor of Black History Month. This program was made possible by funds from the Beyond the Page endowment. The performance was a great opportunity to promote the fundraising campaign and to demonstrate to the public exactly the kind of programs we intend to fund with the endowment. Pamela deserves most of the credit for this program, as it was her idea to invite Mixed Blood Theatre to the library.

Our Adult Winter Reading Program wrapped up at the end of this month. In all, 43 patrons participated in the program, which is down slightly from last year. This is probably due in part to the fact that our kick-off event, a hugely popular program on eliminating paper clutter, had to be postponed due to weather. We were able to reschedule for the end of February, at which time the reading program was set to end. The reading program continues to be successful, though, and we hope to be able to get the word out next year.

This month brought a site redesign and other changes to Overdrive, our content vendor for downloadable eBooks and audio books, which meant that I spent a considerable amount of time updating the instructional handouts that I created. Starting late this month and early-March, we are also rolling out our new digital magazine service called Zinio. I've spent a lot of time in the past couple months preparing instructional materials and publicity for this new service. We anticipate that the service will require a lot of instruction, at least in the first several months, and all of the reference desk staff are preparing for a rush of questions about Zinio in the coming weeks.

Rebecca L. and I are also continuing to develop a book group for 20 and 30-somethings that will meet every other month at the Craftsman Table and Tap on Century Blvd. We've selected our first book—*Cat's Cradle* by Kurt Vonnegut—and set a date—April 4th—for the first meeting of the group. Rebecca has put an enormous amount of effort into this project in terms of planning and publicity. She is also spearheading a general effort to create more programming that will appeal to patrons in their 20s and 30s. At the end of this month, she attended a workshop on programming for this patron group and she returned with many great ideas.

Finally, we have a practicum student from UW-SLIS working at the reference desk this semester. Her name is Katherine Elchert and she is a second-year student in the Master's program at UW. In addition to staffing the desk on Tuesday mornings, Katherine has been teaching Techno Minute sessions, which has helped considerably to lighten the load for Rebecca L. With our major collection maintenance projects behind us, we continue to weed in certain subject areas, and Katherine is currently working on a project to weed and replace books on medical topics that are out of date.

### **Brendan Faherty, Head of Circulation Services**



February usually marks the 'slowest' time of year for a library's circulation. While it certainly has not been quiet, Circulation staff has had time to fine-tune some of our procedures and workflows in an effort to maximize our efficiency. Our new weekend Circ Desk rotation has been implemented smoothly and we are happy to have such eager involvement from the Page II subs who traditionally have just covered the other two service desks. It is always nice to gain fresh

perspectives from 'new' staff members.

We have also streamlined how we handle/process payments for lost or damaged items that need to be routed to other system libraries. Our goal is to get those payments sent in a timelier manner, ensuring that patrons' library records are cleared and up to date as soon as possible.

As usual, the entire Circulation staffs, both desk staff and Page I's, have been incredibly flexible when it comes to scheduling. They all do a wonderful job covering and trading shifts with each other in order to make sure we have adequate staffing at all times. Longtime Page I Chris Scharch retired from the library at the beginning of February, and other Page I's have stepped up and helped fill her shifts until our newest member of the Circulation team starts at the beginning of March.

The other Circulation Supervisors and I are discussing how we can move some of our documentation and workflow paperwork to an online format (perhaps through Google docs), so we can all have easier access and the information is more centrally located. We have also been talking about the idea of having a Circ Supervisor 'on call' or 'on point' during all open library hours. Desk staff would then have a go-to supervisor during each shift to ask questions and refer patrons to if necessary.

I spent a few hours on Monday, Feb 25<sup>th</sup>, reviewing resumes and cover letters for SLIS students on the UW-Madison campus. It was a rewarding experience and I may be asked to participate in a Hiring Panel Discussion for SLIS this fall.

Barbara Henderson and Katie Adkins have completed another course on their way to Support Staff Certification.

And as of today (March 1<sup>st</sup>) with the arrival of the 1040 Instruction Booklets, we FINALLY have all our tax forms for the public.

## **7. AGENDA ITEMS**

No action items