



## November 2013 Report

Posted December 10, 2013 (No Library Board Meeting this month.)

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
<b>2013</b>	<b>35,930</b>	<b>3,386</b>	<b>22,365</b>	<b>61,681</b>	<b>716,590</b>
<b>2012</b>	36,419	3,907	21,701	62,027	717,970
<b>2011</b>	36,220	4,589	21,843	62,652	707,459
<b>2010</b>	37,955	3,645	21,651	63,251	742,892
<b>2009</b>	36,861	3,849	22,117	62,827	734,832
<b>2008</b>	35,605	3,505	21,962	61,314	696,966
(2012-13 +/-)					(-0.19%)

#### Self-Service checkouts:

	ITG	ITG#2	ITG #3	Total	% of total
<b>2013</b>	<b>12,826</b>	<b>11,006</b>	<b>4,281</b>	<b>28,113</b>	<b>46%</b>
<b>2012</b>	11,818	10,026	4,094	25,938	41.8%

#### Library cards issued:



	Adult	Juv.	Sr.	Org.	Total
<b>2013</b>	<b>62</b>	<b>19</b>	<b>1</b>	<b>1</b>	<b>83</b>
<b>2012</b>	80	21	1	0	102
<b>2011</b>	100	18	1	0	119



#### LINK holds:


	Loaned to Other LINK Libraries	Borrowed from Other LINK Libraries
<b>2013</b>	<b>17,561</b>	<b>18,806</b>
<b>2012</b>	16,389	18,017
<b>2011</b>	16,910	17,167


#### Miscellaneous:


	ILL	Visits	Study rooms use	Fax Use
<b>2013</b>	<b>64</b>	<b>27,898</b>	<b>702.5 hrs – 413 users</b>	<b>75 users / 185 pages</b>
<b>2012</b>	90	31,598	575 hrs. – 395 users	78 users / 219 pages

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
Date	Program	Attendance
11/1/2013	<b>Bilingual Spanish &amp; English Storytime</b> : Today's theme: el lobo/wolf. Books in Spanish, English and both language. Songs and movement activities in Spanish. Origami wolf on a stick art & craft activity.	28
11/1/2013	<b>October DIY Corner - Monsters</b> (DIY) : This month children could choose from the following activities; draw a monster looking out a door or a window for posting in the monster hotel (28 were posted during the month), write a short story about monsters (most took these home, 8 were in the box), write down a favorite monster story (14 of these were in the box), and guess how many monster "items" were in a jar (66 did this).	101
11/2/2013	<b>Diwali Storytime</b> : 	37
11/4/2013	<b>Elm Lawn 1st grade visit</b> : Visited four 1st grade classes today to let them know about our new Kids Book Club which we began offering this fall. I also read "The Ugly Pumpkin", a book about a squash.	92
11/4/2013	<b>Pajama Storytime - Fall</b>	26
11/5/2013	<b>Felties Club</b> : This was our first of five meetings. We began learning to create small stuffed felt animals. I had three patterns for participants to choose from, and I brought several books so that they could choose their next project from a wide variety of options.	6
11/6/2013	<b>Parent Child Yoga</b> : Jamie taught parents and children, 18 months-5 years old, a variety of yoga poses through music and games. She used puppet and familiar songs like "Old MacDonald" and "Hokey Pokey". She ended the class with a book. 	25

