

MIDDLETON PUBLIC LIBRARY



June 2008 Report

Presented at the July 8, 2008 Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2008	35,760	5,248	26,370	67,378	370,624
2007	36,415	4,647	25,621	66,683	354,273
2006	35,723	4,349	21,269	61,341	332,330
2005	34,014	3,807	18,722	56,543	301,389
(2007-08 +/-)	(-2%)	(+13%)	(+3%)	(+1%)	(+5%)

Self-Service checkouts:

	3M	ITG	Total	% of total
2008	6,106	6,286	12,392	18.4%
2007	5,973	6,560	12,533	18.8%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2008	114	84	1	0	199
2007	125	79	0	2	206

Dynix holds:

	Loaned to	Borrowed from
2008	16,253	16,539
2007	16,118	15,894
(2007-08 +/-)	(+1%)	(+4%)

Miscellaneous:	ILL	Visits	Study Rooms Use
2008	46	42,721	424 hours / 328 bookings
2007	48	43,665	425 hours / 289 bookings

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
Date	Program	Attendance
June 2, Monday	<p>School visit. 6th grade classes at Kromrey Middle School. (Rebecca)</p> <p>Content: Discussion of Summer Reading Program, booktalks.</p> <p>Evaluation: Great – appreciate that the teachers combined their classes to do the 6th grade at one time. Students really wanted to see the <i>Encyclopedia Horrifica</i> and <i>Amulet</i> (graphic novel) at the end. Quite a few student questions about the prizes and contest rules – and begging for answers to my "book hooks". Two teachers said they were eager to read <i>My Mother the Cheerleader</i> after the booktalk as well.</p>	120
June 3, Tuesday	<p>School visit. Svetha and Lori visit Northside Elementary School to promote the Summer Reading Program.</p> <p>Content: Summer Reading Program promotion.</p> <p>Evaluation: Went really well. Bonnie Rae (Library Media Specialist) did a great job in organizing for us to meet with the school. We were able to meet with all but 2 classes. The teachers were very excited about the summer program as was Bonnie. She was so excited about our new 50 hour milestone prize ("READ" poster). We will probably be making one of her for her media center for the next school year! We certainly saw many familiar faces at Northside which was great. We really appreciated the enthusiasm and acknowledgement of our presence by the entire staff and student body.</p>	500
June 4, Wednesday	<p>School visit. Svetha and Lori visit Sunset Ridge Elementary School to promote the Summer Reading Program.</p> <p>Content: Summer Reading Program overview and promotion.</p> <p>Evaluation: Went well - we met with all classes in all the grades. Jessica Block, the reading specialist at Sunset Ridge did a great job in organizing our visit and grouped the 3 groups according to grades so that we could focus our presentation to age specific interests. Lots of excitement for our 50 hour milestone prize. (READ poster)</p>	525
June 5, Thursday	<p>School visit. Svetha and Lori visit Sauk Trail Elementary School to promote the Summer Reading Program.</p> <p>Content: SRP overview and presentation.</p> <p>Evaluation: Went well. Ann O'Rourke (LMS) was able to have us meet with all the classes which was great. We saw quite a few familiar faces and left flyers in Spanish for some families.</p>	400
June 5, Thursday	<p>School visit. Shelley Festge's classes at Kromrey Middle School. (Rebecca)</p> <p>Content: Discussion of Summer Reading Program, booktalks.</p> <p>Evaluation: Good--Shelley invites me every year & her classes are always attentive. Two girls talked to me after one class about their favorite books & were very excited to read some of the titles I had booktalked. <i>Regifters</i> piqued a lot of interest in these classes & <i>Encyclopedia Horrifica</i>, of course.</p>	90

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES, cont'd.		
June 10, Tuesday	Storytime for 4 and 5 year olds	12
June 11, Wednesday	Storytime for 2 and 3 year olds	12
June 11, Wednesday	Storytime for all ages	16
June 12, Thursday	Drop-in storytime for all ages	40
June 13, Friday	<p>Teen Tie-Dye Content: Demonstration of how to tie-dye, books available for design inspiration. Evaluation: Great--a lot of kids this year, good mix of ages and boys & girls. We were a little worried with all the storms & being Friday the 13th, but turned out to be a sunny, beautiful day. Very positive comments from both participants & their parents & even had participants who were visiting from Idaho and California.</p>	23
June 16, Monday	<p>Krafty Kids (afternoon session) Content: Crafts: Bee Mobile; Butterfly Necklace; Bug Picture; Evaluation: Even if I had purchased more crafts, we couldn't have fit any more people in the room comfortably at tables. At this point, to accommodate more patrons at this program, we'll have to offer a 3rd session. Today was also tricky because Rebecca has a Teen program at 4pm in between the 2 sessions, so I had to put everything away after the 1st group, and I'll have to re-set-up before the evening group. Just one more factor to consider when looking at ways to cope with the increased demand; we only have 1 Archer room!</p>	82
June 16, Monday	<p>Krafty Kids (evening session) Evaluation: Evaluation: Much different atmosphere than the 2pm crush! Still, a lot of people who signed up simply did not show! In fact, 5 of the 25 were not signed up, they just took a chance on stand-by. New idea for next year: no pre-registration, just 1/2 hour before the program starts, tickets will be given out to the 1st 75 kids.</p>	25
June 16, Monday	Teen Advisory Committee ice-cream social (and program planning session for the fall).	15
June 17, Tuesday	Drop-in storytime for 2 and 3 year olds	17
June 17, Tuesday	Drop-in storytime for 4 and 5 year olds	28
June 17, Tuesday	Tweens drama club	12
June 17, Tuesday	Teen program: Freaky Deaky Fashion Show (preliminary meeting)	1
June 18, Wednesday	Drop-in storytime for all ages	23
June 18, Wednesday	Drop-in storytime for all ages	17
June 18, Wednesday	<p>Book Bunch & Lunch. