



## May 2013 Report

Presented at the June 11, 2013, Library Board Meeting

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2013	36,356	3,667	19,280	59,303	316,194
2012	36,850	3,573	20,551	60,974	321,121
2011	35,556	3,643	19,809	59,008	307,605
(+/- 2012/2013)					(-6.94%)

#### Self-Service checkouts:

	ITG	ITG#2	ITG#3	Total	% of total
2013	12,467	10,798	4,348	27,613	46.7%
2012	12,206	10,258	3,966	26,430	43.3%
2011	6,378	8,741	3,065	18,184	30.8%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2013	69	23	3		95
2012	66	25	1		92
2011	89	26	0	0	115

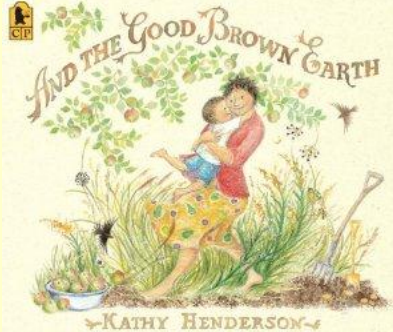

Dynix holds:	Loaned to	Borrowed from other LINK libraries
2013	18,664	17,793
2012	17,765	17,355
2011	15,542	15,940

Miscellaneous:	ILL	Visits	Study Rooms Use	Public Fax
2013	61	28,404	562.25 hrs / 347 Bookings	77 user sessions / 277 pages
2012	88	28,843	636 hrs / 410 bookings	76 user sessions / 244 pages
2011	88	27,994	549.75 hrs / 388 bookings	27 user sessions / 61 pages



#### Public Computer Usage:

	# of PCs logged	# of days open	Total Sessions	Total hrs.	Total printed sides	Walk-in WI-FI
2013	47	29	7,743	2,536	9,583 (+494 col)	559
2012	46	29	9,666	3,340	10,757 (+165 col)	752
2011	46	29	11,610	4,464	22,021 (+110 col.)	897


**2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES**

Date	Program	Attendance
5/1/2013	<b>Tiny Tots Storytime</b> : Demonstrator, Svetha	38
5/1/2013	<b>All Ages Storytime - Transportation</b> : Demonstrator, Svetha	30
5/2/2013	<b>Baby Storytime</b> : Demonstrator, Svetha	38
5/2/2013	<b>All Ages Storytime - Transportation</b> : Demonstrator, Svetha	28
5/3/2013	<b>School visit: Career Fair, 8th graders</b> : Demonstrator, Rebecca V. (and many community members representing different jobs)	200
5/4/2013	<b>Krafty Kids - Mother's &amp; Father's Day</b> : Demonstrator, Kathy R.	42
5/6/2013	<b>Bilingual Spanish-English Storytime</b> : Demonstrator, Katy Shannon	19
5/6/2013	<b>Travel to India Storytime</b> : Demonstrator, Svetha	20
5/6/2013	<b>Teen Advisory Committee</b> : Demonstrator, Rebecca V.	5
5/7/2013	<b>Toddler Storytime</b> : Demonstrator, Amanda	21
5/7/2013	<b>Tales and Tunes Storytime</b> : Demonstrator, Amanda	29
5/7/2013	<b>Meriter Mother-Baby Hour</b> : Demonstrator, Svetha	22
5/7/2013	<b>YMCA After School Outreach</b> : Demonstrator, Alex Hinrichs 	40
5/7/2013	<b>YMCA After School Outreach</b> : Demonstrator, Alex Hinrichs	35
5/7/2013	<b>YMCA After School Outreach</b> : Demonstrator, Alex Hinrichs	17
5/7/2013	<b>Exploring Free Online Video</b> : Demonstrator, Walker Evans	31
5/8/2013	<b>Fly Guy Kids Book Club</b> : Demonstrator, Svetha 	15

