



## March 2014 Report

Presented at the April 8, 2014 Library Board Meeting

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
<b>2014</b>	<b>38,432</b>	<b>3,944</b>	<b>22,574</b>	<b>64,950</b>	<b>186,664</b>
<b>2013</b>	40,675	4,064	23,280	68,019	192,851
<b>2012</b> (2013-14 +/-)	39,451	4,154	23,654	67,259	196,867 (-3.21%)

#### Self-Service checkouts:

	ITG	ITG#2	ITG#3	Total	%of total
<b>2014 (March)</b>	<b>12,612</b>	<b>8,948</b>	<b>7,655</b>	<b>29,215</b>	<b>45%</b>
<b>2013 (March)</b>	13,372	11,791	4,934	30,097	44.4%
<b>2012 (March)</b>	13,251	11,265	4,600	29,116	43.2%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
<b>2014</b>	<b>102</b>	<b>35</b>	<b>5</b>		<b>142</b>
<b>2013</b>	66	23	1	1	91
<b>2012</b>	71	19	5	0	95

#### Shared with other SCLS libraries:

	Loaned to other LINK libraries	Borrowed from other LINK libraries
<b>2014</b>	<b>19,237</b>	<b>19,013</b>
<b>2013</b>	22,505	19,816
<b>2012</b>	19,870	18,496

Miscellaneous:	ILL	Visits	Study rooms use
<b>2014</b>	<b>52</b>	<b>29,482</b>	<b>620.25 hours / 427 bookings</b>
<b>2013</b>	52	31,033	582 hours / 366 bookings
<b>2012</b>	53	34,726	557.25 hours / 385 bookings

#### Walk-in laptop/device WI-FI use: **March of 2014: 682**

March 2013: 1,132; March 2012: 782; March 2011: 1,016

#### Social Media stats:

##### Facebook (Total Likes)

Main Library Page	1116
Let's Talk About Texts	297

**Twitter (Total Twitter)** 258

**Flickr (Total Views)** 130,448

**YouTube (Total Views)** 647

## 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
3/1/2014	<a href="#">Techno Minutes</a> : Demonstrator, RL	2
3/1/2014	<a href="#">Lego Block Party</a> : Demonstrator, Sally	36
3/1/2014	<a href="#">March DIY Corner - Super Heroes</a> (DIY) : Demonstrator, Sally	51
3/3/2014	<a href="#">3K MCPASD Visit</a> : Demonstrator, Svetha & Andrea (practicum student)	10
3/3/2014	<a href="#">Pajama Storytime</a> : Demonstrator, Svetha	0
3/4/2014	<a href="#">Toddler Storytime: Winter</a> : Demonstrator, Amanda	32
3/4/2014	<a href="#">Toddler Storytime: Winter</a> : Demonstrator, Amanda	9
3/4/2014	<a href="#">Meriter Hospital Mother-Baby Hour Visit</a> : Demonstrator, Svetha	19
3/4/2014	<a href="#">Band Interview: Ukulele Wednesday</a> : Demonstrator, Rebecca V., Tiffany R.	4
3/5/2014	<a href="#">Mixed Age Storytime</a> : Demonstrator, Svetha & Andrea (practicum student)	23
3/5/2014	<a href="#">Mixed Age Storytime</a> : Demonstrator, Svetha & Andrea (practicum)	32
3/5/2014	<a href="#">Band Interviews: CTRL, Andy Jiang, The Shindigs</a> : Demonstrator, Rebecca V., Tiffany R.	5
3/5/2014	<a href="#">Living with Alzheimer's for Caregivers, Part 1</a> : Demonstrator, Kari Paterson, exec. dir. of Alzheimer's Association	11
3/6/2014	<a href="#">Baby Storytime</a> : Demonstrator, Svetha	21
3/6/2014	<a href="#">Baby Storytime</a> : Demonstrator, Svetha (Andrea observed)	26
3/8/2014	<a href="#">PAWS to Read</a> : Demonstrator, PAWS to Read Teams, Amanda	17
3/10/2014	<a href="#">Pajama Storytime - "Alphabet Soup"</a> : Demonstrator, Svetha	15
3/10/2014	<a href="#">Teen Advisory Committee</a> : Demonstrator, Rebecca V.	3
3/10/2014	<a href="#">Name the Baby Dragon</a> (DIY) : Demonstrator, Rebecca V.	172
3/11/2014	<a href="#">Toddler Storytime</a> : Demonstrator, Amanda	15
3/11/2014	<a href="#">Toddler Storytime</a> : Demonstrator, Amanda	25
3/12/2014	<a href="#">Mixed-Age Storytime - Alphabet Soup</a> : Demonstrator, Svetha	29
3/12/2014	<a href="#">Mixed-Age Storytime - Alphabet Soup</a> : Demonstrator, Svetha	29
3/12/2014	<a href="#">Nerdfighters: John &amp; Hank Green program</a> : Demonstrator, Rebecca	2
3/12/2014	<a href="#">Living with Alzheimer's for Caregivers, Part 2</a> : Demonstrator, Kari Paterson of the Alzheimer's Association	20
3/13/2014	<a href="#">Insurance for Your Business (WWBIC)</a> : Demonstrator, Janelle Higgins of Neckerman Insurance Services	9
3/13/2014	<a href="#">Teen Techno Minutes</a> : Demonstrator, Sam Smith, RL	1
3/13/2014	<a href="#">Baby Storytime</a> : Demonstrator, Svetha	17