11/6/2013	<p><b>Author Visit: Pat Zietlow Miller</b> : Pat Miller read her book "Sophie's Squash". She also shared her experience as a published writer and the writing process. The kids all decorated a squash to take home. We also had color pages and popsicle stick squashes to make and take. Pat brought along temporary tattoos from her book as a little token and we had pumpkin cookies for a snack.</p> 	36
11/6/2013	<p><b>Making Craigslist Work for You</b> : An overview of buying and selling items on Craigslist, including tips for keeping safe and avoiding scams.  <b>Evaluation:</b> Walker said the class went very well. Interest was very high, much higher than most classes, and turnout was well above average. We will certainly offer this class again, as it's one that either I or Walker can teach.</p>	32
11/7/2013	<b>Teen Techno Minutes</b> : Overdrive on iPad	2
11/11/2013	<b>Pajama Storytime - Cats</b> <b>Evaluation:</b> Another fun pajama storytime with a nice mix of ages. A dad thanked me for what we offer to the community - it's great to hear!	23
11/12/2013	<b>Felties Club</b> : We continued creating small animals out of felt. This was the second of five meetings.	10
11/13/2013	<b>Mixed-Age Drop-In Storytime - Cats</b>	74
11/13/2013	<p><b>Point-and-Shoot Digital Camera Basics</b> : An overview of digital camera functions for both beginners and those needing a refresher.</p> 	20
11/14/2013	<b>Academy of Little Learners Visit</b>	14
11/15/2013	<b>Bilingual Spanish-English Storytime</b> : Today's theme: yo soy/I am ... Books in Spanish, English and both language. Songs and movement activities in Spanish. Fill in your features drawing and coloring activity.	34
11/15/2013	<b>Kids Junction 4K Visit</b> : Shared some books, songs, rhymes, and puppets with a focus on Thanksgiving. Welcome song, Tom the Turkey (puppet), I'm a little Turkey (rhyme), The Thankful Book (book), 5 Little Turkeys (flannel/rhyme), Tap the Magic Tree (book), The more we get together (song). Take home leaf and library flyers.	46

11/16/2013	<b>Black Friday Boot Camp</b> : Blogger and coupon-clipper extraordinaire Dannelle Gay will show you how to find all the deals on Black Friday, make your shopping plan of attack, and score tons of killer deals to cover birthdays and gift occasions for the rest of the year.	11
11/18/2013	<b>Pajama Storytime - Thanksgiving</b> <b>Evaluation:</b> A fun storytime, the turkey puppet is great! The "Roll the Turkey" activity was a neat way to incorporate math and art.	15
11/18/2013	<b>Teen Advisory Committee</b> : Discussion of hobbies/programs, SRP theme, book discussion books, materials suggestions	6
11/18/2013	<b>Your Privacy and Security on Facebook</b> : An overview of the many privacy and security settings on the popular social networking site. 	17
11/19/2013	<b>Lunch Bunch, 7th grade</b> : Discussion of Flipped, movie vs. book, author info. (apples & cookies) <b>Evaluation:</b> Great discussion--we had to be shushed by the librarian at one point as the discussion about which book to read next got a bit heated, but I took that as a good sign. :)	7
11/19/2013	<b>Lunch Bunch, 6th grade</b> : Discussion of Divergent and activity ideas for our March program.	11
11/19/2013	<b>Felties Club</b> : Creation of felt animals and other stuffed items.	10
11/19/2013	<b>Techno Minutes</b> : Session 1: Learning Express (Word & Excel 2010) Session 2: Creating a website (GoDaddy/ Squarespace /Facebook) <b>Evaluation:</b> Great sessions with both patrons. Patron in session one remarked how much she enjoys this library, even though she lives in Verona. Praised Techno Minutes. Patron in session 2 wanted to explore building her own website, but after some discussion she decided she could start with a Facebook page for her business, which was a welcome discovery for her.	2
11/20/2013	<b>Special Edition Storytime</b> : Communication Innovations is a pediatric therapy center that provides a variety of services including speech, physical, and occupational therapy. Four specialists came today (speech & occupational therapists) to present a Thanksgiving themed storytime which included fingerplays, rhymes, flannels, books, and a tissue paper turkey craft. The therapists also brought along information for parents that were interested in learning more about their services.	42
11/20/2013	<b>3K Special Needs Class Visit</b> : Read some Thanksgiving books, Thanksgiving rhymes, fingerplays and Turkey puppet. Library brochures and paper leaves to take home.	6
11/20/2013	<b>Books &amp; Brownies: Shadow &amp; Bone Author Skype</b> : Short discussion of the book and author's background followed by Skype visit with the author.	3
11/20/2013	<b>Adult Creative Writing Group</b> : Monthly meeting of the library sponsored group.	13

