

# MIDDLETON PUBLIC LIBRARY



## March 2008 Report

Presented at the April 8, 2008 meeting

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
<b>2008</b>	37,126	4,079	21,927	63,132	183,219
<b>2007</b>	37,777	3,547	20,787	62,111	177,382
<b>2006</b>	36,834	3,387	18,535	58,756	166,099
<b>2005</b>	35,414	2,723	15,649	53,786	148,296
(2007-08 +/-)	(- 2%)	(+15%)	(+ 5%)	(+ 2%)	(+ 3%)
(2005-08 +/-)	(+5%)	(+50%)	(+40%)	(+17%)	(+24%)

#### Self-Service checkouts:


	3M	ITG	Total	% of total
<b>2008 (March)</b>	5,528	6,177	11,705	18.5%
<b>2008 (February)</b>	4,603	5,636	10,239	17.6%
<b>2007 (March)</b>	5,289	4,781	10,070	16.2%
<b>2007 (February)</b>	2,970	476	3,446	6.3%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
<b>2008</b>	83	23	2	0	108
<b>2007</b>	97	20	3	0	120

#### Dynix holds:

	From MID	From other LINK libraries
<b>2008</b>	17,520	17,835
<b>2007</b>	17,378	17,159
	(+1%)	(+4%)

Miscellaneous:	ILL	Visits	Study rooms use
<b>2008</b>	36	40,102	497 hours / 365 bookings
<b>2007</b>	58	39,427	503 hours / 358 bookings

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
March 3, Monday	Baby storytime	17
March 3, Monday	Teen Advisory Committee	8
March 4, Tuesday	Storytime for 2 and 3 year olds	22
March 4, Tuesday	Storytime for 4 and 5 year olds	14
March 4, Tuesday	All ages storytime	14
March 5, Wednesday	Toddler storytime 1	17
March 5, Wednesday	Toddler storytime 2	14
March 5, Wednesday	All ages storytime	17
March 5, Wednesday	All ages drop-in storytime	5
March 5, Wednesday	Book Bunch: Group B	10
March 5, Wednesday	Books & Brownies, a teen book discussion group. <i>The Golden Compass</i> by Philip Pullman  <b>Rebecca's evaluation:</b> Very squirrely group--4 members who were eager to discuss the book & 4 others who wanted to talk about everything else. Managed to discuss all the questions & had some very thoughtful answers from an autistic girl. I was impressed that another person wanted to come so badly she found a sub to work for her so she could come to the discussion. Lively, if not always on task.	8
March 6, Thursday	Baby storytime	16
March 6, Thursday	All ages drop-in storytime	15
March 10, Monday	Baby storytime	18
March 10, Monday	Evening drop-in storytime	11
March 11, Tuesday	Storytime for 2 and 3 year olds	24
March 11, Tuesday	Storytime for 4 and 5 year olds	14
March 11, Tuesday	All ages storytime	15
March 11, Tuesday	Tweens Dungeons & Dragons	6
March 12, Wednesday	Toddler storytime 1	10
March 12, Wednesday	Toddler storytime 2	22
March 12, Wednesday	All ages storytime	13
March 12, Wednesday	All ages drop-in storytime	6
March 12, Wednesday	Book Bunch: Group B	8
March 13, Thursday	Baby storytime	21
March 13, Thursday	All ages drop-in storytime	26
March 13, Thursday	<b>Book discussion for adults.</b> <b>Program Content:</b> Discussion of "The Wild Trees" by Richard Preston <b>Liz's evaluation:</b> Very lively and wide ranging discussion of the characters, the biology of the redwoods, climbing, environmental issues, and the current and future impact of humans on the world. The group liked the selection, enjoyed the writer and the topic, and is spurred on to read more about the redwoods and environmental issues.	11
March 13, Thursday	Computer class: Introduction to the Internet	6
March 13, Thursday	Krafty Kids: "It's Good to be Green"	39
March 14, Friday	Computer class: Finding Stuff Online	8
March 14, Friday	Teen Dungeons & Dragons	10
March 18, Tuesday	Tweens Dungeons & Dragons	6