3/13/2014	<b>Baby Storytime</b> : Demonstrator, Svetha	21
3/13/2014	<b>Homeschoolers' Book Share</b> : Demonstrator, Amanda	3
3/14/2014	<b>Bilingual Spanish-English Storytime</b> : Demonstrator, Katy Shannon	33
3/14/2014	<b>American Family Children's Hospital Visit</b> : Demonstrator, Svetha	3
3/15/2014	<b>Teddy Bear Sleepover</b> : Demonstrator, Svetha 	40
3/17/2014	<b>Social Studies Educators Workshop</b> : Demonstrator, Svetha/(Rebecca Weiss from UW-Madison Center for South Asia)	6
3/17/2014	<b>Pajama Storytime</b> : Demonstrator, Svetha	5
3/17/2014	<b>Read It and Eat Book Club</b> : Demonstrator, Amanda	16
3/18/2014	<b>Toddler Storytime: Cats</b> : Demonstrator, Amanda	17
3/18/2014	<b>Lunch Bunch: 7th grade</b> : Demonstrator, Rebecca	5
3/18/2014	<b>Lunch Bunch: 6th grade</b> : Demonstrator, Rebecca V.	8
3/18/2014	<b>Introduction to Kickstarter</b> : Demonstrator, Walker	7
3/18/2014	<b>Toddler Storytime: Cats</b> : Demonstrator, Amanda	32
3/19/2014	<b>Living with Alzheimer's for Caregivers, Part 3</b> : Demonstrator, Kari Paterson of the Alzheimer's Association	12
3/19/2014	<b>Mixed Age Storytime - Chicks &amp; Ducks</b> : Demonstrator, Svetha	26
3/19/2014	<b>Mixed Age Storytime - Chicks &amp; Ducks</b> : Demonstrator, Svetha	22
3/19/2014	<b>Kids Book Club: Mercy Watson Series</b> : Demonstrator, Svetha/Monika	12
3/19/2014	<b>Adult Creative Writing Group</b> : Demonstrator, Kathy Steffen	8
3/20/2014	<b>Adult Book Discussion</b> : Demonstrator, Jenny Carr	13
3/20/2014	<b>Baby Storytime</b> : Demonstrator, Svetha	17
3/20/2014	<b>Baby Storytime</b> : Demonstrator, Svetha	21
3/20/2014	<b>Teen Techno Minutes</b> : Demonstrator, Sam Smith, RL	1