11/20/2013	<p><b><u>Let's Talk About Texts</u></b> : Discussion of 'Bonk: The Curious Coupling of Science and Sex' by Mary Roach</p> 	7
11/20/2013	<p><b><u>YMCA Outreach Visit</u></b> : Read-aloud: Gregory the Terrible Eater; Art project: designing Gregory's Thanksgiving meal on paper plates, using crayons.  <b>Evaluation:</b> This visit went really well! The kids loved coming up with funny things for Gregory to eat.</p>	38
11/20/2013	<p><b><u>YMCA Outreach Visit</u></b> : Read-aloud: Gregory the Terrible Eater; Art project: designing Gregory's Thanksgiving meal on paper plates, using crayons.  <b>Evaluation:</b> A great visit to the Sauk Trail after-school program! They responded really well to the story and project.</p>	18
11/20/2013	<p><b><u>YMCA Outreach Visit</u></b> : Read-aloud: Gregory the Terrible Eater; Art project: designing Gregory's Thanksgiving meal on paper plates, using crayons.  <b>Evaluation:</b> A great way to wrap up the day! I think the kids are really starting to look forward to my monthly visits.</p>	30
11/21/2013	<p><b><u>Adult Book Discussion</u></b> : Discussion on Flight Behavior by Barbara Kingsolver and shared books we have read over the last month.</p>	16
11/21/2013	<p><b><u>How to Write a College Application Essay</u></b> : Chris discussed what to include, what not to include, tips, using natural language, why it is important to explain how events have shaped or changed you--the reflection process--rather than focusing on just the event. Examples were given, audience encouraged to explain how essays could be improved.</p>	7
11/22/2013	<p><b><u>Bilingual Spanish-English Storytime</u></b> : Today's theme: gallo&amp;gallina/rooster &amp; hen. Books in Spanish and English. Songs and rhymes in Spanish. Gallo and Gallina coloring activity.</p>	23
11/23/2013	<p><b><u>PAWS to Read</u></b> : Participants read one-on-one with a trained therapy dog.  <b>Evaluation:</b> This event is always a lot of fun! We're lucky to have this service in our area.</p>	12
11/23/2013	<p><b><u>Season's Readings Book Swap</u></b> : This book swap was open to all ages. I had three tables of books, organized by approximate interest level. Participants brought books to swap, and I had clementines and gingerbread cookies available, as well as a gift wrap station.</p>	31
11/23/2013	<p><b><u>Chess Club</u></b> : Chess play and instruction for all levels.</p>	13
11/25/2013	<p><b><u>Read It and Eat Book Club</u></b> : Our Read It and Eat book club for grades 2-6 meets once a month on Monday nights during the school year. This month, we discussed the book Diary of a Wimpy Kid: Hard Luck by Jeff Kinney, then played Cheese Touch (a variation of Hot Potato based around an incident in the Wimpy Kid books) and designed our own "Diary of a..." book covers.</p>	22


11/26/2013	<b>Felties Club</b> : This was the fourth in a series of five workshops on creating felt stuffed animals. This program is open to 'tweens and teens. <b>Evaluation:</b> Several felties were finished today! We had a nice mix of 'tweens and teens.	9
11/27/2013	<b>Drop-in storytime - Thanksgiving</b> : <b>Evaluation:</b> A fun way to celebrate Thanksgiving-eve!	44
11/30/2013	<b>Holiday Cookie Swap</b> : Patrons made cookies to swap and recipes to share. I provided boxes to fill. We also had hot cocoa, coffee, and gingerbread cookies to enjoy during the event. For extended activities, we had cookie books to read and cookie drawing and coloring. 	16
11/30/2013	<b>DIY November - Thankful for Libraries</b> (DIY) : Activities about libraries and reading for our younger patrons. <b>Evaluation:</b> Overall I think it went well, the corner was active and kids seemed to enjoy being asked their opinion about books and authors and such.	62
	<b>Number of Programs / Total Attendance</b>	
	Children's	31 / 945
	Teens	5 / 34
	Adults	8 / 118
	<b>Grand Total</b>	<b>44 / 1097</b>
	DIY/Passive Program Total	2 / 163