<b>2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES</b>		
March 20, Thursday	<b>TAP-IT dance program</b> <b>Content:</b> Music & dance & comedy focused on the intensity of gardeners. <b>Liz's evaluation:</b> Excellent! They are very talented women. The audience laughed often and a number of people commented on how much they enjoyed the performance.	35
March 25, Tuesday	Tweens Dungeons & Dragons	2
March 29, Thursday	<b>Teen program: Anime/Mange Fest</b> <b>Program Content:</b> Otaku Search (icebreaker), chopsticks race (peas into glass), manga art contest, sumo sushi wrestling, karaoke, manga swap, cosplay. <b>Rebecca's evaluation:</b> The teens LOVED this program & were already begging for a repeat as they were leaving. Quite a few were dressed in manga costumes. I didn't even recognize one of my TAC regulars as his geisha girl costume was very convincing! The art contest received 11 submissions, some very impressive. Sumo sushi wrestling (wrapped in bubble wrap) was definitely a hit, though they had just as much fun stomping on the bubbles afterwards. Everyone was a bit shy to start karaoke, but once they started singing in groups, they were excited to all sing at once & one girl with a beautiful voice did a few solos. Pretty noisy & chaotic, but kids had a blast.	30
March 31, Monday	Baby storytime	8
March 31, Monday	Evening family storytime	7
	<b>Number of programs / Total attendance</b>	
	Children's	29 / 417
	Teens	4 / 56
	Adults	4 / 60
	<b>GRAND TOTAL</b>	<b>37 / 533</b>

<b>3. LIBRARY EXHIBITS</b>		
Location	Exhibit	Artist/Collector
Lobby display case	Madison Doll Club	Sue Christensen
Picture rail	Etchings	Dominique Taquet
Window		

<b>4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION</b>		
Date	Event	Participant(s)
March 5, Wednesday	LINK Circulation Services Committee meeting, at the Madison Public Library	Elizabeth
March 6, Thursday	South Central Library System Public Library Advisory Committee discussion of COLAND visioning questions, at the SCLS headquarters	Paul
March 11, Tuesday	PC Reliance Web Workshop (onsite)	Barbara, Peter

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION, cont'd.		
March 12, Wednesday	LINK Bibliographic Standards & Control Committee meeting at the Madison Public Library	Christine
March 13, Thursday	Dane County librarians meeting, at the Monona Public Library.	Paul
March 17, Monday	End-of-probation performance review of Jenny Car, Library Assistant II for Adult Services	Paul, Liz, Jenny
March 17, Monday	Friends of the Library Board meeting, in the Cardinal conference room	Paul
March 27, Thursday	LINK Patron Registration Review Web Workshop (onsite)	Vranna, Nate, Karen, Jennie, Vijaya

## 5. DIRECTOR'S REPORT

### March 2008 Library Use

**Circulation.** We set another record for the month of March (63,132), though not by much – 2%. We experienced one of the best months for use of our two self-check stations. A total of 18.5% of library materials were checked out in this manner. Circulation of teen materials showed an impressive jump of 15% compared to March 2007.

**Program attendance.** March is a transition month, in that the Youth Services staff takes a well-earned two-week break between the winter and spring series of storytimes. A total of 37 programs attracted 533 participants.

**Resource sharing.** Items loaned to and borrowed from other LINK libraries showed very modest increases for the month: 1% for materials retrieved from our collection and 4% for materials received from other collections. This use category tends to be volatile, however, so we're not expecting any major cool down.

**Study rooms.** Use of our study rooms, on the other hand, appears to have plateaued for the time being. Nearly 500 hours of bookings in a month's time, however, is still a very respectable number.