3/20/2014	<p><b>Divergent Event</b> : Demonstrator, Rebecca V.</p> 	22
3/21/2014	<b>YMCA After-School Outreach</b> : Demonstrator, Amanda	21
3/21/2014	<b>Bilingual Spanish-English Storytime</b> : Demonstrator, Katy Shannon	34
3/22/2014	<b>"What's it Worth?" Antiques Appraisal</b> : Demonstrator, Mark Moran	80
3/22/2014	<b>Techno Minutes</b> : Demonstrator, RL	2
3/24/2014	<b>Pajama Storytime</b> : Demonstrator, Svetha (Linda Caprariello)	8
3/24/2014	<p><b>Money Monday</b> : Demonstrator, Joel Thomas (Financial Resiliency)</p> 	45
3/25/2014	<b>Techno Minutes</b> : Demonstrator, RL	2
3/25/2014	<b>Toddler Storytime</b> : Demonstrator, Amanda, Linda Capaciello	28
3/25/2014	<b>Toddler Storytime</b> : Demonstrator, Amanda, Linda Capaciello	12
3/25/2014	<b>Charlie Brown Movie Matinee</b> : Demonstrator, Svetha	18
3/25/2014	<b>Orchard Ridge Nursery School Visit</b> : Demonstrator, Svetha	37
3/26/2014	<b>Kids in the Kitchen</b> : Demonstrator, Karen Gleason	29
3/26/2014	<b>Mixed-Age Storytime - Cats</b> : Demonstrator, Svetha & Linda Caprariello (Andrea Observed)	26

3/26/2014	<p><b>Mixed-Age Storytime - Cats</b> : Demonstrator, Andrea &amp; Linda Caprariello</p>  <p>(Svetha Observed)</p>	36
3/27/2014	<b>Baby Storytime</b> : Demonstrator, Svetha & Linda Caprariello	15
3/27/2014	<b>Baby Storytime</b> : Demonstrator, Svetha & Linda Caprariello	30
3/27/2014	<b>Orchard Ridge Nursery School Visit</b> : Demonstrator, Amanda	58
3/27/2014	<b>Orchard Ridge Nursery School Visit</b> : Demonstrator, Svetha	39
3/27/2014	<p><b>Percy Jackson Party and Movie</b> : Demonstrator, Amanda</p> 	33
3/27/2014	<b>Travel Tips with Shelley</b> : Demonstrator, Shelley Peterman-Schwarz	8
3/27/2014	<b>Let's Talk About Texts</b> : Demonstrator, Jim, Rebecca	3
3/28/2014	<b>Bilingual Spanish-English Storytime</b> : Demonstrator, Katy Shannon	26
3/31/2014	<b>Pajama Storytime - Dogs</b> : Demonstrator, Svetha (Matt Heim - guest)	19
3/31/2014	<b>YMCA After-School Outreach</b> : Demonstrator, Amanda	33
3/31/2014	<b>YMCA After-School Outreach</b> : Demonstrator, Amanda	9
3/31/2014	<b>Build Your Own Video Game with Twine</b> : Demonstrator, Walker	12
	<b>Number of Programs / Total Attendance</b>	
	Children's	53 / 1236
	Teens	8 / 221
	Adults	16 / 191
	<b>Grand Total</b>	<b>77 / 1648</b>
	DIY/Passive Program Total	2 / 223

**3. LIBRARY EXHIBITS**

Exhibit Case: doll collection by  
Sue Christianson



Art Railing: paintings by  
Artist Terrance Doehler



New Exhibit in the meeting room hallway on lower level:  
Historical Sketches of Middleton by Brian Straussburg



