

MIDDLETON PUBLIC LIBRARY



January 2008 Report

(Distributed at February 12, 2008, library board meeting)

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2008	37,327	3,674	21,293	62,294	62,294
2007	36,373	3,716	20,226	60,315	60,315
2006	35,042	3,015	18,117	56,174	56,174
2005	32,317	2,160	13,237	47,714	47,714
(2007-08 +/-)	(+3%)	(-1%)	(+5%)	(+3%)	(+3%)

Self-Service checkouts:


	3M	ITG	Total	% of total
2008 (January)	5,186	6,265	11,451	18.4%
2007 (December)	3,912	5,194	9,106	17.8%
2007 (March)	5,289	4,781	10,070	16.2%
2007 (February)	2,970	476	3,446	6.3%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2008		129	26	2	0 157
2007		110	23	1	0 134

Dynix holds filled:

	From MID's collection	From other LINK libraries
2008	17,691	17,682
2007	17,072 (+4%)	16,271 (+9%)

Miscellaneous:	ILL (non-LINK)	Visits	Study rooms use
2008	91	42,463	537 hours / 382 bookings
2007	59	41,271	484 hours / 368 bookings

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
Date	Program	Attendance
January 11, Friday	Computer class for adults: Introduction to Excel	11
January 14, Monday	Teen Advisory Committee pizza party	6
January 16, Wednesday	<p>Teen program: Books and Brownies. Discussion of <i>Elsewhere</i> by Gabrielle Zevin.</p> 	6
January 17, Thursday	Computer class for adults: Introduction to Word	7
January 18, Friday	Computer class for adults: Intermediate Excel	10
January 18, Friday	“Book to Movie”. View <i>Nobody’s Fool</i> , the 1995 movie starring Paul Newman. Discuss <i>Nobody’s Fool</i> , the 1993 book by Robert Russo on which the movie is based. Discussion led by Adult Services Librarian Liz Dannenbaum. ((New program for adults received an enthusiastic reception.)	11
January 21, Monday	<p>First Annual Martin Luther King Day luncheon/presentation. Program Content: Jonathan Gramling, editor of the <i>Capital City Hues</i>, quoted Dr. King on issues of race, war, peace, and economic equality and discussed how Dr. King’s words were still relevant to these issues today.</p> <p>Evaluation: An unqualified success. Mr. Gramling’s presentation was thoughtful, heartfelt, and well presented. Many positive comments from the people who attended.</p>	28
January 21, Monday	Baby storytime	18
January 22, Tuesday	Storytime for 2 and 3 year olds	26
January 22, Tuesday	Storytime for 4 and 5 year olds.	17
January 22, Tuesday	All ages storytime	11
January 22, Tuesday	‘Tweens Dungeons & Dragons	6
January 23, Wednesday	Toddler storytime.	22
January 23, Wednesday	Toddler storytime.	34
January 23, Wednesday	All ages storytime	24
January 23, Wednesday	All ages (drop-in) storytime	17
January 23, Wednesday	<p>Book Bunch.</p> <p>Program Content: Read Chapters 1-3 of "Rufus the Scrub Does Not Wear A Tutu". Activity: Made Football Bingo Boards to use during the following weeks. Made Name tags for storytime room bulletin board and took photos to make trading cards.</p>	17
January 24, Thursday	Baby storytime	22
January 24, Thursday	All ages (drop-in) storytime	18
January 24, Thursday	Krafty Kids. “Get in the Game”: Sports crafts: necklace, pillow, paddleball.	52
January 24, Thursday	Computer class for adults: Intermediate Word	8
January 25, Friday	Computer class for adults: Advanced Excel	7

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
January 25, Friday	<p>After Hours Teen Bands.</p> <p>Format: Program Content: 2 teen bands from high school invited to play after hours on a Friday. (took recommendations from band teachers)</p> <p>Evaluation: Lots of excitement for this program both by band members & attendees. First band (Formula 57) actually disbanded a few days before they were to play, but the singer/guitarist assured me he would find a friend & had enough material. His singing was pretty off-key & he couldn't remember lyrics, but he made enough jokes to keep the audience laughing. Second band (Fair Warning) took the gig a lot more seriously--came 3 hours early to set up, & sounded very professional! (Mostly their own music--Beatles/Led Zeppelin inspired) They also had quite a following of teen girls who poured in as they started. All of the band members thanked us profusely for inviting them & were so excited to play in public. 6 parents came & also thanked us for the opportunity. (Also an adult comment about how one band member looked so equally embarrassed & thrilled that it made him smile through the whole concert.)</p>	52
January 28, Monday	Baby storytime	17
January 28, Monday	"Party with the Peanuts". No-school program featuring Charlie Brown & the gang in "Lucy Must Be Traded" and "Be My Valentine, Charlie Brown".	65
January 28, Monday	Evening storytime	4
January 29, Tuesday	Storytime for 2 and 3 year olds	28
January 29, Tuesday	Storytime for 4 and 5 year olds	20
January 29, Tuesday	All ages storytime	18
January 30, Wednesday	Toddler storytime (on a morning with a -30° wind chill)	0
January 30, Wednesday	Toddler storytime (on a morning with a -30° wind chill)	12
January 30, Wednesday	All ages storytime	3
January 30, Wednesday	All ages drop-in storytime	11
January 30, Wednesday	Book Bunch	13
January 31, Thursday	Baby storytime	22
January 31, Thursday	All Ages storytime	42
January 31, Thursday	Computer class for adults: Advanced Word	5
January 31, Thursday	Tweens Dungeons & Dragons	6
	Number of programs / Total attendance	
	Children's	26 / 503
	Teens	3 / 64
	Adults	8 / 87
	Grant total	37 / 654

3. LIBRARY EXHIBITS		
Location	Exhibit	Artist/Collector
Lobby display case	Middleton Preschool	
Picture rail	Watercolor	Thomas Kuchenbecker
Glass display case		
Front windows	Stained glass	Norma Hove