5/8/2013	<b>Tiny Tots Storytime</b> : Demonstrator, Svetha	30
5/8/2013	<b>All Ages Storytime - Favorites</b> : Demonstrator, Svetha	20
5/9/2013	<b>Dungeons and Dragons</b> : Demonstrator, Kurt Ellison	6
5/9/2013	<b>Baby Storytime</b> : Demonstrator, Svetha	28
5/9/2013	<b>All Ages Storytime - Favorites</b> : Demonstrator, Svetha	38
5/9/2013	<b>Art Lab: Mother's Day</b> : Demonstrator, Amanda	10
5/9/2013	<b>Techno Minutes</b> : Demonstrator, Rebecca L	1
5/10/2013	<b>Bilingual Spanish-English Storytime</b> : Demonstrator, Katy Shannon	39
5/13/2013	<b>Read It and Eat Book Club</b> : Demonstrator, Amanda	5
5/14/2013	<b>School Visit- Summer Reading Program</b> : Demonstrator, Svetha, Amanda	32
5/15/2013	<b>Hulafrog</b> : Demonstrator, Carey Zawlocki	7
5/16/2013	<b>Adult Book Discussion</b> : Demonstrator, Jenny Carr 	13
5/16/2013	<b>Spanish in the Afternoon</b> : Demonstrator, Katy Shannon	14
5/16/2013	<b>Dungeons and Dragons</b> : Demonstrator, Kurt Ellison	6
5/18/2013	<b>Chess Club</b> : Demonstrator, Brad Phillips	0
5/18/2013	<b>Teddy Bear Sleepover Storytime</b> : Demonstrator, Svetha	0
5/20/2013	<b>Read It and Eat Book Club</b> : Demonstrator, Amanda	10
5/21/2013	<b>School Visit, Glacier Creek 6th grades</b> : Demonstrator, Rebecca V.	140
5/22/2013	<b>The Basics: Alzheimer's, Dementia, and Memory Loss</b> : Demonstrator, Bonnie Nutt, presenter for the Alzheimer's Association	9
5/22/2013	<b>Westside Christian School Visit</b> : Demonstrator, Amanda & Svetha	85
5/22/2013	<b>Books &amp; Brownies: Days of Blood and Starlight</b> : Demonstrator, Rebecca V.	3
5/22/2013	<b>Library tour for ELL students</b> : Demonstrator, Rebecca V	4
5/23/2013	<b>Teen Techno Minutes</b> : Demonstrator, Rebecca L	1
5/23/2013	<b>Dungeons and Dragons</b> : Demonstrator, Kurt Ellison	6
5/24/2013	<b>Techno Minutes</b> : Demonstrator, Rebecca L	2
5/28/2013	<b>West Middleton Elementary School Visit</b> : Demonstrator, Svetha 	450

5/28/2013	<b>SRP School Visit: Sauk Trail Elementary</b> : Demonstrator, Amanda	425
5/28/2013	<b>Techno Minutes</b> : Demonstrator, Rebecca L	1
5/29/2013	<b>Sunset Ridge Elementary School Visit</b> : Demonstrator, Svetha	450
5/29/2013	<b>SRP School Visit- Elm Lawn</b> : Demonstrator, Amanda 	525
5/29/2013	<b>Maintaining Brain Health: Staying Sharp at Any Age</b> : Demonstrator, Joy Schmidt, Alzheimer's & Dementia Alliance	17
5/30/2013	<b>Teen Techno Minutes</b> : Demonstrator, Sam Smith (teen volunteer)	2
5/30/2013	<b>Hypnotist Paul Knight</b> : Demonstrator, Paul Knight 	13
5/31/2013	<b>School Visit, Kromrey 6th grade block</b> : Demonstrator, Rebecca V.	75
5/31/2013	<b>Northside Elementary School Visit</b> : Demonstrator, Svetha, Amanda	400
5/31/2013	<b>School Visit, Clark St. Community School, Alternative HS</b> : Demonstrator, Rebecca V.	5
<b>Number of Programs / Total Attendance</b>		
	Children's	36 / 2980
	Teens	8 / 445
	Adults	9 / 77
	<b>Grand Total</b>	<b>53 / 3502</b>

### 3. LIBRARY EXHIBITS

Exhibit Space	Display	Contact Info
Display Case	<u>Acrylic, Watercolor, Oil</u>	<u>Nancy MacGregor</u>
Teen Book Display		