### Wisconsin Association of Public Libraries

"Point and Click" is the theme of the 2008 WAPL Conference, which will be held on May 1 and 2 at the Holiday Inn Hotel and Convention Center in Stevens Point. David Ward, President and founder of NorthStar Economics, is the keynote speaker. Dr. Ward will discuss the results of the Wisconsin Public Library Economic Impact Study and the general climate of Wisconsin's economy. In a luncheon talk at last fall's annual Wisconsin Library Association conference, Dr. Ward emphasized education and libraries as important elements of the state's long-term economic health.

Dr. Ward will also conduct a breakout session with Alan Hart, a colleague from NorthStar Economics. They will show how the results of the Economic Impact Study can be tailored and applied to

## 5. DIRECTOR'S REPORT, cont'd

an individual library's local circumstances. (I plan to attend this program.) According to the pre-conference publicity, participants will learn how to interpret the results and use them to support and enhance library operations.

Head of Children's Services Svetha Hetzler is one of the panelists for a session dealing with intellectual freedom for children and teens. Head of Adult Services Liz Dannenbaum will also attend the two-day conference.

### Library Board Appointments

I sent the following memo to Mayor Kurt Sonntag.

Two members of the Library Board will have reached the end of their terms of service on June 30, 2008.

Bob Allen, originally appointed in April 2002, and reappointed in April 2005, is not eligible to serve a third term, as set forth in the Library Board bylaws. (Members may serve two consecutive 3-year terms.) Bob Allen has served the library – and the City of Middleton – extremely well during his six years of service on the Board. If interested, he would be a good person to appoint to another city committee.

Steve Olson has served 5 years as the Council liaison and 3 years as a citizen representative on the Library Board. Considering these circumstances, I would say that Steve is eligible to be reappointed to a second term as a citizen representative. Steve, as you well know, has served the City of Middleton well in a number of capacities. He has expressed an interest in being reappointed.

I have attached 3 applications from people who are interested in serving on the Library Board. With all due respect, I recommend that John Westbury be appointed to replace Bob Allen. John previously served on the Board from 1988-1994 (President 1990-1994) and has also been a board member of the Dane County Library Service. John will bring a wealth of knowledge and experience to the Middleton Public Library Board of Trustees during a critical period of transition. It is for the same reason that I encourage your reappointment of Steve Olson.

Thank you for your consideration on this matter.

### **Jane Hamilton: 2008 Dane County Reads featured author**

**Two book discussions of *A Map of the World***

**Wednesday, April 16 at 7 p.m. & Thursday, April 17, at 10 a.m.**

**Person appearance on Monday, April 20 at 7 p.m. in the Archer meeting room**

## 6. LIBRARIANS' REPORTS

### **Liz Dannenbaum, Head of Adult Services**

This was a somewhat slower paced month for adult services. Sarah offered three introductory computer classes and one (Introduction to Computers) was cancelled due to low registration. The other two were nice successes, though, with six attending Intro to the Internet and 8 attending Finding Stuff Online.

Nine people came to our adult book discussion on *The Wild Trees* and the discussion went very well. We have a wonderful core group now, and we generally have one or two new faces each time as well.

Thirty-five adults attended TAPIT's hilarious musical/theatrical performance of "Garden Party." There were lots of positive comments from patrons at the show's conclusion. I regretted booking the show three days before Easter; I think we would have had a larger audience if I had booked the program a week earlier. It was my mistake for not checking last year when the holiday would occur in 2008.

We moved the Madison Community Grant language materials and created displays for them closer to the "ongoing" adult and children's language collections. I put up a new display of gardening books on the A-frame & they are going like hotcakes.

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

We finished up with our winter storytimes and programs on March 13 and began our spring programs on March 31. Dungeons & Dragons did not take a break. We began our registration for spring storytimes and programs this month and everyone has been able to get a spot of their choice. In March, we offered 29 programs with a total attendance of 413.