#### 4. STAFF DEVELOPMENT

Date	Staff	Title
3/4/2014	Pamela	<a href="#"><u>Common Council</u></a>
3/6/2014	Pamela	<a href="#"><u>Get Moving Middleton</u></a>
3/6/2014	Pamela	<a href="#"><u>Dane County Librarians' Meeting</u></a>
3/10/2014	Pamela	<a href="#"><u>Friends of the Library Board Meeting</u></a>
3/11/2014	Pamela, Barbara, Katie, Jason and Rebecca L.	<a href="#"><u>Common Council</u></a>
3/12/2014	Sarah H.	<a href="#"><u>SCLS Collection Maintenance Subcommittee Meeting</u></a>
3/12/2014	Jenny Carr	<a href="#"><u>Annual ILL Meeting</u></a>
3/13/2014	Rebecca V.	<a href="#"><u>SLIS student meeting</u></a>
3/13/2014	Amanda	<a href="#"><u>WLA Youth Services Section Board Meeting</u></a>
3/19/2014	Amanda	<a href="#"><u>City of Middleton Wellness Committee Meeting</u></a>
3/19/2014	Jason	<a href="#"><u>PACC Meeting</u></a>
3/21/2014	Svetha	<a href="#"><u>Early Literacy Symposium</u></a>
3/24/2014	Amanda	<a href="#"><u>Digital Camera Workshop</u></a>
3/26/2014	Amanda	<a href="#"><u>Incentives Webinar</u></a>

#### 5. DIRECTOR'S REPORT

##### Highlights of March 2013:

Middleton's March 2014 circulation total of 64,950 items is a slight decrease compared to last year's March total of 68,019 items, but ranks us number two in the South Central Library system. See the chart below to compare our circulation to other libraries in the system. Middleton's resource sharing counts of Loans To and Borrowed From other LINK libraries categories were at 22,050 and 19,816, respectively (up by 13.2% and up by 7.1% compared to last March's figures).

Circulation Stats		March 2014	2014	2013	2013/2014
Library	CKOs this month	YTD CKO	Previous YTD CKO	% change in YTD CKO	
ACL	14654	42448	44526	-4.67%	
BAR	21935	63879	64420	-0.84%	
BER	3317	9060	9070	-0.11%	
BLV	6902	18826	20577	-8.51%	
BRD	6422	18629	19687	-5.37%	
CBR	5066	14681	16912	-13.19%	
CIA	2308	7424	6805	9.10%	
COL	9221	27185	27900	-2.56%	
CSP	7897	23325	24791	-5.91%	
DCL	12735	36963	38102	-2.99%	
DEE	4171	12864	13865	-7.22%	
DFT	34756	101496	99900	1.60%	
FCH	36097	100893	97729	3.24%	
LAV	1131	3415	4014	-14.92%	
LDI	6647	18933	20020	-5.43%	
MAR	4282	12431	15768	-21.16%	
MAZ	2433	7297	8558	-14.73%	
MCF	18410	51521	56927	-9.50%	
MCM	45096	129482	133735	-3.18%	
MIDDLETON	64950	186664	192851	-3.21%	
MOO	22316	63143	71295	-11.43%	
MRO	16654	48412	56046	-13.62%	
MTH	19848	54745	55090	-0.63%	
NGL	6384	18263	19995	-8.66%	
NOF	1844	5869	4470	31.30%	
ORE	24898	68306	72392	-5.64%	
PAR	2604	6664	7184	-7.24%	
PDS	13446	38778	41148	-5.76%	
PLA	2923	8410	9298	-9.55%	
POR	18275	51362	52595	-2.34%	
POY	5831	15393	16373	-5.99%	
REE	24731	73579	83162	-11.52%	
RKS	1588	4590	3867	18.70%	
SCA	205	727	673	8.02%	
SGR	8957	24989	26113	-4.30%	
SKC	12338	34263	34502	-0.69%	
STO	23752	66959	70789	-5.41%	
SUN	57532	161978	168850	-4.07%	
VER	49723	141261	141273	-0.01%	
WAU	20206	56801	61322	-7.37%	
WID	9958	27525	26694	3.11%	
WYO	989	2541	4217	-39.74%	
MADISON CENTRAL	62673	177725	7421	2294.89%	
HPB	31118	108613	126865	-14.39%	
HAW	30510	89193	104371	-14.54%	
LAK	31118	89823	95965	-6.40%	
MEA	22788	67003	75979	-11.81%	
MSB	13718	40969	47167	-13.14%	
PIN	54410	158873	169546	-6.30%	
SEQUOYA	76978	219243	249966	-12.29%	



**Facility:**

Several architects have responded to the RFP for the building feasibility study with phone calls, emails and onsite visits. I expect that the board will have a good number of proposals to choose from.