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

Date	Staff	Title
5/1/2013	Katie A.	<u>Supervision and Management Class</u> : A 2 month course that covered all levels of supervision and management, from director level, to lower management. Topics covered included budgeting, employee evaluation, strategic planning, and more.
5/1/2013	Amanda	<u>SLIS Curriculum Committee Meeting</u> : Monthly meeting of the SLIS Curriculum Committee
5/1/2013	Pamela, Brendan and Rebecca Light	<u>WAPL Conference 2013</u> : Keynote speaker (I'm a librarian, not a social worker), sessions, panels, poetry, discussions and networking.
5/7/2013	Pamela	<u>Drop-in Conference</u> : MCPASD art instructor and art committee member Phil Nelson asked if he could bring 7th graders in for a tour and discussion of the origami mural. Also discussed a possible art partnership.
5/7/2013	Pamela	<u>City Council</u> : Monthly council meeting.
5/8/2013	Sarah H.	<u>Collection Maintenance Subcommittee Meeting</u> : Discussion of matching policy with respect to number of discs, changes to the linking manual to update procedures for annuals and implement some RDA terminology, review of low-use collection codes and shelving locations, whether or not to start cataloging Playaway Views, and demo of Crystal Reports for weeding reports.
5/9/2013	Pamela, Jim and Amanda	<u>Dane County Librarians' Meeting</u> : The meeting started with a presentation from Trent Miller - founder of MAD's Bubbler. We also covered some business on BtP. The DCL board has proposed a change to the standards for newly formed libraries. A county-wide marketing plan is being considered. We also discussed the SCLS budget proposal.
5/9/2013	Pamela	<u>Library Facility Tour</u> : Demco was considering MID as a possible backdrop for a photo shoot for their next sales catalog. Lois Sterling came out to see the space, especially the storytime room and thought that it would be ideal.
5/9/2013	Jason	<u>Searching Wisconsin Newspapers</u> : This was a webinar which provided training to help staff to assist patrons in finding information in back issues of newspapers. Most of the webinar focused on helping patrons to use the Wisconsin Newspapers Digital Research Site. Some training for the Newspaper Archive database was also provided.