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION		
January 8, Tuesday	Lower level/reference desk staff meeting. (Summary found on page 10-11.)	Paul, Liz, Patrick, Sarah, Jenny, Christine
January 9, Wednesday	LINK Circulation Services Committee meeting, at the Madison Public Library (Central)	Jason
January 9, Wednesday	LINK Bibliographic Standards and Cataloging Committee meeting, at the Madison Public Library (Central).	Christine
January 9, Wednesday	Dane County Futures Planning subcommittee meeting to determine content of final report, at the Madison Public Library.	Paul
January 10, Thursday	Dane County librarians meeting, at the DeForest Public Library.	Paul
January 10, Thursday	Presentation to University League Book Reviewers group	Liz
January 14, Monday	Friends of the Middleton Public Library board meeting	Svetha
January 22, Tuesday	Wisconsin Library Association Library Legislative Day, an annual event held at the Inn on the Park in Madison. Included constituents meetings with Senator Fred Risser and Representative Spencer Black.	Paul
January 22, Tuesday	Management Team staff meeting. Meeting summary found on pages 11.	Paul, Pat, Liz, Elizabeth, Rebecca, Svetha
January 22, Tuesday	Main-level management team meeting to discuss space needs and vacation coordination, particularly as it relates to the main level of the library.	Paul, Elizabeth, Rebecca, Svetha
January 23, Wednesday	LINK User Education and Public Relations Committee meeting, at the Madison Public Library.	Rebecca
January 29, Tuesday	South Central Library System Continuing Education Program. "Library Security Training with the Black Belt Librarian". The goal of the workshop is to help library staff developing procedures as to how to deal effectively and consistently with problem behaviors and situations.	Elizabeth

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION, cont'd.		
January 29, Tuesday	<p>Meriter Hospital - Community Education.</p> <p>Program Content: Presented a typical baby storytime. Time for questions & discussion on offerings at the Middleton Public Library and general infant literacy advice.</p> <p>Evaluation: Very nice and casual. The babies were very attentive for the lap sit and the moms seemed very appreciative. Kris Fedenia, Meriter's Nurse Educator, runs 12-week sessions as part of her Mother Baby Hour series addressing a variety of topics. I represented "Read to Me" week and she would like for us to come again for her next session in 12 weeks. She also put me in contact with another nurse community educator on their staff as a potential presenter for our Parenting programs.</p>	Svetha
January 31, Thursday	Youth Services staff meeting.	Paul, Rebecca, Svetha, Lori, Kathy, Elizabeth, Fumiko Osada (UW-Madison SLIS practicum student).

5. DIRECTOR'S COMMENTS

Annual Statistical Summary

A variety of statistical tables covering the years 1997-2007 are found in Appendix A of this report (pages 15-20). The following summaries are provided.

- **Annual circulation (total and children's), 1997-2007.** Circulation was up 7% in 2007, compared with increases of 9% in 2006 and 16% in 2005, which was the first full year of operation in our expanded and remodeled facility. The growth in children's circulation has been particularly steady and strong: 17% in both 2007 and 2006 and 21% in 2005.
- **Holds filled from other libraries and from Middleton's collection, 1997-2007.** The steadily increasing numbers found in these two tables are simply an indication of how much people love placing their own holds in the LINKcat system. Last year we addressed the increased workflow generated by these numbers with the introduction of self-service holds.
- **Items owned by format (print and audiovisual), 1997-2007.** Our total collection count exceeded 100,000 for the first time, in spite of the fact that our audiovisual collection actually shrank in size. The reason for this anomaly is the elimination of the

videocassette collection last year. Use of other tape formats, books on cassette most

5. DIRECTOR'S COMMENTS, cont'd.

notably, continues to decline. And thanks to downloading, we're even starting to see a decline in one of the disc formats: teen CDs. We experienced considerable growth in foreign language kits, thanks to a generous grant from the Madison Community Foundation. At a time when we really need it, the number of children's book in the collection increased by 27%, which is greater than the increase in circulation. In other words, we are keeping pace in this area.

- **Annual circulation by format, 2003-2007.** During the past 5 years, circulation of fiction (adult, teen, and children's) has outpaced that of nonfiction. In fact, circulation of adult fiction from the regular collection (i.e., not new) has been flat for the past three years. Circulation of magazines shows no helpful pattern – up one year, down the next. Circulation of audiovisual materials can be summed up as follows. The tape format is dying, and the disc format is rapidly gaining primacy. But in an indication of how quickly the technology landscape can change, we are already seeing a decline in the circulation of adult and teen music CDs.
- **Annual adult nonfiction circulation by Dewey range.** Within a specific Dewey Decimal classification range, this table provides a three-fold comparison: Circulation of all nonfiction books, circulation of Middleton books, and circulation of books from other LINK libraries within each subject area. Staff use this table to determine where there might be weaknesses in our collection, i.e, as possibly indicated by the percentages in the right-hand column shown in bold red. Sometimes it's hard to figure out exactly what's going on. Example: (914) European travel.

January 2008 Statistical Summary

We experienced our busiest January ever. We probably would have seen bigger numbers if it hadn't been for the severe weather during the last week of the month. We closed early on Tuesday, January 30th, and our attendance at our 4 storytimes Wednesday morning was down significantly. In fact, we didn't have anyone show up for the first tone.

- **Circulation of all library materials** increased a modest 3% in the latest January comparison. Circulation of children's materials was up 5%, although teen materials showed a 1% decrease, which was also the case in December 2007. (Maybe downloading is finally catching up with us in this age group. Circulation of audiovisual materials declined slightly, but that was due to the elimination of the video format. It also tells us that the overall 3% increase was book-driven. It would

seem that our traditional service is still held in high regard.

5. DIRECTOR'S COMMENTS, cont'd.

- **Programs.** We introduced two programs for adults, one of which we plan to make an annual event and the other to offer twice a year. City Administrator Mike Davis was especially pleased that the library initiated a Martin Luther King Day Luncheon, sponsored by the Friends of the Library. A number of attendees liked the convenience of attending a local event. Our Book-to-Movie series got off to a great start with 11 attendees, with is slightly higher than our standard book discussions. Our inaugural program featured a showing of the 1995 film, *Nobody's Fool*, starring Paul Newman and a discussion of the 1993 Robert Russo book on which it was based. Rebecca's After Hour Teen Bands program, scheduled in lieu of a sleepover, was very well received. On January 29, Svetha promoted library services to parents and children through Meriter Hospital's Community Education program.
- **Resource sharing.** The number of items loaned to and borrowed from other LINK libraries continued to grow, although not at the double-digit rates we have seen in past years. Middleton continues its trend of being a net lender – although not by much.
- Use of the library's two **self-check machines** showed an increased in both actual numbers and percentage of total circulations
- Use of the study rooms was up again in January.

6. LIBRARIANS' REPORTS

Liz Dannenbaum, Head of Adult Services

In spite of some crazy & really cold weather, we had some great new programming experiences this month and two new programming "traditions" have been born.

The Book-to-Movie program in which we showed the film "Nobody's Fool" and then discussed the book went very well. 11 people came; a nice number for a book discussion. The participants really liked this format and we will offer it again in September.