Publicity regarding our 3<sup>rd</sup> annual Poetry Anthology was sent out to all the schools – hopefully we will receive a healthy number of submissions for our program in April.

We took advantage of our storytime and program break by taking care of some general housekeeping projects – including clean up of the storytime room, weeding of the storytime DVD/VHS collection, program planning and collection development projects. Collection development projects included non-fiction weeding, paperback weeding/replacement ordering and discovery pack ordering. During our two week program break, we saw a significant increase in library traffic because of Middleton's and Madison's school district spring breaks. We moved all Book/CD kits (except foreign language) to our AV area. Kathy has been working on this project, changing collection codes and keeping track of newly returned kits. The kits have received much more attention in their new location so we plan on increase the holdings of our kits before our our summer rush. We also moved our Madison Community Foundation grant materials to a new location – just across from the general children's foreign language area. They

## 6. LIBRARIANS' REPORTS, cont'd.

will continue to be displayed separately for a few more months.

We advertised our opening for our Youth Services Page I positions through SCLS, Kidslist, SLIS and the Middleton Public Library Homepage and have received a few applications. We will be interviewing next month.

Lori and I finalized our summer reading program offerings and have submitted the brochure for printing. We've contacted the elementary schools for our May/June school visits. So far, 2 of the 5 elementary schools have responded. We also put together the list for our paperback and hardcover reading incentive prizes – some of which have already come in. Our weekly, 5 hour and 10 hour prizes were received from Highsmith and have been inventoried.

It was a busy and productive month and we were glad to have the break from programming in order to direct our attention to a few other tasks and projects.

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

This March we've had ample opportunity for community outreach, from speaking on Spanish radio about the library to being interviewed by students, sending summer reading letters to the teachers, and speaking to a SLIS class on interviewing techniques. Mary Driscoll and Romelia Schlueter were eager to find a Spanish speaking librarian to speak about libraries on Romelia's radio show (1480 am, La Movida). Romelia speaks about family issues and child development and asked if I could also speak about adolescents as she has had some phone-in requests on them. Although I was nervous about using my Spanish on the air, things seemed to go smoothly. I was happy to attend Allison Kaplan's SLIS class as well. Although there were 2 other librarians invited to speak, they were from academic libraries and there were a lot of questions about public libraries.

In terms of programming, I have been very happy with the rising attendance at Books & Brownies. This month we discussed "The Golden Compass", and, as it has been getting a lot of attention both from the movie and from some attempts at censorship, we had a great turnout willing of teens excited to discuss it. The Teen Advisory Committee also had a good turnout this month, and attendance at the Manga/Anime Fest was excellent. The teens loved the activities, we had some great artwork turned in for the Manga Art Contest, and surprisingly, they even ate all the sushi. (Unsurprisingly, they also polished off the 2 big boxes of Japanese candy that Fumiko's Japanese grandmother sent us.) Lots of requests to have it again. The Friends group has also asked if some teens would be interested in holding a booksale with funds raised to go to the teen programming account. We are working out the details now.

## 6. LIBRARIANS' REPORTS, cont'd.

### **From Elizabeth Bauer, Head of Circulation Services**

Karen Kilroy-Sikkema, Library Page II, has resigned; she has been hired at Monona Public Library as Children's Assistant. Karen's last day of work at Middleton Public Library is Friday, April 4th. We wish Karen lots of luck in her new position. The position has already been advertised, with an application deadline of April 4th, and interviews will be scheduled over the following two weeks.

There will be three software vendors, at the South Central Library System in April, to demonstrate their software to LINK library representatives and the Migration Committee. Jason and I will be attending the demos, and will report on them in the April report.

Three field trips to Sun Prairie and McFarland have been scheduled in April for the circulation staff to look at self check machines placed on circulation desks. The circulation staff is considering several different options for placement of the new self check machine and is gathering information on all options, as to make an informed decision, which will be included in the April report.