5/9/2013	Pamela, and for the demo - Jim and Amanda	<a href="#"><b>Dane County Librarians' Meeting</b></a> : Trent Miller gave a presentation on MAD's new Bubbler – makerspace to premiere in the new Central library. We also discussed the SRLAW proposal; SCLS budget; county-wide marketing effort.
5/13/2013	Pamela	<a href="#"><b>Dane County Trivia Planning</b></a>
5/13/2013	Pamela and Patrick	<a href="#"><b>Friends of the Library Annual Meeting</b></a> : Reviewed financials and the effort to find volunteers to coordinate fundraising efforts to replace the loss in revenue of book sales; reviewed last year's accomplishment; elected officers; and heard a report from the book sorters who requested help in getting additional high quality book donations.
5/14/2013	Pamela	<a href="#"><b>Conference with FOPB</b></a> : Friends of Pheasant Branch are planning a dedication event on August 2nd 5 – 8 pm. They are looking for an activity geared for kids/families. Amanda enthusiastically agreed to organize something for the event.
5/14/2013	Amanda	<a href="#"><b>Fundamentals of Pop-Up Workshop</b></a> : Shawn Sheehy, a pop-up expert, conducted a workshop covering basic pop-up techniques. The group was limited to 25 participants (all adults).
5/15/2013	Pamela	<a href="#"><b>Cost Formula Workgroup</b></a> : Brian Simons from Verona and I presented two proposals for consideration: 1) to separate the ILS budget completely from the technology budget (the committee agreed to do so in 2015, but not 2014), and 2) review the ILS formula to remove the circulation stats and put more emphasis on number of devices.
5/16/2013	Pamela	<a href="#"><b>All Directors' Meeting</b></a> : 38 of the 52 libraries were represented to provide opinions on the 2014 SCLS budget. Budget cuts to regional library systems means that services will have to be cut so member libraries can afford to participate in the system. All areas were discussed: Delivery, technology, ILS, Consultant, and Administrative. Keeping in mind that directors serve in an advisory capacity only, but it is likely that we'll see cuts to the following: discontinue Telecirc, discontinue RFID mobile conversion cart and equipment, discontinue SRP – incentive grants and performer grants, not renew serials solutions (in LINKcat), eliminate Saturday deliveries to some libraries (this is definitely happening in September, but doesn't affect MID, discontinue Net Lender Payments, cut SCLS contribution to E-content purchasing, eliminate Library Help.
5/16/2013	Amanda	<a href="#"><b>Get to Know the Caldecott Winners (ALSC Webinar)</b></a> : ALSC hosted a series of webinars about the Caldecott medal in celebration of the 75th anniversary of the award. I attended one of the webinars, Getting to Know The Caldecott Winners, which was hosted by Nick Glass of Teachingbooks.net and KT Horning of the CCBC. They shared background and details about many of the Caldecott winners.
5/22/2013	Pamela	<a href="#"><b>Library Tour - MAD's Central</b></a> : Brian Simons from Verona and I were offered a tour of MAD's Central Library under construction. We also conferred about Joint Finance Committee's announcement. All three of us agreed that this could be a good opportunity for libraries to access and possibly redefine our relationship with the system.
5/23/2013	Jason Boak	<a href="#"><b>PAC Subcommittee</b></a> : It was noted that several items from the previous meeting agenda are now available in the production database: new titles list, owning library facet, change to wording of info on passwords in PAC. Next upgrade to Koha was discussed. It will likely take place this coming summer. Upgrade will include: authority control (biggest improvement coming with this upgrade and should fix many existing issues with subject/author links in PAC), RSS feed fix, Title Phrase search fix and returned to advanced search option, fix for problems with placing magazines on hold in-library. Action item. PAC received request to change the landing page from the subject listing to the alphabetical listing when patrons click the "Databases" link in PAC. Consensus is that subject listing is useless. Landing page has already been changed to alpha listing. Action item. There is an option in the sandbox for an "Author/Subject/Uniform" title browse but currently only works for records with authority control. PACC agrees that testing and possible implementation should wait until functionality is cleaned up. PAC User's group on May 29 will include discussions on searching problems and staff/patron training needs.

5/23/2013	Sara S. and Katie A.	<a href="#">Safely Manage Disruptive Patrons Workshop</a> : This program explored ideas to keep yourself safe from angry, unhappy or belligerent patrons. Much of it was physical safety; how to move away from a patron intent on hurting you physically. We moved to strategies to keep discontent from escalating to anger/intimidation, etc. through body language, voice tone and volume.
5/29/2013	Katie A. and Sara S.	<a href="#">Support Staff and Circulation Services Conference</a> : Conference covered a wide range of topics, from Service with a smile to Interlibrary loan requests to workplace safety. Sessions we attended included: Safety in the Workplace, Digital Collections, Service with a Smile: It's not a Myth, and Gaining Confidence in Reader's Advisory Services.
5/30/2013	Amanda	<a href="#">Northside School 5th Grade Play</a> : I was invited by members of our 'tween knitting group to attend the 5th grade play at Northside Elementary. Three knitters and several Read It and Eat participants were actors, musicians, technicians, and dancers in the show.

## 5. DIRECTOR'S REPORT

### Circulation and activity:

- In May of 2013, we circulated 59,303 items to patrons of all ages, a slight decrease compared to 60,974 items in May of 2012. Our year-to-date total circulation, as of May 31, 2013 was 316,194 items, a decrease of -6.94% compared to 2012's year-to-date total circulation of 321,127 items. Compared to other libraries in the South Central Library System, Middleton remains the second highest circulating library.
- We loaned 18,664 items to other LINK libraries in May of 2013, which is more than last year's loan total of 17,765; we borrowed 17,793 items from other LINK libraries, an increase over last year's May borrowing total of 17,355 items.
- Walk in laptop use of WI-FI was down from 752 in May of 2012 to 559 sessions in May of 2013.
- Library visits experienced a nominal decrease in May from 28,843 in 2012, to 28,404 in 2013.
- The number of programs and tours was slightly up from 49 in 2012, to 53 in 2013; the number of attendees was down from 3,716 in 2012, to 3,502 in 2013.