The Martin Luther King Luncheon was equally successful. Jon Gramling was a very good speaker; 28 people attended, including the Mike Davis, the City Administrator, who praised Paul's idea of offering an event on this holiday. We already have a speaker lined up for next year.

Liz was invited to do a book talk to 7 members of the University League Book Reviewers group here at the library. That was a fun experience. She also gave them a tour of the facility

and, as several had never been here before, she enjoyed listening to them ooh and aah over how beautiful our library is.

6. LIBRARIANS' REPORTS, cont'd.

Sarah offered six computer programs; three on Word and three on Excel. Sign up for Excel was great; surprisingly none of the Word classes filled (a first). Still, weather probably did play a factor in lower than usual attendance. Sarah and Liz have discussed offering fewer computer classes in November and January when weather can be an issue.

Elizabeth Bauer, Head of Circulation Services

Circulation remained steady in January despite the challenging weather. There were several circ and page staff resignations, so the circulation supervisors were involved in advertising, interviewing, hiring, and training of new staff.

Circulation is reviewing short term and long term space needs of the self service holds area, the circulation desk, and the staff room. Some shifting has already been done in the staff room to address staff space issues and shelving needs.

Rebecca Van Dan, Head Youth Adult Services

January was an excellent month in terms of attendance for teen programs--the After Hours Teen Bands attracted over 50 teens and even our Books & Brownies program had one of the best turnouts it has seen. Both the bands that played and the attendees were very excited for the After Hours program and thanked us profusely for having the event.

Our new practicum student, Fumiko Osada, started on Jan. 14, and has been quickly learning LinkCat tricks and helping brainstorm summer program ideas. We have been happy to have her as the Winter Reading Program has started and the Youth Services Desk has been especially busy. Two new teen volunteers also started this month, David and Nick.

Planning for the Teen Summer Reading Program has taken up much of January and the dates and programs are now fairly set, with just 2 performers who need to confirm dates. A Grand Prizes survey was available in the Teen Section for most of January, asking teens for ideas for Summer Reading Grand Prizes. The Teen Advisory Committee discussed all the survey ideas at the last meeting and were especially enthusiastic about having a Nintendo wii as a prize. We are now looking forward to the Anti-Valentines event coming up--have had a lot of attendees from last year rave about it to their friends & many requests to have it again, so hopefully attendance will be high.

6. LIBRARIANS' REPORTS, cont'd.

Svetha Hetzler, Head of Children's Services

We began registration for all our winter programs on January 2 and began our Winter Storytimes on January 14th, adding an additional drop-in storytime on Wednesday mornings and continuing our bi-monthly Monday evening storytime. Every week, we offer 10 storytimes (or 11 if it is an Evening Storytime week) to our infant, toddler and preschool patrons and have maintained steady attendance. The registration limits and attendance policies have kept storytimes at reasonable numbers and have resulted in more satisfying programs.

Our school-aged offerings continue to be very popular – Book Bunch, Krafty Kids, 'Tweens Only Dungeons and Dragons and Party with the Peanuts (a special school's out Charlie Brown movie program) were offered this month. In January, we offered 28 programs with a total attendance of 559.

Nurse educator, Kris Fedenia from Meriter Hospital contacted us in the fall to be part of their 12 week Mother/Baby Hour series. Each week they address a different topic to mothers of infants and we were the guests for "Read to Me" week. It was a nice opportunity to showcase our Baby Storytime. Kris would like me to come out again in April when she'll have a new set of mothers and infants. We're hoping our partnership will introduce some new patrons to the Middleton Public Library and yield in some Parenting programs presented by Meriter's Nurse Educators.

We began our six week Winter Reading Club program and have 345 children registered so far. Most of the participants are very familiar with our reading program and are returnees.

In collection development, we introduced our Discovery Pack collection on January 2 and it has been very popular. It is rare to find more than one or two packs on the shelf. Due to the popularity of the collection, I have ordered duplicates of all the titles. Kathy continues to work on weeding/replacing books and AV materials and linking/cataloging paperbacks. She is also maintaining the display collections. Lori completed her winter weeding project for the fiction collection. She moved the Newbery collection to the beginning of the Juvenile Fiction shelving. I think this move will bring a greater awareness to the collection. The same was done with the Caldecott winners last month and we've seen a significant increase in that collection's circulation.

Lori has put together our spring brochure and we have almost finalized our summer line-up of programs.

6. LIBRARIANS' REPORTS, cont'd.

Patrick Williams, Head of Information Technology

The library's floor plan has been updated, printed and posted online to reflect the many recent layout changes.

The Youth Services Librarian's office PC was replaced with a laptop. The old PC was the last of the sub-GHz processors that was still in service. The PC in the Friends sales room was also upgraded to XP for better reliability.

In preparation of the 5 new Internet stations for the public, the timer and monitoring software was upgraded to accommodate the additions. The hardware has been acquired and the PCs are being prepared.

7. STAFF MEETING SUMMARY REPORTS

Lower Level/Reference Staff Meeting, Tuesday, January 8

- Paul, Liz, Patrick, Sarah, Jenny, Christine
- **Staff reports:** Patrick reported that the 2008 vacation and sick leave summaries for all employees have been calculated and are online via the password-protected staff utility page. In response to a question from Jenny, the study room policy posted on the library's webpage is now the current version. Amended in 2005, this version allows staff "to set agreed-upon limits on study room use in order to accommodate fair and equitable access to these spaces."
- **Computer Lab.** The capital request for furniture along the outer Cardinal Conference Room wall was approved, which will provide for 5 additional public Internet stations. Based on the general guidelines provided by Paul, Patrick will follow up on the selection of furniture. Additional outlets for the new PCs will need to be installed, as well as power outlets in other places in the library for public laptop use. The new PCs will be installed before a switch to log-in software is initiated
- **Inappropriate Library Behavior.** In light of a number of troubling incidents that took place in the library over the holidays, Paul directed staff to ban hostile and aggressively belligerent patrons for a month with the first offense. Staff should call the police whenever the safety of staff or patrons is threatened.
- **Other technology issues.** Staff discussed the suggestion to install a "panic button" at the lower level reference desk to alert staff on the main level of incidents that require

back-up. Special acknowledgement to Sarah for suggesting a wireless doorbell as a

7. STAFF MEETING SUMMARY REPORTS, cont'd.

solution. Live video streaming of the reference desk to the circulation is possible by adding another on the library's internal network.

- **Study rooms.** Staff have been asked not to call the study rooms "family rooms", as it may suggested that the rooms are set up for entertaining parents and children. The study rooms are not completely soundproofed and are in the library's enforced quiet area.