Three LINK Web workshops were offered in late February and in March: a circulation overview, a PC Reliance (our backup circulation system), and a patron registration review. Seven circulation staff members attended these, via the web, on two staff computers. All reported that the workshops were worthwhile and the ease of attending via web was greatly appreciated.

### **Pat Williams, Head of Information Technology**

Five new Internet stations have been added along the outer wall of the Cardinal room. Additional power outlets were also installed along the south wall in the lower level for laptop users sitting in the study carrels. The current breakdown of total public Internet stations is:

23 All Purpose sit-down Internet/Word Processing Stations

2 Study Room PCs

4 Express Stations

4 Laptops

2 Teen Internet PCs

1 Children's Internet PC

36 total

There is also an average of 10 walk-in WIFI connections a day, with an average use time of just under 2 hours.

The 36 stations and walk-in patron laptops all share a 1500 Kbps Internet connection. While there are many variables that affect bandwidth speed, a test based on 650 samples during the week of March



## 6. LIBRARIANS' REPORTS, cont'd.

24, showed an average speed on a single station of 430 Kbps. 320 Kbps and 560 Kbps were the 25<sup>th</sup> and 75<sup>th</sup> percentiles, respectively. As a comparison, 56 Kbps is old "dial-up" modem speed.

A DNS blocker service has been added to all the upstairs Internet stations in and around the children's area to aid in filtering out adult content images.

Library board agendas, minutes, and reports are now being archived online beginning with January 2008. The documents are available from the "Library Info" page off of the library's homepage.

## 7. STAFF MEETING SUMMARY REPORTS

**No staff meetings scheduled in March**

## 8. SOUTH CENTRAL LIBRARY SYSTEM

### **Report to SCLS Board from System Director Phyllis Davis**

[My preface. Based on the glowing reports from many of my colleagues, I have always wanted to attend the Public Library Association (PLA) conference. Unfortunately, it inevitably conflicts with spring break, which in the Nelson/Richard family has historically been the best time to take a family vacation. (Year-round sports schedules recently being the biggest reason for our slim options.) My purpose for including Phyllis's summary in this report is to make sure that you offer encouragement to my successor when he or she expresses a desire to attend this great event.]

*A large number of SCLS and member library staff attended the Public Library Administration (PLA) National Conference in Minneapolis last week. Between the Wednesday opening keynote featuring John Wood, author of Leaving Microsoft to Change the World, and the Saturday closing session with comedian Paula Poundstone, there was a variety of programs, talk tables, author events, vendor-sponsored breakfasts and receptions, and informal discussions with old friends and new acquaintances.*

*PLA is my favorite library conference because it is all about public libraries. It is large enough to cover many tracks of interest at once, but small enough that, if one session is not what you thought it would be, you can just go down the hall to try another*

*For the first time, SCLS was among the vendors in the extensive exhibit hall at the PLA conference. Bruce Smith, who staffed the booth all three days the exhibits were open, reported that interest in the Tote Master (a.k.a., the little red delivery cart) was higher than expected. He distributed nearly 100 copies of the marketing DVD to interested people and talked to scores more. This doesn't necessarily mean we will get rich selling carts, but it does show that a lot of other library operations are looking for*

## 8. AGENDA OVERVIEW

### Bids for Repair of Library Roof

Last fall, during what could be referred to as a "100-year deluge", we experienced a total of six leaks in the storytime room ceiling for the first time. All six were located near the east wall. Fortunately, the damage was limited to about the same number of ceiling tiles.

City Custodian Mike Goad contacted three roofing contractors to investigate the problem and provide us with a solution. All three contractors submitted bids.