### Furniture and Equipment:

Mark Goad and I met to discuss a Capital Improvement Project proposal for 2014 – update the main level public restrooms to improve efficiencies of maintenance. Our recommendation is to include: new lighting, new urinals and toilets (with auto flush), update the plumbing in men's room to give maintenance access and new dividers (rust and graffiti resistant). Youth services also requested child-height toilet/urinal, sinks and soap dispensers.

**Policies:**

This month, I added an “Active Shooter” section to library staff Emergency Procedure Manual.

**Friends:**

Held their Annual Meeting on Monday, May 13<sup>th</sup> at 7 PM in the Reading Room.

**Dane County Library Service**

Is holding a public hearing on June 6<sup>th</sup> for their proposal to amend the Dane County Standards for Public Libraries as follows:

*Should a municipality establish for the first time a library under Wisconsin Statutes Chapter 43.52, that library may be granted provisional exemptions in the first three years of its existence.*

*Exemptions shall be contingent on the annual acceptance by the County Library Board of a plan to bring the library into full compliance with all standards by year four of its operation.*

*Should the newly established library meet all county standards in year four of its existence, but fail to meet county standards relating to collection size one year during the next five years, it may be granted a provisional exemption during that year.*

*This additional provision is contingent on the submission of a plan to return the library to full compliance which is acceptable to the Dane County Library Board.*

**6. LIBRARIANS’ REPORTS**

**Patrick Williams, Head of Information Technology**



No report this month.

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



May always seems to be a whirlwind of activity as preparations for Summer Reading shift into gear and we visit schools to promote our summer activities. This year, in addition to the usual school visits to talk about the Summer Reading Program and booktalk new teen books, I was invited to a middle school's career fair to talk about librarianship as a career choice, and received some very sweet thank you letters from the students in response.

For Summer Reading preparation, we had a meeting with all Youth Services staff, including subs, YS pages, etc. to discuss how the children and teen summer reading programs will work, how to keep track of the different age groups, and how to respond to certain questions that may arise. Preparations this month included making sign up sheets for certain programs, writing and printing permission slips, guessing slips, program quizzes, and grand prize drawing slips; stocking up on prizes and coupons, outlining program activities, sending out press releases and publicity, and making individual fliers for events for added impact. We also made PowerPoint slides for the lobby displays, contacted history teachers to highlight our 1920s Speakeasy program, and contacted teen volunteers to see if we could find an artistic student interested in helping us put together a SRP display for the lobby display case.

We trained one new teen volunteer this month and contacted another who will start soon for general shelving. Kathy also contacted volunteers to coordinate additional help for certain summer events and we mentioned to Brendan that we could use any extra adult volunteers he finds who are interested in helping out with children's programs. Kathy also created Krafty Kids bookmarks this month to highlight her upcoming programs, helped weed the overcrowded Opposing Viewpoints series, and added a number of new humor titles to the collection.

Other events this month included our yearly collaboration with Westfield Comics for Free Comics

Giveaway, where they donated a large number of free comics for the celebration. We also gave a library tour to a small group of ELL students from the high school. School visits have been going very well, and a request to the librarian at the high school allowed us to do a special presentation for Clark Street Community High School.

In addition, we have been looking into having author Maggie Stiefvater come to Middleton in the fall and are working with her publicist and another library to try to reduce costs. We have also been investigating e-book readers as a book discussion possibility and created/distributed a program survey for teens that was available both online and in print. For the survey, we had 117 surveys returned, with the Movie Fest and Pizza Taste Test in a tie for the most votes, and career speakers, author skypes, and finances showing the least votes.