Management Staff Meeting, Tuesday, January 22

- Paul, Liz, Elizabeth, Rebecca, Svetha, Pat
- **Discovery packs.** A product of DEMCO, Discovery packs are designed to encourage family literacy. Each of these multi-media collections contain fiction and nonfiction books, audiovisual materials, and a family activity guide and focus on a particular subject area and packaged in an easy-to-carry backpack. Sets are designed for preschool, primary, and intermediate grade levels. Svetha ordered 20 of these items for Middleton, where they have been an instant hit. It's rare to find more than one of them on the display rack at a time.
- **Long-range planning.** Paul asked the management staff to develop building program statements for their areas of responsibility. This planning document should include space needs for staff, collection, programming and seating and address both short- and long-term goals, both within and beyond the confines of the current building and budget.
- **Laptops for check-out at Youth Services desk.** As an alternative solution for space needs. Paul asked the Youth staff to consider the option of laptops to make things easier for patrons who want access to a computer, particularly for caregivers of young patrons.
- **LearningExpress.** Learning Express Library is a comprehensive, interactive online database that provides practice tests and tutorial courses. It offers guidance to those preparing for student assessment tests (such as the SAT and ACT), civil service exams, and much more. This database has been made available to the public through a shared-payment agreement among South Central Library System member libraries. It is accessible both in library and remotely.
- **Consequences for hostile and threatening behavior toward staff and patron.** "3 strikes and you're out" may not always be most appropriate response when dealing with certain types of inappropriate behavior in the library. In some cases, an immediate ban

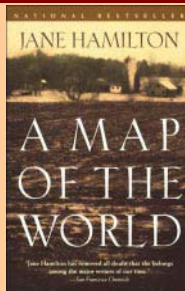
may of a week or month may be administered. Staff are encouraged to use their best judgment in these difficult situations. Staff also discussed policies/procedures when witnessing adult/child abuse.

7. STAFF MEETING SUMMARY REPORTS, cont'd.

- **Volunteer recognition.** Paul plans to initiate an annual National Library Weekend volunteer recognition ceremony that will take place at an April council meeting. Paul received an initial OK from City Administrator Mike Davis regarding this idea.

Youth Services/Circulation Supervisors Staff Meeting, Thursday, January 31

- Paul, Rebecca, Svetha, Lori, Kathy, Miko, Elizabeth
- **Transition issues/Hiring of New Director.** Joan Gillman, Director of Special Industry Programs, Executive Education, University of Wisconsin-Madison School of Business, facilitated a session on Friday, January 18th, with staff members about the transition to a new library director. Based on the results of this meeting, the fulltime staff members will submit a letter to the Library Board about their ideas of what the search-and-screen committee should look for. Along with the candidates' "resume" credentials, Paul stressed the importance of recognizing the "intangible" factors in prospective candidates.
- **Closing procedures.** All supervisory staff are urged to make a thorough check of the building and entry doors before leaving. We have already used up our two free false alarms with the Middleton Police Department for the year. To improve security at the main entrance, Mark will adjust the tension on the front doors to get them to close more firmly. In addition, staff will add a 5-minute warning to the closing announcements.



**Book discussions;
Wednesday, April 16 at 7 p.m.
Thursday, April 17 at 10 a.m.**

Author visit: Monday, April 21 at 7:00 p.m.

8. AGENDA OVERVIEW

Revised Standards for Dane County Public Libraries

For the past 8 years, the Dane County Library Services has used 8 quantitative standards based on those developed by the Division for Libraries, Technology, and Community Learning of the Department of Public Instruction. Each standard set forth 4 levels of effort (basic, moderate, enhanced, and excellent) in the specific areas of library operations (fulltime-equivalent staff, periodical titles, audio recordings, video recordings, hours open per week, and materials expenditures).

Last year, Dane County public library directors spent a significant amount of time reviewing the standards that have been in place since March 2000. Recommended revisions were forwarded to the Dane County Library Service Board of Trustees, which approved these changes at its first regularly schedule meeting of 2008. The next step is to gain the approval of half of the library boards representing at least 80% of the county's population.

The two major changes in the standards are as follows:

The four levels of effort were dropped in favor of using per capita calculations to determine a minimum annual effort.

Three new collection development standards require that annual purchases in the areas of books, audio materials, and video materials meet a specific percentage of the library's holdings in each of these three formats.

The revised Dane County Library Service Standards are attached as Appendix B of this report on pages 21-25.

Action requested: Adopt "Resolution Approving Revised Dane County Standards for Public Libraries" and authorized Board President to sign the resolution.

Wisconsin Department of Public Instruction Public Library Annual Report

Copies of the report will be distributed at Tuesday's meeting. The deadline for filing this report is February 15, 2008.

Action requested: Authorize the Board President and Library Director to sign two copies of the report and then submit to the South Central Library System.

Statement Concerning Public Library System

As set forth in the Wisconsin State Statutes s.43.58(6)(c), public libraries are required to certify that public library systems did or did not "provide effective leadership and adequately meet the needs of

the library.”

Action requested: Certify that the South Central Library System did so.

The required form will be submitted directly to the Division for Libraries, Technology, and Community Learning within the Department of Public Instruction. Division staff will compile the statements from each public library and conduct a review of a public library system if at least 30% of the public libraries in participating municipalities representing at least 30% of the population report that the public library system did not adequately meet the needs of member libraries.

Library Director Recruitment and Hiring

We selected Friday, February 8, as the time to begin the evaluation of the application materials. Discussion should focus on how best to distribute the materials. I have asked all applicants to submit their cover letter, resume, list of references, and achievement history questionnaire in an e-format.

In addition, we should also talk about a uniform method to conduct a preliminary evaluation of all applicants. I will distribute some samples at Tuesday’s meeting.

I will distribute a letter from the full-time members of the library staff regarding their general feelings about what to look for when hiring a new director.