Contractor	Bid	Notes
Ganser	\$73,000-\$78,000 to replace \$93,000 to replace with Fibertite	No written proposal. Just a Fibertite catalog with a business card.
Maly Roofing	\$19,990	Re-roof all flat areas of the library.
Mid Towne Construction Inc.	\$8,713	<b>Summary of roof's condition.</b> <i>Upon inspection we noted that the roof is in fairly good shape. The shrinkage issues related to a blasted EPDM roof system are to be expected. With routine maintenance this roof will last for many years. We have compiled a list of necessary repairs to keep the integrity of this roof intact.</i> Mid Towne also offers an annual inspection plan for \$360.

I talked with City Finance Director Tim Studer, and he thought there should be funds in the city's contingency budget to take care of this project. There is no leeway in the Library's building maintenance budget to cover even the cost of the low bid.

I will present the bids to the Finance Committee at its April 15<sup>th</sup> meeting, at which time, if you concur, I will encourage the members to accept the low bid as recommended by the Library Board.

### Library Policy Review

The following guidelines regarding lost and damaged materials are found in the library's

#### Circulation Policy.

##### Lost and Damaged Materials

(A) Patrons are responsible for all materials checked out on their library card. A patron is required to pay for material which is irretrievably lost or has been damaged while checked out. The library will accept replacement copies of lost material in lieu of charges on a case by case basis at the discretion of the Director. The prices charged for material which is lost or damaged beyond use are as follows:

- (1) The current list price for all items, plus a processing fee which covers materials and work required to circulate the item.
- (2) When current list prices are unavailable for any library material, an average replacement cost for that type of material is charged. Average replacement costs are determined by the

Library Director for each type of material the Library owns. This schedule of charges shall be reviewed annually by the Library Director to reflect changes in the average cost of library materials and supplies.

(B) In addition, at the Library Director's discretion, the library assesses charges for material damaged beyond normal wear.

The following additions and changes have been made to the library's table of charges for materials. The additions reflect a new, multi-piece format that was recently added to the library's collection. The changes were made to reflect uniformity among area public libraries.

Material type	Previous replacement cost	New replacement cost
Book on disc or cassette (individual piece)	\$8.00	\$10.00
Interlibrary loan bookmark	\$1.00	\$3.00
Discovery Pack (entire contents)	(new item)	\$65.00
Discovery Pack (backpack)	(new item)	\$20.00
Discovery Pack (barcode tag)	(new item)	\$5.00
Discovery Pack (Demco tag)	(new item)	\$5.00

As for the **Fundraising/Solicitations Policy**, City Administrator Mike Davis made two suggestions for revisions: clarification for the exemption of fundraising activities involving staff members and/or their extended families, and a statement regarding "reasonable accommodation" as far as solicitations are concerned. The language in bold (see Appendix A on page 13-14) incorporates these suggestions.

**Request to Carry Over Unused Vacation Beyond June 30<sup>th</sup>**

Peter Matiash, Library Assistant II for Circulation Services, requests permission from the library board to use the remainder of his 2007 carryover vacation after June 2008. Peter is currently on a six-month probationary status in his present position.

This procedure is set forth in Section VIII of the library's personnel policy:

**(C) Carryover of unused vacation**  
 Employees may, with the written permission of the Library Director, carry over any unused vacation credit to the first six (6) months of the following year. To carry vacation credit more than six (6) months during the following years must have the approval of the library board.

I recommend approval of this request.

## Library Director Recruitment & Hiring

I suggested to the members of the Management Team to begin thinking about their role in the interview process and the questions they'll want to ask each of the candidates during the interview process. I also asked them to consider a sequence of activities for each of the candidates invited for an interview.

Liz suggested the following timeline, which would mean that we'd schedule one interview per day.

- **3:15.** Candidate arrives and is given a tour of library. (Liz volunteered to do this.)
- **4:00.** Meets with any interested staff informally in the lounge.
- **4:30.** Meets with Management Team.
- **5:00-5:15.** Has dinner with whomever on the staff is available.
- **6:15.** Free time.
- **6:30-7:30 or 7:00-8:00.** Formal interview.