Displays: What do you mean it's a teen book? teen books adults may love, Book to Movie titles



This month we were very busy preparing for upcoming shelving changes for adult AV materials. We are replacing the music CD browsing racks with standard shelving units in early June. This will save a great deal of space, allowing more room for not only the music CDs but also the Blu-rays, DVDs, and audiobooks. Because the spines of all of the music CDs will now be facing out, we are going through the collection and printing labels with artist/title for CDs that don't already have that information on the spine. We are also in the process of creating two new genres: world music and rap/hip-hop. I have wanted to do this for awhile now, and this is the perfect opportunity. I think all of the extra work will be worth it and help patrons more easily browse our music collection. I also want to bring up music CD sets that have been shelved in the adult nonfiction in the Lower Level (sets that had too many discs to

fit in old shelving unit's trays), so I will be pulling those and going through them soon as well. Many thanks go to TS Page Kathy and Reference Sub Walker for their assistance on this major project.

Over the last year and especially in the last few months, Jason has been working on increasing and diversifying our travel guide collection. We now have travel guides for more areas of the world than ever before, just in time for patrons planning their summer getaways. Requests for travel guides are very common at the Reference Desk, and despite the large number of travel guides we've added, the shelves aren't any more crowded than before. These books are so popular they are often checked out.



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

We wrapped up our spring storytime session this month and offered a few special events, including Spanish in the Afternoon, Fly Guy Book Club, and "Hulafrog" Parenting Program. Unfortunately, no patrons attended the Teddy Bear Sleepover and Chess Club on Saturday, May 18. It may have been the time of year since many families are busy with end of the year celebrations, graduations, recitals, and sporting events.

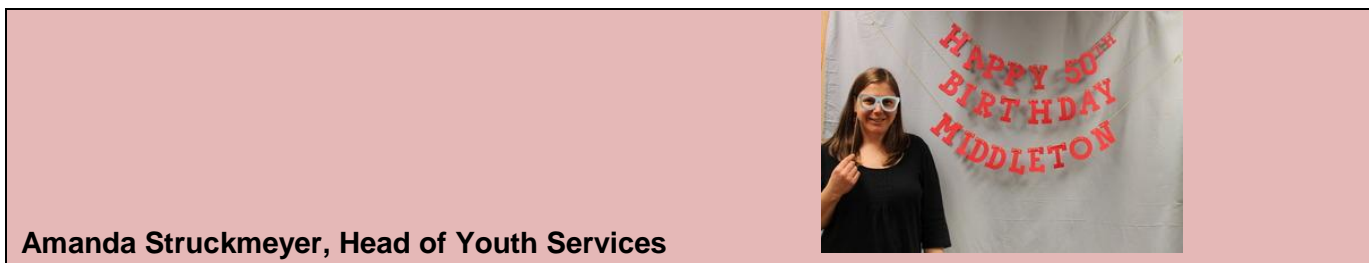
Amanda Struckmeyer and I visited several schools together and separately to promote our summer reading program. I also made my quarterly visit to Meriter Hospital's Mother-Baby hour. It's always a pleasure to visit students and teachers at their schools and let them know what our library has to offer. Katy Shannon translated our SRP instructions in Spanish and we were able to bring these with us on our school visits. It was especially appreciated at the schools with ELL students.

I met with Shawn Brommer this month to wrap up a formal manual for the SABA Book Award. As the committee's chair for 2013-14, I will be hosting our introductory virtual meeting next month.

Sarah Goebel put together several book displays this month, including a Mother's Day and Fitness display. Sally's DIY corner included activities about museums and art. They both provide great support to the entire youth services team and I really appreciate their team work and collaborative spirit!

This month's YS meeting focused on the upcoming summer reading program so all of our summer pages were in attendance. My summer practicum student, Megan Marvel, was also able to attend and really appreciated the introduction and information regarding the structure of our program.

I am half-way through a dvd weeding project and completed an Easy Reader weeding project. I hope to complete the dvd weeding project before the summer reading program begins. I also weeded some of our older Discovery Packs and replaced them with some new and exciting ones, including a Star Wars Pack and an American Girls pack. A special thanks to Sally for her donation of the "Kit" doll. I know our patrons will enjoy these new additions to our collection.



In May, we finished our spring programming session as well as our YMCA outreach project. We hope to offer this outreach service to the YMCA after-school sites in Middleton again during the 2013-2014 school year.

Much of our time and energy this month was focused on preparing for our busy summer season. We're ready for an outstanding line-up of events! We visited schools to talk with students about our summer programs, generated materials for the incentive program, and worked with local businesses to offer motivational incentives for young readers.