Appendix A: Statistical Summary

Library Circulation (all materials), 1997-2007

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
Jan	38,871	39,416	36,397	40,232	39,878	44,351	44,096	45,351	47,714	56,174	60,315
Feb	36,676	37,680	37,760	41,084	39,878	40,508	42,100	18,654	46,976	51,169	54,956
Mar	40,324	40,879	42,776	45,082	43,971	45,061	44,666	48,391	53,786	58,756	62,111
Apr	39,628	37,891	40,367	40,845	38,801	43,358	42,376	42,877	48,417	52,999	54,975
May	37,831	34,379	36,932	39,576	38,458	41,475	40,773	43,061	47,933	51,900	55,223
Jun	42,605	45,422	48,028	48,449	44,850	43,998	44,095	49,476	56,543	61,341	66,683
Jul	46,338	44,977	42,920	44,506	45,254	50,361	49,699	52,809	55,604	63,388	70,408
Aug	40,662	40,280	41,599	44,478	43,875	45,192	45,875	47,164	56,442	61,929	66,307
Sep	37,346	36,673	37,783	39,618	37,107	39,095	43,224	42,709	48,923	53,809	54,732
Oct	38,834	39,163	39,671	38,502	40,273	43,192	44,039	46,550	51,582	54,960	60,838
Nov	35,599	34,966	39,087	36,505	39,376	40,807	41,375	47,109	50,759	54,287	58,534
Dec	33,823	35,263	35,529	30,712	36,535	38,540	41,478	45,117	47,727	50,939	50,744
	468,537	466,989	478,849	489,589	488,256	515,938	523,796	529,268	612,406	671,651	715,826
	2%	-0.10%	3%	2%	-0.02%	6%	1.5%	1%	16%	9%	7%

Library Circulation (children's materials), 1997-2007

	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007
Jan	13,149	12,973	11,483	13,385	12,381	12,929	12,314	12,062	13,327	18,117	18,117
Feb	13,570	12,534	12,644	13,522	12,501	11,958	12,148	4,003	13,917	15,976	15,976
Mar	13,721	13,225	13,765	14,501	14,018	13,024	12,967	14,392	15,649	18,535	18,535
Apr	13,873	12,087	13,178	13,232	12,327	12,757	12,135	12,146	14,273	16,220	16,220
May	12,734	10,644	11,662	12,110	11,358	11,765	11,038	11,662	13,353	15,585	15,585
Jun	16,378	17,108	18,192	17,630	14,509	14,110	13,453	15,373	18,722	21,269	21,269
Jul	17,143	15,494	14,607	14,360	13,993	15,987	15,479	16,604	17,791	21,748	21,748
Aug	13,738	13,103	13,312	14,571	13,432	13,249	13,019	13,352	16,934	20,121	20,121
Sep	13,096	12,300	12,524	13,026	11,590	11,952	12,934	12,320	15,066	17,150	17,150

Jun	5,252	5,411	6,671	7,137	7,408	7,583	9,715	13,082	13,777	16,118
Jul	5,827	5,883	6,738	7,476	8,331	9,112	10,120	12,913	14,544	16,820
Aug	5,308	5,695	7,021	7,739	8,131	8,780	10,059	13,707	15,515	17,483
Sep	5,221	5,672	6,489	6,784	7,634	8,583	10,173	12,856	14,403	14,834
Oct	5,645	6,243	7,232	7,698	8,323	8,858	10,423	13,194	15,291	16,295
Nov	5,188	6,138	6,930	7,336	7,720	7,775	10,553	13,143	14,978	15,344
Dec	5,013	5,783	6,274	6,701	7,247	8,079	11,093	12,860	15,197	14,226
	63,56	68,26	80,69	87,92	96,77	102,31	115,62	153,70	174,14	193,78
	5	8	7	3	8	8	0	7	0	4
	6%	7%	18%	9%	10%	5%	13%	39%	13%	11%

Bold blue represents the highest total for that particular month.

Red indicates a decline from same month in previous year.

February 2004. The month we operated out of the staff workroom (2 weeks) & the Archer room (2 weeks).
Four of the six declines occurred during the first year of the Ashman Branch's operation. (Oct 2000-Sep 2001;
not sure what happened in May 2003.)

Appendix A: Statistical Summary (cont'd)

Number of Items Owned by Format, 1997-2007

Type of material	1997	1999	2000	2001	2002	2003	2004	2005	2006	2007
Adult hardcover books	27290	30255	32809	32004	29910	30702	33510	35990	36657	37492
Teen hardcover books	1435	2245	2502	2742	2815	2943	3164	3537	3780	3810
Children's hardcover books	16629	17788	18380	17548	17606	15391	15998	18879	20963	26645
Adult reference books	1399	1385	1377	1323	1327	1294	1048	1088	870	814
Children's reference books	172	216	231	234	225	231	200	297	165	146
Large print books	1165	1178	1173	1237	1218	1298	1408	1597	1800	1848
Foreign language books				242	256	277	295	517	663	673
Total hardcover books	4809 0	5306 7	5647 2	5533 0	53357	5213 6	5562 3	6190 5	64898	71428
Adult paperbacks	8058	8850	8742	8844	8969	9475	8679	7993	7687	7680
Teen paperbacks	1673	1804	1916	2125	2134	2265	2516	2532	2562	2742
Children's paperbacks	1556	1925	1741	1772	1800	1760	2343	3536	4959	5728
Total paperback books	11287	12579	12399	12741	12903	13500	13538	14061	15208	16150
Total books	5937 7	6564 6	6887 1	6807 1	66260	6514 3	6916 1	7596 6	80106	87578
	1997	1999	2000	2001	2002	2003	2004	2005	2006	2007
Compact discs (adult)	1659	2144	2247	2318	2148	2349	2380	2499	2838	3146
Compact discs (teen)		85	237	388	448	558	653	762	766	740
Compact discs (children)	88	96	90	87	92	95	111	218	355	370
Videocassettes (adult)	1584	2213	2322	2615	2804	2610	2477	2272	1674	225
Videocassettes (teen)		59	167	219	253	200	198	151	127	0
Videocassettes (children)	1142	1842	1697	1831	1893	1816	1683	1862	1311	483
DVD (adult)			217	483	671	1453	1839	2417	3054	3757
DVD (teen)					48	166	315	493	658	767
DVD (children)					122	356	707	1467	2550	3215
Books on cassette (adult)	2277	2593	2428	2476	2516	2355	1861	1560	1218	991
Book on cassette (teen)	27	50	64	73	81	111	133	142	130	112
Books on cassette (children)	203	177	186	210	179	177	174	188	179	111
Books on CD (adult)			171	319	482	667	848	1047	1136	1264
Books on CD (teen)						11	22	48	71	95
Books on CD (children)						15	22	91	161	231
CD-ROM software (adult)	27	42	59	58	58	66	62	70	63	56
CD-ROM software (teen)				35	46	67	70	99	111	130
CD-ROM software (children)	43	88	89	75	72	81	78	130	158	154
Foreign language kits	140	150	154	156	141	146	155	165	170	477
Audiocassettes (music)	877	836	802	464	451	486	487	486	425	0
Children's cassettes	241	115	75	73	92	43	42	34	31	0
Book/cassette kits	201	185	148	138	158	143	113	159	107	6
Book/CD kits						12	14	16	12	0
Total audiovisual	8529	1069 3	1116 9	1203 3	12770	1391 8	1445 9	1638 3	17605	16357
Total book and av count	6790 6	7633 9	8004 0	8010 4	79030	7906 1	8372 0	9234 9	97711	10393 5

Green shading indicates greatest number of volumes in most recent year.