Our library gardener has informed me that she won't be returning this summer. Linda has done an incredible job with our landscaping!! A & L Landscaping will be mulching and a Girl Scout troop will be doing some spring clean-up. We are seeking a new gardener.

CAUTION: Carpet squares on the lower level are peeling. The re-glue testing efforts were not successful. Our next step maybe to replace the carpet.

This month, we'll review a proposal (agenda item) to replace the boilers with more efficient machinery.

We have a good start on the main level restroom upgrade project. In March, we arranged to have the restroom stalls sanded and painted, and ordered new sink countertops. The countertops and plumbing work is scheduled for April.

**Staffing:**

**Barbara Henderson, Katie Adkins and Jason Boak were congratulated by Mayor Sonnentag for completing the ALA Library Support Staff Certification.**

Letter from patron to Circulation Services:

*“That was incredibly kind of you to consider. My wife and I keep a list of movies we would like to see, or watch together, and currently in Madison, the best selection of movies is at the library! We used to rent movies a lot but many of the rental stores are all gone in Madison. Blockbusters, Movie Galleries, etc.*

*The library system in Southern Wisconsin is incredible, and I would like to also add, that next time I am in, we plan on donating some DVDs and Blu-Rays to your collection to help the community. It is an incredible thing and I hope to contribute to it and in turn help share some films with the rest of the community.*

*Again, thank you for your consideration in regards to our movie watch list. That was very kind of you.”*

**Jason Boak was featured in the Spotlight column of the March issue of Associate, an online newsletter.**

Email from teen patron:

*“I just wanted to say that you did a great job on the divergent program. It was a lot of fun. It has been a while, but I finally read a couple more books from the list you gave me. I really enjoyed Throne of Glass and I also tried Maze Runner and Incarceron but could not get into them.”*

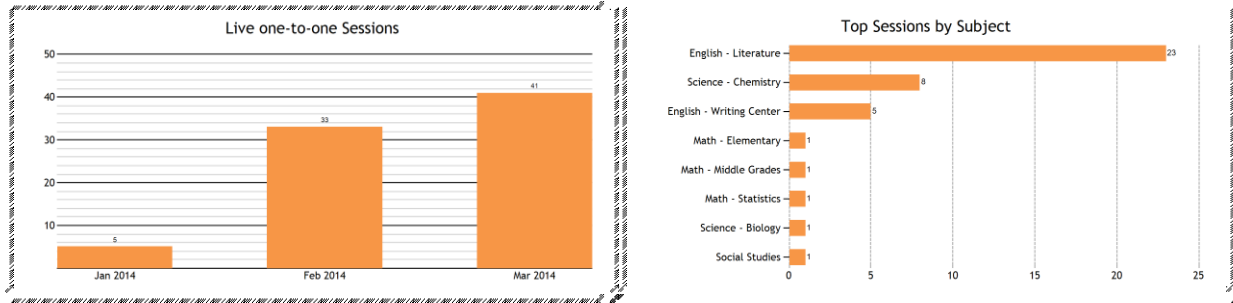
### **Programming and Outreach:**

Letter to Rebecca Van Dan:

***“Dear Rebecca and the Middleton Library Team:  
On behalf of the Junior League of Madison, I would like to thank you for your support of the 10<sup>th</sup> anniversary All Dressed Up event. Your dress drive was a great success and gave the girls some fun choices! 322 high school girls from over 70 area schools attended All Dressed Up. The event was a success because of support from businesses like you who donated time and resources to our community. Thank you again for your support.”***

Our teen *Dr. Who* program was showcased on the Wisconsin Department of Public Instruction's Youth Services website.