In May, I focused my collection development efforts on weeding and updating our juvenile fiction collection (both hardcover and paperback) and software. The items in these collections circulate

frequently, and our very limited shelf space necessitates aggressive weeding of these areas. I also coordinated a department-wide collection development project dedicated to award-winning books for children, 'tweens, and teens. Thanks to a patron's donation, we were able to update our collections with many new copies of award-winning titles.

We said good-bye to substitute Alexandra Hinrichs; as her supervisor, I wrote a letter of recommendation for her, and we all wish her well as her family settles in Maine. Spring practicum student Katherine Elchert joined our team of substitutes in late April after finishing her practicum hours, and we are fortunate to have her! We anticipate needing one or more substitutes in the coming months to replace current substitutes who will likely move on. With the help of the UW-Madison School of Library and Information Studies, we advertised the position to incoming students. This month, I met with several applicants, and I look forward to meeting with two more in June.

The 2013-2014 list of *Read on Wisconsin* titles was published this month; I updated our Bookletters list to reflect the new additions. I wrote and submitted my biweekly newspaper column, *Booking It*, for the Middleton Times-Tribune, and continued to act as newspaper liaison. On the national level this month, I continued my work as a member of the ALSC Advocacy and Legislation Committee, and I reviewed two books for *School Library Journal*.



Our programming schedule for May of 2013 was a little lighter than in past years, owing mostly to the fact that I knew I would be on leave for the latter half of April and thus not able to prepare publicity and coordinate with presenters during this time. Even so, we managed to hold two successful programs on the subjects of Alzheimer's disease and brain health in the last week of the month. In doing so, we partnered with both the Alzheimer's Association (a national organization with a chapter in south-central

Wisconsin) and the Alzheimer's and Dementia Alliance (a Wisconsin based organization). This was our second time partnering with the Alzheimer's Association. I am very pleased that we've been able to develop partnerships with both of these organizations, and I look forward to future programs on these timely and important health topics.

I spent much of the month of May planning and confirming events for this fall. One of the programs I am particularly excited about is a musical performance by the folk/pop duo Count This Penny. CTP have appeared on *A Prairie Home Companion* and had just finished performing at the South-by-Southwest festival when I spoke with them. They're very excited about performing at the library (a different venue than they're used to) and I think this program will generate a lot of interest in the community.

This month our practicum student, Katherine Elchert, completed her practicum at the reference desk. She also completed a weeding project of the medical and health books in the adult non-fiction section, which was necessary to remove outdated and no-longer-accurate titles. Because she did such an exemplary job, we hired her on as a Page II Substitute to help us fill gaps in the desk schedule. She'll be with us until September, when she moves on to bigger and better things.

This month also marks the end of one of our most successful book displays in recent months: a selection of non-fiction books on ancient history to promote the Beyond the Page initiative. In the two or three months the display has been up, we've had to replenish it numerous times. We also received compliments from patrons on more than one occasion. I have to admit that the success of this particular display caught me a little by surprise; after all, ancient history isn't considered a particularly "hot" topic. The success of the display speaks to both the strength of the collection (thanks to our selector, Sarah Hartman) and the breadth of our patron's reading interests. Next up: Biographies and histories dealing with the American presidency—another humanities related display to promote Beyond the Page.

Finally, this month we held out first Teen Techno-Minutes sessions, a new program wherein we pair patrons needing technology instruction with trained teen volunteers. Topics include email, web browsing, social media, etc. Sam, our teen volunteer, is doing an excellent job, proving himself an

extremely knowledgeable, dependable, and patient instructor. Rebecca Light deserves the credit for setting up and coordinating this entire program (interviewing and training Sam, scheduling the sessions, selecting patron participants, etc). This initiative has the dual purpose of providing technology instruction while bringing different generations together. We look forward to its continued success and hope to expand its scope in the future.



**Brendan Faherty, Head of Circulation**

As we close in on the end of the school year and the bustle of the Summer Library Program, the Circulation Department has made some big changes to improve patrons' library experiences.