Blue shading indicates greatest number of volumes in previous years.

Appendix A: Statistical Summary (cont'd)

Annual Circulation by Format, 2003-2007

Books	2003	2004	2005	2006	2007	+/- %
Juv fiction	31,891	36,728	54,572	63,656	66,780	109%
Juv nonfiction	11,883	11,490	13,791	16,426	20,250	70%
Easy readers	14,450	16,546	20,897	20,823	23,891	65%
Picture books	45,039	40,925	41,612	45,977	53,462	19%
Teen fiction	13,936	14,300	18,547	21,973	22,973	65%
Teen nonfiction	2,894	3,346	3,752	3,882	3,895	35%
Adult fiction	25,071	35,675	49,373	54,833	57,014	127%
Adult nonfiction	66,256	66,091	74,143	75,465	74,117	11%
Adult paperbacks	51,576	38,856	37,143	34,120	31,984	-38%
New fiction	18,433	19,790	22,414	23,024	23,248	26%
New nonfiction	13,939	16,478	17,464	19,802	20,631	48%
Large print	5,939	5,074	6,847	7,702	8,649	46%
Magazines (adult)	16,246	12,775	13,927	13,072	13,123	-19%
Magazines (YA)	1,410	1,274	1,356	1,290	1,181	-16%
Magazines (juv)	997	886	1,204	1,334	1,138	14%
TOTAL	319,960	319,519	377,042	403,379	422,336	32%
Audiovisual	2003	2004	2005	2006	2007	+/- %
Juv book/AV kits	1,640	1,299	1,102	1,293	429	-74%
Juv cassettes	1,985	1,561	1,413	1,341	1,171	-41%
Juv compact discs	1,728	1,886	3,279	4,816	6,293	264%
Juv software	1,407	1,334	1,366	1,400	1,349	-4%
Juv DVD	5,629	11,326	19,427	33,935	57,503	922%
Juv video	34,586	27,887	28,295	24,095	16,303	-53%
Teen cassettes	586	464	484	466	298	-49%
Teen compact discs	2,939	3,271	3,656	4,979	4,418	50%
Teen DVD	1,575	2,574	4,795	5,445	10,798	586%
Teen videos	3,647	2,344	1,706	1,528	934	-74%
Adult cassettes (music)	902	835	687	573	270	-70%
Adult cassettes (books)	20,425	16,172	14,705	11,404	8,419	-59%
Compact discs (books)	7,733	9,694	13,201	15,969	18,378	138%
Compact discs (music)	35,116	37,616	41,965	46,633	45,980	31%
Adult DVD	30,628	45,925	63,195	80,878	98,981	223%
Adult video	49,628	40,248	33,593	25,624	16,385	-67%
SCIDs	3,363	3,956	4,353	5,228	4,551	35%
Total AV	203,517	208,392	237,222	265,607	292,460	44%
Total Books & AV	524,167	527,911	603,621	668,986	714,796	36%
% AV of Total	39%	39%	39%	40%	41%	

Formats in bold = best performers

Formats in red = worst performers (primarily representing the dying tape format)

Appendix A: Statistical Summary (cont'd)

Circulation by Dewey Decimal Range

Dewey range	Subject	Total circulation 2007/2006	Middleton books 2007/2006	Non-MID Books 2007/2006	% from MID collection 2007/06/05/04
641-642	Food & drink	7,324/6,672	3,996/3,721	3,328/2,815	55/56/55/55
610-619	↓Medical sciences	6,975/7,109	3,043/3,039	3,942/4,070	44/43/45/47
917	U.S. travel	4,301/4,200	2,634/2,486	1,667/1,714	61/59/64/66
920-28	Biography	2,930/2,484	1,925/1,800	1,005/ 785	66/70/69/67
300-309	↓Social sciences	2,813/3,041	1,268/1,248	1,545/1,793	45/41/35/38
330-339	Economics	2,729/2,265	1,046/1,017	1,683/1,334	38/43/38/41
370-9	Education	2,562/2,521	1,770/1,729	782/ 792	69/68/81/NA
649	↓Child care	2,518/2,564	1,965/1,985	553/ 579	78/77/74/64
150-159	↓Psychology	2,421/2,659	946/1,135	1,475/1,524	39/43/42/46
973	↓U.S. history	2,404/2,461	1,084/1,468	1,320/1,349	45/52/49/38
914	European travel	2,370/1,791	932/ 951	1,438/ 840	39/53/49/57
746	Textile arts	2,275/2,245	1,098/1,119	1,177/1,126	48/50/50/52
003-009	Computers	2,008/1,616	1,028/ 926	980/ 690	51/57/57/49
745	Decorative arts	1,869/1,842	992/1,202	877/ 640	53/65/62/67
940-949	↓History of Europe	1,840/1,938	1,087/1,148	753/ 790	59/59/64/53
810-819	↓American literature	1,779/2,083	841/ 932	938/1,151	47/45/49/51
780-789	↓Music	1,753/1,948	820/ 796	932/1,152	47/41/41/39
658	Small business	1,704/1,594	856/ 816	848/ 778	50/51/54/56
636	Pets	1,557/1,550	938/ 904	619/ 646	60/58/70/63
635	↓Gardening	1,554/1,796	1,080/1,376	474/ 420	69/77/66/76
290-299	↓Mythology	1,455/1,707	721/ 924	734/ 783	49/54/49/46
530-589	↓Sciences	1,334/1,356	758/ 801	576/ 555	57/59/56/63
747	↓Interior design	1,290/1,673	897/1,131	393/ 542	70/68/75/72
590-599	Zoology	1,230/1,120	922/ 888	308/ 328	75/73/70/65
740-744	Drawing	1,147/ NA	270/ NA	877/ NA	24/ NA/NA/NA
360-363	↓Social problems	1,136/1,346	503/ 604	633/ 786	44/43/45/41
646	↓Sewing, clothing	1,068/1,153	413/ 485	655/ 668	39/42/43/52
950-959	History of Asia	1,007/ 955	486/ 517	521/ 438	48/54/46/51
690-699	↓Buildings	994/1,267	765/ 907	229/ 360	77/72/73/66
770-779	Photography	968/ 846	325/ 380	643/ 476	34/45/49/57
790-792	↓Movies, TV	951/ 962	419/ 386	532/ 576	44/40/36/36
750-759	↓Individual artists	946/ 984	686/ 670	280/ 314	73/68/65/61
796.3	Ball games	923/ 874	640/ 606	283/ 268	69/69/67/71
390-94	Etiquette/Holidays	885/ 874	488/ 468	397/ 406	55/54/55/NA
643-5	↓Households	874/1,051	663/ 744	211/ 307	76/71/67/74
720-729	↓Architecture	859/1,066	520/ 677	339/ 389	61/64/58/61
800-809	General literature	812/ 803	397/ 422	415/ 385	49/52/49/52
910-912	Geography	761/ 733	345/ 403	416/ 330	45/55/58/44
364	↓True crime	731/ 804	409/ 407	322/ 378	56/52/59/52