### Tutor.com Stats



## 6. LIBRARIANS' REPORTS



**Patrick Williams, Head of Information Technology**



The two Internet stations in the Teen Area have been upgraded with new PCs and wide touchscreen monitors. These custom built PC types will be used for other stand-alone public access stations in the library. They are fast and powerful enough for their general purpose use, while using the latest energy efficient processors and hardware; along with a small physical footprint. They are loaded with our latest Windows 8.1 image with security lockdowns along with a wide assortment of productivity, educational and entertainment software.

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



In March, we welcomed a new baby bearded dragon to the library. We asked the public for name suggestions and they submitted over 120 suggestions, some that were truly creative! We narrowed down the list to some of our favorites, then had our Facebook fans vote. The winning name: Norbert! Dragonkeepers met to go over responsibilities, then were presented with official dragonkeeper certificates and buttons. The public has been very excited and our first photos of Norbert and the name voting generated a lot of extra traffic on the Library's facebook site.

This month our primary focus has been choosing the best teen titles in every genre in order to write and present booktalks to the schools. We also updated the titles offered on our Teen Kindles, conducted a second weeding of the teen hardcover fiction as space continues to be tight, and requested a weeding report for the teen paperbacks. Our teen volunteers helped enormously in pulling potential titles for weeding, and our trusty LALLs tackled the mountains of withdrawal books valiantly. We trained two new teen volunteers this month, and had some wonderful adult volunteers help out at the Divergent event.

**Displays:** Polar Bear Picks, Perfect 10s, Artistically Inspired, Readbox, International Intrigue

**Sarah Hartman, Head of Technical Services**



Many things kept us busy this month, in addition to receiving lots of new materials and continuing work on the extensive Spanish collection and picture book conversion projects. I have started purchasing next-gen console video games (PlayStation 4, Wii U, and Xbox One) for the adult collection and am looking forward to seeing how well they will circulate. We received our first batch of children's Playaway Views near the end of the month, which required updating manuals and code charts to include the new format. I continue to work closely with our

practicum student Trevor on his work at the Reference Desk and with the long-neglected Middleton Collection. I have also been working with Rebecca L. to plan a craft project for adults next month.

I have been researching the effect of the Sony Reader Store closing on March 20 on our Sony Reader lending program. We will be able to continue lending any Sony Readers we set up prior to March 20, but as they are returned they must be removed from circulation because they cannot be reauthorized. Reauthorization is used to remove any patron information left on the device. We may be able to resurrect the program in the future if a promised firmware update comes to fruition, but otherwise the tablets we plan to circulate later this year will serve a similar purpose in offering the OverDrive app to patrons without their own devices. I am pleased that this program lasted two years, which is excellent for any program utilizing a personal tech device these days.

Jason chaired a meeting of the Social Media Committee this month. It was a very productive meeting, leading to a SWOT analysis of the library's use of social media. We now have almost 250 Twitter followers, so there was discussion on how to better utilize that portion of our social media presence. For my part, I have started tweeting select new books when I add them to LINKcat. The tweets include links to the catalog and appropriate hashtags. Hopefully patrons will find these tweets interesting and useful.

Finally, Jason was interviewed for the March issue of *Associates*, an electronic journal dedicated to library support staff, as well as officially recognized by the City Council for completing his ALA Library Support Staff Certification in 2012. He is an incredible asset to our team!

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



My practicum student, Andrea Dictor continues her excellent work with her collection


development project, help desk support, and storytime planning and presenting.

I am very close to completing our summer line up of events and am just waiting to hear back from two performers. I also posted the employment opportunity for our Summer Page I positions. I currently have 1 of 3 positions filled. Our promotional materials from Upstart arrived, including “Fizz, Boom, Read” t-shirts for staff.