On May 16<sup>th</sup>, we went live with new software, liber8, on all three of our self-check machines. This new product from Bibliotheca offers vast improvements over the Apex XpressCheck software in terms of speed, accuracy, and ease of use. The introduction of the new software has also provided circulation staff with the opportunity to “re-educate” many of our patrons on the self-checkout process, and remind them that Middleton’s items (along with several other libraries in the system) all have RFID tags that are read through the antenna plates instead of the traditional barcode scanner. We have made a concerted effort to have staff available to assist patrons in learning the ins and outs of the new software, since the navigation is slightly different.

Some of the most impressive features include patron access to their full account (can view holds or items checked out; printable hold and items out lists; and a visible list of items successfully checked out during the checkout process. Perhaps the biggest benefit is the ability for patrons to check out multiple items at once (we have been calling it the ‘stack’ method). For all Middleton items (or other RFID-tagged items), patrons can now place an entire stack of materials on the self-check pads, and the liber8 software will read all of them and display those titles, in order, on the screen. This process has greatly improved the speed with which patrons are able to check out large amounts of items—a must for parents with stacks of picture books or DVDs.

While we won't have a full month's worth of data until the end of June to compare to self-check numbers from 2012, I have been tracking the daily self-check numbers and they are included below:

<u>Date</u>	<u>Total Circ</u>	<u>SC #1</u>	<u>SC #2</u>	<u>SC #3</u>	<u>Total SC</u>	<u>SC %</u>
16-May	1411	91	466	273	830	58.8%
17-May	1433	385	332	202	919	64.1%
18-May	1435	478	295	127	900	62.7%
19-May	569	95	116	55	266	46.7%
20-May	1700	477	417	166	1060	62.4%
21-May	1649	461	442	147	1050	63.7%
22-May	1759	363	473	99	935	53.2%
23-May	1900	437	389	159	985	51.8%
24-May	1793	500	417	200	1117	62.3%
25-May	1902	497	444	184	1125	59.1%
28-May	2533	638	638	288	1564	61.7%
29-May	1859	480	436	188	1104	59.4%
30-May	1912	505	426	178	1109	58.0%
31-May	1519	442	310	163	915	60.2%
1-Jun	1853	534	421	194	1149	62.0%

25227  
(SC = Self-Check)

15028 59.6%

As the chart shows, our Self-Check usage is currently hovering around 60%, which represents a significant improvement over our usual low-40% range. It will be interesting to see what effect the increased circulation of the summer months will have on this percentage—hopefully, it will continue to improve.

In other circulation news, we will be saying goodbye to two of our Page 1's in the coming months, as Lucas Schneider and Casey Hutchison are both graduating and moving on to UW-Madison for college. We wish them both the best of luck in their future endeavors!

As the audiobook selector for the library, I am also looking at ways to increase the diversity of our

collection while at the same time, saving us quite a bit of money, mostly by exploring alternate vendor options.

Finally, I am preparing for my first round of Performance Conversations as the Head of Circulation Services. I have done employee reviews in past positions and am looking forward to constructive and productive conversations with the rest of the circulation staff.

## 7. AGENDA OVERVIEW

### Election of Library Board Officers for 2013 (action item)

2013-2014	Library Board Slate of Officers
President	Jill Kubiak
Vice President	Chris Clay
Secretary	Anne Irish

### Consideration to change Library Board meeting date/time:

Stephanie Hammes (possible action item)

### Request for funding to sponsor an author visit:

Second reading (action item)

### Request to delay opening the Library in August:

for the purpose of an all staff meeting. (possible action item)

### Library Capital Improvement Projects: 2014 – 2018

<b>Project Title</b>	<b>Total Project Cost</b>	<b>Priority</b>
Space Needs Assessment and Building Program: Architectural considerations and drawings to the existing building and expanded public space for a third level.	Estimated in 2012 - \$20,000	
Public Restroom Updates: Replace lighting with LED fixtures, new toilets and urinals, re-plumb in men's room to provide easy access to pipes, replace stalls with easy maintenance materials	New proposal	
Renovate Booksorting Space to Create Meeting Room	Estimated in 2012 - \$50,000	
Self-service Checkout & Furniture	Estimated in 2012 - \$22,000	