### 3. LIBRARY EXHIBITS

Exhibit Case	Art Railing
Sauk Trails Elementary School	5 local artists - oil
Kris Sonnentag	Donna Miller



#### 4. STAFF DEVELOPMENT

Date	Staff	Title
11/1/2013	Amanda, Svetha	<a href="#"><u>Webinar: SRP 2014 (Fizz, Boom, Read!)</u></a> : In this webinar, SCLS staff member Shawn Brommer highlighted elements of the 2014 Summer Reading Program and related resources that are available to librarians.
11/2/2013	Amanda	<a href="#"><u>Text Matters Conference</u></a> : This all-day Saturday conference focused on engaging children, 'tweens and teens with text. Authors Megan McDonald and Coe Booth delivered keynote speeches.
11/4/2013	Amanda	<a href="#"><u>Between Storytime and the Prom: Tween Programming Fills the Gap</u></a> : The Association for Library Services to Children, a division of the American Library Association, asked that I repeat the webinar I delivered in 2012. We had over 20 participants, and three of those were groups.
11/4/2013	Amanda	<a href="#"><u>Meeting with Megan Meyer</u></a> : I met with Megan Meyer from the Recreation Department to go over locking and unlocking procedures for the Hubbard Art Center, which we'll be using for our Felties Club.
11/5/2013	Svetha	<a href="#"><u>Meeting with SLIS Student</u></a> : Met with Andrea Dictor, a 2nd year SLIS student who is interested in doing her practicum here next semester.
11/6/2013	Pamela	<a href="#"><u>DPI - Public Hearing for the LSTA</u></a> : Public Hearing for this year's LSTA grants. Since I was a judge for this year's competitive grants, I went to hear any comments from the public.
11/6/2013	Pamela, Mary Holbrook and Clara Lebow	<a href="#"><u>Arts Board - Partnership</u></a> : This was the first meeting with our new partnership - the Arts Board. Pat Adler and Phil Nelson, Mary, Clara and I are working together on a public art piece in stairwell that leads to the Archer Rooms from the front lobby.
11/7/2013	Svetha, Amanda	<a href="#"><u>SLP Workshop</u></a> : Presentation of program ideas related to this summer's theme: Fizz, Boom, Read. Sandra Boonici-Hoercherl presented science activities in the morning. The afternoon presentation continued with more science-based library programs and we concluded with a discussion of incentives and reading motivation.
11/11/2013	Pamela and Patrick	<a href="#"><u>Friends of the Library Board Meeting</u></a> : Agenda included: Membership letter, survey and fundraising ideas   <b>Friends of the Middleton Public Library</b>

11/12/2013	Rebecca V.	<a href="#"><u>Meeting with Youth Center/Gabrielle Hinahara</u></a> : Discussed ways how the Library and Youth Center could collaborate, programming ideas, tips for working with teens.
11/12/2013	Sarah H.	<a href="#"><u>Webinar -- Grace Under Pressure: Tips and Tricks to Cultivate a Positive Approach</u></a> : Free, 1.5-hour webinar offered through WebJunction. Description: "Working in a library can feel like a constant juggling act. We navigate competing demands and challenging situations on a daily basis in order to meet our mission and transform our communities. In this interactive session, discover how to handle these challenges proactively. Learn positive, practical tips, stress-reduction skills, and ideas for changing your personal work style. Learn strategies to help you face challenging situations that affect your whole organization and society-wide issues that impact the communities we serve. Feel better and be more effective at your work."
11/13/2013	Amanda	<a href="#"><u>City of Middleton Wellness Committee Meeting</u></a> : The City of Middleton's Wellness Committee met to discuss ideas for new initiatives to encourage healthy lifestyles for employees.
11/13/2013	Sarah H.	<a href="#"><u>SCLS Collection Maintenance Subcommittee Meeting</u></a> : Topics of discussion included: Approving a new shelving location for MAD, options for putting Zinio access into LINKcat, how Ellison (and other brands of) die should be cataloged, preliminary policy groundwork for seed library startups, update on authority control process, and evaluating low-use collection codes and shelving locations for deletion.
11/15/2013	Rebecca V.	<a href="#"><u>American Family Children's Hospital Visit</u></a> : Presented books for different age groups with an accompanying booklist for hospital teachers. (Book suggestions from AMS, SVH & RVD) We are rotating monthly visits and bringing a bag of books each time that is checked out to AFCH.
11/15/2013	Pamela	<a href="#"><u>WLA/WAPL Board Orientation</u></a> : Tim Powers from the Fitchburg Public Library will be the new WLA/WAPL liaison. I met with Tim to give him an overview of the position.
11/21/2013	Pamela	<a href="#"><u>All Directors' Meeting</u></a> : Agenda included discussion on the Statewide Media Buying Pool, Overdrive Advantage, the value of SCLS staff & their contributions, presentation from WLA's Plumer Lovelace, tour of the Bubbler and the media lab. Update on Koha development.