Appendix A: Statistical Summary (cont'd)

320-329	Political science	728/ 664	319/ 272	409/ 392	44/41/28/27
620-629.	↓Engineering	722/ 762	327/ 362	395/ 400	45/48/41/43
130-139	Paranormal	693/ 821	371/ 397	322/ 424	54/48/51/49
220-239	Bible & Christianity	684/ NA	348/ NA	336/ NA	51/ NA/NA/NA
650-657	↓General mgmt.	663/ 671	158/ 185	505/ 486	24/28/18/23
340-349	Law	653/ 585	311/ 323	342/ 262	48/55/52/51
710-19	↓Landscaping	637/ 719	479/ 459	158/ 260	75/64/71/80
820-829	↓English literature	625/ 714	188/ 214	437/ 490	30/30/30/24
793-795	Indoor games	618/ 594	319/ 256	299/ 338	52/43/52/45
160-199	Philosophy	569/ 617	209/ 296	360/ 321	37/48/49/44
200-219	Religion	564/ NA	337/ NA	227/ NA	60/ NA/NA/NA
430-499	Foreign language	543/ 431	272/ 192	271/ 239	50/45/X / X
240-249	Devotional theology	503/ NA	170/ NA	330 /NA	34/ NA/NA/NA
684	Furniture	488/ 464	391/ 331	97/ 133	80/71/76/75
930-939	↓Ancient history	420/ 367	284/ 282	136/ 85	68/77/74/62
700-709	The Arts	379/ NA	140/ NA	239/ NA	37/ NA/NA/NA
400-429	↓English language	370/ 400	210/ 205	160/ 195	57/51/42/37
520-529	Astronomy	325/ NA	207/ NA	118/ NA	64/ NA/NA/NA
100-109	General philosophy	285/ NA	260/ NA	25/ NA	91/ NA/NA/NA
929	Genealogy	283/ 281	215/ 162	68/ 116	76/58/71/76
	TOTAL ADULT CIRC	94,678	47,018	47,660	49/51
	JUV CIRC	59,394	52,711	6,683	89/90
	YA CIRC	4,392	2,543	1,849	58/67

Appendix B: Revised Dane County Library Service Standards

All public libraries must:

- have a delivery service connecting with all other Dane County public libraries, the Dane County Library Service, and the South Central Library System with service a minimum of 6 days per week.
- employ directors who are properly certified by the Wisconsin Department of Public Instruction.
- offer delivery service to qualified homebound individuals either directly or through a service contract with another library agency.
- provide patron access to the Internet, governed by a locally determined policy.
- share an automated integrated library system and participate in its governance.
- Annually compensate all other public libraries within Dane County for the cost of services provided to residents of the library's municipality. Service shall be measured by checkouts; the compensation model shall be that established by Dane County Library Board for compensating municipal libraries for serving residents of areas taxed by the county for library service.
- meet or exceed the following minimum quantitative standards:

Minimum Hours open annually per capita

		CAP AT:
Villages up to 2,500 population	1	1,875
Villages/cities between 2,500 and 5,000	.75	2,250
Villages/cities between 5,000 and 10,000	.45	2,500
Villages/cities between 10,000 and 25,000	.25	3,200 MID actual 3,520
Villages/cities between 25,000 and 50,000	.13	4,000
Villages/cities between 50,000 and 99,000	.07	7,000
Cities over 100,000	.07	21,000

Minimum FTE Paid Staff Per 1,000 population

		CAP AT
Villages up to 2,500 population	.001 (1 FTE minimum total)	2.00
Villages/cities between 2,500 and 5,000	.0008	4.00
Villages/cities between 5,000 and 10,000	.0008	7.50
Villages/cities between 10,000 and 25,000	.00075	18.75 MID actual 20.125
Villages/cities between 25,000 and 50,000	.00075	30.00
Villages/cities between 50,000 and 99,000	.0006	50.00
Cities over 100,000	.0005	150.00

Minimum Public Internet Access Workstations per capita

		CAP AT:
Villages up to 2,500 population	.001	3
Villages/cities between 2,500 and 5,000	.001	3
Villages/cities between 5,000 and 10,000	.0005	5
Villages/cities between 10,000 and 25,000	.0005	13 MID actual: 31
Villages/cities between 25,000 and 50,000	.0005	25
Villages/cities between 50,000 and 99,000	.0005	50
Cities over 100,000	.0005	150

Minimum Annual Material Expenditures Per Capita

		CAP AT
Villages up to 2,500 population	\$6.00	\$14,250
Villages/cities between 2,500 and 5,000	\$5.70	\$28,500
Villages/cities between 5,000 and 10,000	\$5.70	\$54,000
Villages/cities between 10,000 and 25,000	\$5.40 MID actual: \$16.42	\$132,500 MID actual: \$269,237
Villages/cities between 25,000 and 50,000	\$5.30	\$250,000
Villages/cities between 50,000 and 99,000	\$5.00	\$420,000
Cities over 100,000	\$4.20	\$1,260,000

Minimum Total Book & Serial Volumes per capita

		CAP AT:
Villages up to 2,500 population	8	16,250
Villages/cities between 2,500 and 5,000	6.5	28,500
Villages/cities between 5,000 and 10,000	5.7	44,000
Villages/cities between 10,000 and 25,000	4.4 MID actual: 5.6	85,000 MID actual: 92,799
Villages/cities between 25,000 and 50,000	3.4	160,000
Villages/cities between 50,000 and 99,000	3.2	320,000
Cities over 100,000	3.2	960,000

Minimum Annual Book Volume Acquisitions as a Percent of Holdings

Villages up to 2,500 population	7% of holdings –greater of minimum/actual
Villages/cities between 2,500 and 5,000	7% of holdings –greater of minimum/actual
Villages/cities between 5,000 and 10,000	7% of holdings –greater of minimum/actual
Villages/cities between 10,000 and 25,000	7% of holdings –greater of minimum/actual MID actual: 17%
Villages/cities between 25,000 and 50,000	7% of holdings –greater of minimum/actual
Villages/cities between 50,000 and 99,000	7% of holdings –greater of minimum/actual
Cities over 100,000	7% of holdings –greater of minimum/actual