Sarah Goebel continues her work with displays and publicity (including social media postings). This month’s displays featured ducks and bunnies, both pair nicely with the spring holidays. Sally updated our DIY station with comic strip and graphic novel activities. Both Sarah and Sally continue to provide collection management support with new and old materials.

In collection development and management, I am working with my practicum student on our thematic picture book reassignment. The project has proven to be very useful to our patrons already. Sarah and Vijaya from Tech Services have provided a lot of support for this project. I also ordered Playaway Views. I think this will be a very popular format, especially for upcoming summertime family road trips.

I had the opportunity to attend the Early Literacy Symposium at Stevens Point. It was a very informative event that discussed technology and its place in early childhood. There were also poster sessions and luncheon discussions of early literacy initiatives taking place statewide. It was a great opportunity to learn and connect with colleagues in the area.

<b>Amanda Struckmeyer, Head of Youth Services</b>	
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Our three in-house iPads began circulating this month. We’ve gotten positive feedback from patrons about the iPads, and staff has done a great job learning how to circulate and use this new equipment.

Collection development this month was focused on updating nonfiction titles and replacing worn copies of paperbacks. We purchased a new set of books about the fifty states, which are popular for school reports for 'tweens.

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. In addition, I reviewed one book for *School Library Journal*.

On a personal note, I was thrilled to share some special news with my colleagues this month: my husband, Karl, and I are expecting our first baby in July. Preparations at the library and at home have begun, and I'm looking forward to this new adventure!

**Jim Ramsey, Head of Adult Services**



The month of March was one of the busiest in recent memory for adult programming at the library.

Library Assistant Rebecca L. and Sarah Hartman, Head of Technical Services, have been preparing a new series of DIY craft/maker programs for adults. These sessions are open to anyone, but our hope is that we will attract some of the same demographic (20 and 30-somethings) as our Let's Talk About Texts book discussions. The first craft session, scheduled for mid-April, is entitled "DIY Hand-Printed Tote Bags."

I continued my weeding of the Adult Fiction section this month, and I should reach the end of the alphabet sometime next month. (By that time, of course, I will be almost ready to start back



at the beginning!) Aside from our new books, the Adult Fiction section is our most visible and heavily browsed print collections. For this reason, I've made it a priority to eliminate old, worn-out copies as well as titles that are no longer circulating. This collection is also one of the fastest growing in the library, so constant weeding is required to keep the collection within the bounds of our current space. I also continued my ongoing project of replacing worn-out copies of literary classics.

Jenny, our library assistant in charge of Interlibrary Loan, attended the annual ILL Conference at the Pyle Center on March 12th. At the day-long conference, she attended sessions on the future of resource sharing services, methods for measuring cost/value of ILL services, and the merging of ILL and Integrated Library Systems technologies. Jenny does a great job providing Inter-Library Loan services to our patrons, and she reported that the conference was a great opportunity to share ideas with other librarians working in Interlibrary Loan.

**Brendan Faherty, Head of Circulation Services**



Warmer weather has finally arrived and that means both good and bad for the Circulation Department. Good, because people can finally get out of their houses and make it to the library! Bad in the sense that with the nicer weather, patrons can once again pursue other activities outdoors. All this to say that Circulation generally sees a slight downswing in volume during early Spring. Spring Break has passed and everyone is eagerly looking forward to summer and the immensely popular Summer Reading Program.

Circulation staff has been working hard to familiarize itself with the coming 4.18 Koha Upgrade, which will affect Circulation profoundly. This upgrade represents a complete overhaul of the Fines/Fees structure, with even the display and procedures changing. The Circulation Supervisors and I have been testing the new software for several months and we recently had the rest of the desk staff start 'playing around' to get a feel for how our processes will change.