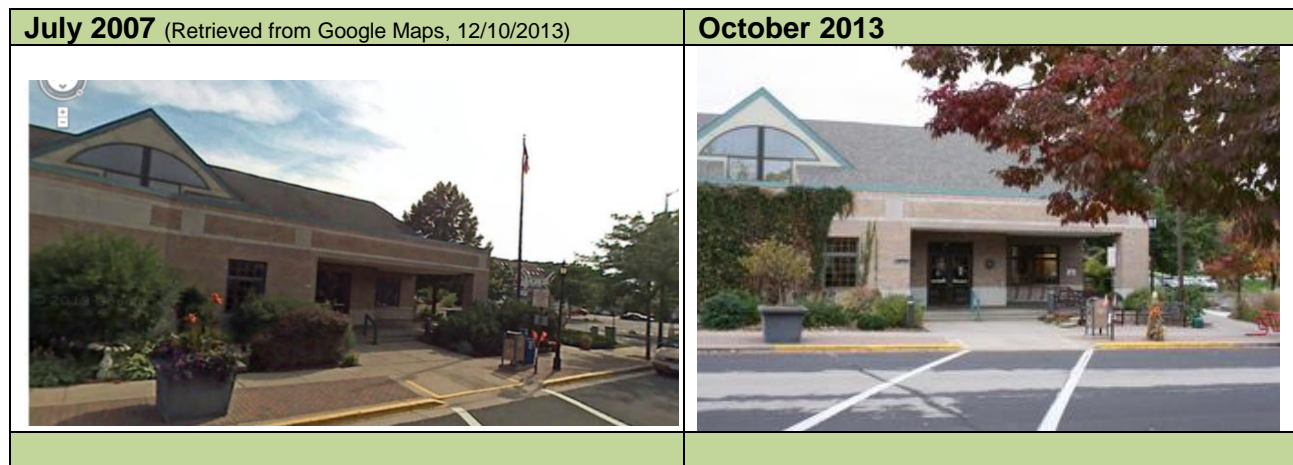


**5. DIRECTOR'S COMMENTS**

**Facility:**

Mark Goad and I met with the heating and cooling system vendor for the HVAC Controller (capital improvement project). ADS surveyed the building, inspected the building plans and existing equipment; and the work schedule was explained. All the plans lined up nicely, so the technicians were able to begin in earnest this month, starting with the staff room on the main level, and then moving in to the public areas. The work continues into December with ladders, supplies and ceiling tiles. From time to time, technicians share work space with patrons or staff, with no major missteps.

I also met with Kain Energy Corp. to review the placements for the security cameras.



**Programming:**

In November 2013, we offered 44 events with 1,097 attendees. Compared to 2012 of 51 programs with 1,125, we offered a few less programs, with fewer attendees in the children's category, due to an additional staff development commitment. We've had various discussions of both the scheduled and spur-of-the-moment variety regarding our makerspace events. Programs are scheduled through the end of the first quarter of 2014.