Board members would need to be at the library for only the formal interview part of the program.

Based on our calendar exercise, the best days to schedule interviews are as follows:

Tuesday, May 27

Wednesday, May 28

Wednesday, June 4

Thursday, June 5

I've tentatively booked the Archer meeting room for these dates.

The following dates in June are also available: 6 (Friday), 11, 13 (Friday), 18, 23, 24, 25. I think it would be preferable, though, to take care of this part of the Library Director hiring process before we move into our busy summer of library activities. I like this proposed schedule as it will keep us from feeling as though we're rushing through the process. I also think it provides just enough time for reflection.

Since April 8<sup>th</sup> is the deadline for the receipt of the Achievement History Questionnaires, I'll have packets of all the candidates' application materials ready for distribution at the time of our meeting.

**FUNDRAISING AND SOLICITATION POLICY**

- I Authorization to Conduct Fundraising Campaigns
- II General Guidelines for Fundraising
- III Guidelines for Fundraising by Outside Persons and Organizations
- IV Solicitation, Canvassing, and Surveys

**I Authorization to Conduct Fundraising Campaigns**

- (A) The Library encourages fundraising efforts on behalf of the Library as formally authorized by the Middleton Public Library Board of Trustees.
- (B) Fundraising by the Friends of the Middleton Public Library is also permitted either in conjunction with or authorized by the Board of Trustees.
- (C) Fundraising of any type by outside persons and organizations will be reviewed on a case-by-case basis. This type of fundraising will be done for library purposes only.

**II General Guidelines**

- (A) Fundraising efforts may include, but are not limited to, an annual campaign and a building campaign.
- (B) All funds raised or donated in accordance with this policy will be used at the discretion of the Library Board of Trustees in accordance with the Library's Endowment Policy and/or Gifts & Special Accounts Policy.

**III Guidelines for Fundraising by Outside Persons and Organizations**

- (A) Outside persons and organizations wishing to raise funds for library purposes may act in the name of the Middleton Public Library only after the Library Board of Trustees has reviewed and approved the fundraising plan. The Board will determine the following:
  - (1) Specific purpose and scope of the project.
  - (2) Starting and end dates of campaign.
  - (3) Financial procedures to be followed.
  - (4) Advertising and publicity to be utilized.
  - (5) Evidence that the Library and its personnel and agents will be fully indemnified against loss or damage.
  - (6) Certification that Library Board of Trustees will receive a full and complete accounting of the funds raised on its behalf, immediately upon completion of the fund raising project.
- (B) The preceding guidelines are in no way intended to limit or preclude outside persons or organizations from donating funds to the Library or soliciting funds for the Library on their own initiative or at the request of the Library Board of Trustees or its designated agent, so long as the provisions of this policy are satisfied.

#### IV SOLICITATION, CANVASSING, AND SURVEYS

- (A) Solicitation and canvassing of the public or the staff is not permitted on Middleton Public Library property or property under the control of the Library Board of Trustees or the City of Middleton by the public or members of the Library staff, by authority of City of Middleton Ordinances 16.04 (9) *Obstructing Streets and Sidewalks*.
- (B) Soliciting is defined as the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, or anything not connected with the work of the Library.
- (C) The only exceptions to the non-solicitation policy are those authorized by the Library Director for the City of Middleton's annual United Way campaign **or for fundraising activities that involve Library staff and/or their extended families.**
- (D) Canvassing is defined as petitioning or distributing written materials or soliciting for political, charitable or religious purposes on Middleton Public Library property or property under the control of the Library Board of Trustees of the City of Middleton by the public or members of the Library staff.
- (E) The Library provides a space for the display of public notices, subject to the guidelines set forth in its Bulletin Board Policy. In addition, shelving is available in the lobby for distribution of flyers, booklets, and similar materials.**
- (F)** Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.

Deleted: the Library's staff association.

Formatted: Bullets and Numbering

4-3-2008