Minimum Total Audio per capita

		CAP AT:
Villages up to 2,500 population	.3	625
Villages/cities between 2,500 and 5,000	.25	1,000
Villages/cities between 5,000 and 10,000	.20	1,200
Villages/cities between 10,000 and 25,000	.12 MID actual .16	2,500
Villages/cities between 25,000 and 50,000	.10	5,000
Villages/cities between 50,000 and 99,000	.10	10,000
Cities over 100,000	.10	30,000

Minimum Annual Audio Acquisitions as a Percent of Holdings

Villages up to 2,500 population	5% of holdings –greater of minimum/actual
Villages/cities between 2,500 and 5,000	5% of holdings –greater of minimum/actual
Villages/cities between 5,000 and 10,000	5% of holdings –greater of minimum/actual
Villages/cities between 10,000 and 25,000	5% of holdings –greater of minimum/actual MID actual: 16%
Villages/cities between 25,000 and 50,000	5% of holdings –greater of minimum/actual
Villages/cities between 50,000 and 99,000	5% of holdings –greater of minimum/actual
Cities over 100,000	5% of holdings –greater of minimum/actual

Minimum Total Video per capita

		CAP AT:
Villages up to 2,500 population	.6	1,000
Villages between 2,500 and 5,000	.4	1,750
Villages between 5,000 and 10,000	.35	2,500
Villages/cities between 10,000 and 25,000	.25 MID actual: .50	5,000 MID actual: 8,787
Villages/cities between 25,000 and 50,000	.2	10,000
Villages/cities between 50,000 and 99,000	.2	15,000
Cities over 100,000	.15	45,000

Annual Video Acquisitions as a Percent of Holdings

Villages up to 2,500 population	5% of holdings –greater of minimum/actual
Villages/cities between 2,500 and 5,000	5% of holdings –greater of minimum/actual
Villages/cities between 5,000 and 10,000	5% of holdings –greater of minimum/actual
Villages/cities between 10,000 and 25,000	5% of holdings –greater of minimum/actual MID actual: 21%
Villages/cities between 25,000 and 50,000	5% of holdings –greater of minimum/actual
Villages/cities between 50,000 and 99,000	5% of holdings –greater of minimum/actual

Cities over 100,000	5% of holdings –greater of minimum/actual
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Total Print and Electronic Periodical Subscriptions per capita

		CAP AT:
Villages up to 2,500 population	.030	73
Villages between 2,500 and 5,000	.029	75
Villages between 5,000 and 10,000	.015	130
Villages/cities between 10,000 and 25,000	.013 MID actual: .018	250 MID actual: 302
Villages/cities between 25,000 and 50,000	.010	500
Villages/cities between 50,000 and 99,000	.010	800
Cities over 100,000	.008	2400

Application

These library standards must be met by any municipality seeking an exemption from the county library tax. Any library not meeting one or more of the quantitative standards above may be granted a provisional exemption on an annual basis, not to exceed three provisional exemptions in any ten year period, by submitting for county library board approval a plan designed to bring the library into full compliance. The Library Board shall review and approve such plans as appropriate and shall authorize provisional exemptions.

No library will be granted an exemption while not in compliance for more than three years out of any ten year period. Municipal library boards may appeal any decision to the Dane County Library Board through the appeals process established within this plan.

These standards were initially established in accordance with Wisconsin Statutes 43.11(3) (d) by Resolution 298, 1999-2000 of the Dane County Board of Supervisors, and subsequently revised.

It is acknowledged that the value of library services to individuals and to communities is often described in terms of output measures. These standards are, by necessity, input measures. They do not require local library staff to measure anything not already measured to satisfy the Department of Public Instruction, and most require only data supplied by the automation system used by all the libraries. Because it was seen as highly desirable to keep data collection requirements to a minimum, no standard is being proposed for facility size. However, the size of a library is, to some degree, an outcome of and determined by, what that library contains in terms of volumes, workstations, and staff. Libraries wishing guidance as they design facilities are referred to the 1998 Department of Public Instruction publication, Public Library Space Needs, by Anders Dahlgren and its companion workbook.

Finally, the population used to determine compliance with these standards is municipal population. It is recognized that most libraries serve a significantly larger population base from surrounding areas. However, it is the municipal tax base that is exempted from the county library tax if the standards are met or surpassed, and therefore, the municipal population that should be the basis

for the standards. The Wisconsin Official Population Final Estimates issued by the Wisconsin Department of Administration for the most recent year the data is reported is used to determine the standard a specific library must meet in a given year. For example, a municipality requesting an exemption from the 2007 county library tax (used to fund the 2008 county library budget) in the fall of 2006 would use the data submitted on the 2006 annual report to the Department of Public Instruction (due to the Department by March 1, 2007) and the 2006 Wisconsin Official Population Estimates (normally finalized in October of 2006) to verify its compliance with these standards. Alternately, at the discretion of the library, documents such as those produced by the Automated Circulation System or the local personnel system may be submitted to demonstrate that standards have been met prior to September 1 of the year for which the exemption is requested.

Decision Timeline and Appeals Process

Municipal libraries will supply the data demonstrating compliance by April 1 of the year in which an exemption is desired. Should such data demonstrate that one or more standards have not been met (as judged by the County Library Board and noticed to the affected library by May 15), the Library will submit by June 15, a plan designed to bring the library into full compliance within the allowed time period. By July 15, the County Library Board will determine for each library that minimum standards have been met or will decide whether a library's submitted plan to meet all standards within the required time frame is sufficient. Any decision of the County Library Board may be appealed by any municipal library. Such an appeal must be filed within 15 days of the date of the original decision.

Appeals must be made in writing and delivered by the U.S. Mail or any other means to: Dane County Library Board, 201 W. Mifflin St., Madison, WI 53703. The basis for an appeal shall include one of the following:

- natural disasters affecting the library's ability to meet the standards.
- significant library building projects affecting the library's ability to meet the standards.

All appeals will be heard within 30 days of filing, at a regularly scheduled County Library Board meeting. Any such meeting will include a presentation by the appealing library, if desired, and a public hearing. All libraries in Dane County will receive notice of the appeal and the hearing. The County Library Board will act on the appeal within 30 days of the hearing. The affected library will be notified. The decision of the County Library Board shall be final.