## Circulation:

Year-to-date total circulation through the end of November was down by 20,000 compared to the year-to-date November 2012 figure, a -0.19% decrease. The library's visitor count was down slightly from 31,598 in 2012 to 27,898 in 2013. Study room use was up from 575 hours in 2012 to 702 hours in 2013. We saw an uptick in both the number of items we loaned to other LINKcat libraries (16,389 in 2012 and 17,561 in 2013) and borrowed from other libraries (18,017 in 2012 to 18,806 in 2013).

## 6. LIBRARIANS' REPORTS

### Patrick Williams, Head of Information Technology



The new server with the website redesign was launched and had 4,900 visits, 3,400 unique visitors, and 17,400 page views in the first week. It serves as a good starting point, feature and content wise. Other modules and features will be added, or coded for, going down the road.

The back-end for online registration for library programs and events is in place and a page for 'wireless printing' (uploading or emailing URLs or documents to our print server) is in development for users bringing in their own devices in the library.

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

**Programs:** This month I created a bibliography of the materials we own to accompany the "How to Write a College Application Essay" presentation. (The speaker was excellent!) Lunch Bunch met again this month for 6<sup>th</sup> and 7<sup>th</sup> grades, and preparation for the upcoming Spa-aah program (making lotions and lip balms) and the TAC-suggested Doctor Who program has taken up some time, as we hunted for simple



recipes and workable Doctor Who activities. We worked on creating Jan-Feb brochures, and publicizing our upcoming programs. We contacted a few teen bands, to see if they would be interested in playing for an April program, and worked with an author for a Skype visit to accompany our November book discussion. We also contacted an artist, who gave us permission to use his art for our winter brochures, and coordinated teen volunteers to make special invites for the Doctor Who program.

**Class:** The Digital Lit class that Svetha, Amanda, and I have been taking finished up this month and gave us a lot to think about in terms of Internet safety for children, COPPA laws, and the YouMedia example of integrating technological exploration in the library.

**Help Desk Organization:** I reorganized sub folders this month into one folder to make room for extra items we will be circulating from the Help Desk, and weeded a binder of old papers and drawer materials to make things more current. We created a “cheat sheet” to list items that may not be found easily, as an extra help for our subs; and we looked over our Opening/Closing procedures for the Help Desk to update the document to reflect actual practice. I also made drawer labels so contents at the Desk could be easily identified.

**Collections:** We started weeding in earnest this month, focusing especially on the Teen Hardcover Fiction and the Teen Non-Fiction in the lower level, and searching for newer titles to replace some hard to find subjects. The Urban Fiction stickers we ordered came in this month and we added them to the books to help patrons identify this genre easily.

**Outreach:** Met with Gabrielle Hinahara, who will be running the new Middleton Youth Center—we discussed collaboration ideas, programs that have worked well at the library, and ways to reach out to teens. Continued communication with the Junior League of Madison about ways we can assist with their “All Dressed Up” event, a program that benefits lower income teens by collecting donations of prom dresses/accessories. Presented to teachers at the American Family Children’s Hospital with titles from Amanda, Svetha, and I to show a number of great titles for different age groups.

**Displays:** Tough Cookies: Women Who Changed History, Unleash your Inner Mad Scientist, Recommendations from the Teen Advisory Committee, Warm & Sweet: Pumpkin Pie Stories.

**Sarah Hartman, Head of Technical Services**

As staff from all departments placed their final book and AV orders of the year, the Technical Services department was very busy receiving, cataloging, and processing a wide variety of new materials. In addition, replacements ordered as part of the large adult nonfiction weeding project started arriving in large numbers at the end of November. The nonfiction weeding project is progressing well and will continue through the rest of the year. I also weeded the adult science fiction and fantasy collections, replacing some classics and ongoing series titles in poor condition as necessary.

We continue to look for new ways to make materials easier to find and shelve. We have started a call number project for the American Girl fiction series. Call numbers and spine labels will now include the girl's name and the book's series number. Previously all books had the call number + AMERICAN. With the new call numbers (ex. + AMERICAN Samantha 1), it will be easier to shelve and find these books in series order. I noticed another SCLS library had included the girls' names in the call number and thought it would work well for us too. This project will continue throughout December, as these high-circulating books are returned and routed to Technical Services.