While definitely easier to use, it will still take some getting used to and practice before everyone is completely comfortable with many of our more complex transactions (Missing Parts Payments, Damaged Items, Lost/Found/Paid For, items belonging to other libraries, etc.) One initial positive has been the automation of Middleton's \$1.00 Processing Fine for any lost items that are returned. Currently, Circulation Supervisors manually invoice these small fees, since the Koha software platform does not have the flexibility to adjust to our library's specific circulation rules. Following the upgrade, those \$1.00 fees will be generated automatically, saving valuable staff time and allowing for easier payment at other SCLS libraries. In addition to the self-generating Processing Fine, the new Fines/Fees software will make it much easier to track Lost and/or Damaged materials and keep track of past payments or other issues.

Circulation staff continues to promote the Community Canvas Art Project as part of the Contagious Marketing Campaign. Despite some initial trepidation, I believe everyone recognizes the importance of promoting such events/projects at the Circulation Desk. As we go forward with the Marketing Campaign, we hope to develop new and more effective ways to unobtrusively reach out to our patrons and make them aware of the wide variety of programs and services made available through the library.

I have been working with Pamela on organizing our initial Grounds for Reading coffeehouse/book sale event. We have scheduled it in alignment with our Jane Austen program (in April), and I put out a call for volunteers, both from the existing group of FOL Book Sorters and from recent Volunteer applicants. We have three new volunteers who will be helping out with the event (and hopefully more by the time it actually rolls around) and have met a couple of times to figure out all the logistics. Barrique's of Middleton has graciously volunteered to donate coffee and cookies for the event. Our goal is to provide a welcoming space on the lower level for patrons to relax, have a cup of coffee, and browse the FOL Book Sale, an opportunity usually reserved for their once-a-month weekend events.

Finally, our Self-Check numbers have remained steady at roughly 58-60% of total *in-house* circulation (not including renewals). While I would still like to see that percentage climb, it is certainly acceptable and allows Circ staff the time necessary to complete other library tasks.

## 7. AROUND THE REGION



**South Central Library System**  
Helping Libraries Serve the Public

The SCLS All Director's meeting agenda on March 4<sup>th</sup> included a proposal to revise the cost formula used to calculate the ILS and technology fees to member libraries. In the new version, the technology support is billed separately from ILS participation. Impact to member library fees will increase fees for some and decrease fees for others. Middleton will see a slight decrease in the 2015 technology fee.

### **Friends of the Library:**

Library Board members continue to move forward with plans to host a fundraiser in early 2015.

## 8. AGENDA OVERVIEW

### **Endowments:**

Distributions are available from both the Large Print Collections (Ralph Duncan) for books, display furniture, equipment, devices or other reading formats that are beneficial to those who are visually impaired, and the library's general fund. Last month, we discussed using the 2013 and 2014 available distributions from the general endowment to fund the building feasibility study.

### **Boiler replacement project:**

A quote from ADS to replace all three boilers with new modulating condensing 92% efficiency ratings machinery is within the project estimated cost. Request to approve the quote as presented.

### **Adjacent County Reimbursement Requests:**

Memo to the Board and Director from SCLS offering to administer the adjacent county reimbursement requests is included in the meeting packet. The board president's and director's signatures are required. Request to accept the offer.

**Proposed revisions to the Employee Handbook:**

Request to update the handbook to reflect the City's change in employee benefits threshold from pro-rated benefits for permanent staff working 20 hours per week to 30 hours per week.

**Library Board Orientation documents:**

Library board orientation documents are available on the library's website and include links to Dane County Library System, South Central Library System, Wisconsin State Statute Chapter 43, American Library Association, Wisconsin Department of Public Instruction, Dane County Standards for Public Libraries and Institute of Museums and Library Services and Public Library Data Statistics. Westby recommends a review the Open Meetings Law section of the DPI Library Board Trustee Manual, found at <http://pld.dpi.wi.gov/files/pld/pdf/te14.pdf>

City of Middleton's proposed Board, Commission & Committee Handbook for Non-elected Volunteers is included in this month's packet. Request for support of the handbook provided appropriate language is added to include reference to Wisconsin State Statute: Chapter 43 and a reference to the board section of the library's website