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

I continued offering my evening Pajama Storytime and have been pleased with the consistent attendance. It's been a nice opportunity to connect with patrons that don't typically come to the library during the day. I offered a "Diwali Storytime", where patrons had the opportunity to "travel to India" through stories and activities.

I also hosted an author visit. Local author Pat Zietlow Miller read from her latest picture book *Sophie's Squash* and patrons



had the opportunity to meet her, purchase autographed copies of her book, and decorate squashes to take home. It was a very special afternoon! Communication Innovations, a team of professional speech and language pathologists also visited the library for a special Thanksgiving-themed storytime. They currently visit a few other area libraries as part of their outreach services. I've also offered drop-in storytimes on Wednesday mornings during the break from our regular storytime schedule. I will continue offering the drop-ins during the first two weeks in December.

As part of my outreach services, I visited Middleton 4K sites to connect with preschool children that may not get to visit the library during our regular storytimes. I also made visits to first graders at Elm Lawn to promote our Kids Book Club. I have more school visits scheduled next month. I also partnered with Marilyn Burke for the Downtown Holiday Open House. We hosted a Holiday Cookie Swap as part of the event.

I attended the Summer Library Program workshop at Olbrich Gardens. The presentations were inspiring and I came away with a lot to think about for the summer and throughout the year. I also attended a "Fizz Boom Read" webinar with a focus on preschool programs. I continued and completed the online Digital Literacy course.

I am continuing to review books for the SABA committee and was asked to serve on the "Read On Wisconsin Advisory Committee". It's a great honor and I am excited for this opportunity.

Sarah and Sally continue to provide fantastic support to the entire YS team with their displays, posters, program offerings, collection management assistance, and customer service. Sally put together "Thankful for Libraries" DIY activities and Sarah put together a display of "snowy books", perfectly timed for our first snow! They both continue to create fun posters and Sarah has posted several events onto our Facebook and Twitter accounts.

I also met with SLIS student, Andrea Dictor. Andrea is entering her final semester and will be with us as a practicum student for the Spring 2014 semester.

**Amanda Struckmeyer, Head of Youth Services**

Programming highlights this month included an intergenerational book swap, a new after-school Felties Club for ‘tweens and teens, and YMCA outreach visits to the three sites in Middleton.

We began circulating Rainbow Looms, a popular tool for creating rubber band bracelets. We currently have four looms available for 14-day loan, and one loom for in-library use. All five of the looms have been extremely popular. Providing these tools allows us to extend our Makerspace efforts outside of the library walls.

I am in the process of purchasing three iPads for in-house circulation. These iPads will be loaded with apps for preschoolers, school-age children, and ‘tweens. We anticipate a very positive response to the availability of this technology in the library.

This month, we shifted the juvenile nonfiction books to make room for the new self-checkout machine near the Youth Services area. As a result, we now have additional space for audiobooks and graphic novels, two of our most quickly-growing collections.

The UW-Madison Continuing Education class, “Digital Literacy for Youth,” wrapped up this month. This was a six-week course, and I learned a lot about the ways in which young people today are using technology.

I wrote and submitted my biweekly newspaper column, *Booking It*, for the Middleton Times-Tribune, and continued to act as newspaper liaison. I continued my work as a member of the Wisconsin Library Association Youth Services Section Board, and as a member of the ALSC (Association for Library Services to Children) Services to Special Populations and their Caregivers committee. I presented a national webinar for ALSC on ‘tween library programming. In addition, I reviewed two books for *School Library Journal*.





**Jim Ramsey, Head of Adult Services**

In terms of adult programming, the month of November was slightly slower than the month before, but we still managed to hold two instructional programs and two technology classes this month. Simply by chance, our non-technology-focused programs this month tended toward the practical: a workshop on digital photography and an instructional on how to make the most of “Black Friday” sales. Walker Evans, one of our reference Page II substitutes, offered two technology instruction classes this month—one on Craigslist and the other on Facebook—which were very well-attended. I also spent a lot of time this month planning and preparing publicity for the first few months of 2014. As of right now, the adult programming schedule is set through the month of April.

We made major progress toward our goal of weeding the adult non-fiction collection this month. As of the first week of December, only 5 sections (out of a total of 31) remain, making it very likely that we will finish by the end of the year. Additionally, I have been slowly making my way through the adult fiction collection, weeding and replacing worn copies and withdrawing books that are no longer circulating.

I also put together the Winter/Spring 2014 edition of our thrice-yearly Staff Recommendations this month. We have eight staff picks this time, up from seven in the fall of 2013. These books, multiple copies of trade paperback books that have been selected by staff, typically circulate very well and are very popular with our patrons. Together with the “Current Staff Reads” book list on the website, these staff recommendations put a personal touch on the reader’s advisory work that is an important part of every public library’s mission.



Rebecca Light and I held our final “Let’s Talk About Texts” book group meeting of the year, a discussion of Mary Roach’s *Bonk: The Curious Coupling of Science and Sex*. Roach’s book, our first non-fiction selection, made for a very interesting and lively discussion. In addition to our handful of regulars, we also saw several new faces at this session, an indication that the

group is growing and that our publicity is reaching patrons in our target demographic. Rebecca has done excellent work organizing and promoting this group. Her promotion of LTAT via Facebook has been particularly successful in recruiting new group members and communicating information about the group.

Finally, on a far less exciting note, I spent some time this month preparing the reference desk schedule for 2014, populating the online scheduling calendar, and finding coverage for the desk during staff vacations. Luckily, we have a solid and dependable group of Page II substitutes who fill in as needed on the reference desk. These subs have been especially helpful the past two months as we've tackled the enormous weeding project in adult non-fiction. It's certainly no exaggeration to say that our desk wouldn't function without them!

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

Progress. That one word really defines the course of the Circulation Department in 2013. As we approach yet another new year, it is a good time to see where we have been this year and what we have accomplished. Perhaps the biggest change of the year came in April, when we upgraded our three Self-Check Machines to the new liber8 software. This new software package runs much more smoothly and creates a more intuitive checkout experience for the patron. The entire circulation staff was integral in helping patrons to learn the new software, spending countless hours 'on the other side' of the desk, walking our patrons through the new menus and buttons. Patron reaction and feedback have been overwhelmingly positive, and our Self-Check percentage has jumped from near 40% to roughly 60%, where it remains fairly steady. That number leaves us some room for improvement, but the significant jump is certainly worthy of recognition. And we have recently set a new record with 70.4% of our Circulation via Self-Check on Monday, November 25<sup>th</sup>. Hats off to the entire Circulation desk staff and their continued assistance with the Self-Checks.

On another Self-Check note, we have recently completed a complex rearranging of several collections on the main level, and with that, the relocation of one of the Self- Checks to a new spot behind the Open Holds Shelves. This machine was previously closest to the staff

computers on the Circulation Desk, and as such, only registered about 1/3 the checkouts as the other two machines. In an attempt to reduce crowding at the Circulation desk, and provide a more convenient Self-Check station for parents with small children near the Children's Area, we made the move. It is too early to gauge the impact of the move (the machine was just moved on Dec 5), but I hope to see an increase in that particular machine's use going forward.

Our Circulation statistics are steady as always, with nearly 800,000 checkouts for the year. Based on numbers through the end of November, we will also once again be the only library in the South Central Library System to both send out and bring in over 200,000 items for patrons. Those numbers indicate just how much volume passes through the Middleton Public Library on a daily basis, and our dedicated staff does a fantastic job of keeping up with the workflow.

As we work on providing the wide range of services available at the library, we continue to look for new ways to engage our patrons and make the circulation experience more user-friendly. By looking at current circulation trends and emerging technologies, we can hopefully make progress with new and innovative solutions to circulation-related issues. Onward to 2014.

## **7. AGENDA**

No meeting this month.

The Library will be closed January 10, 2014 for an all staff in-service.

Next meeting is January 14, 2014.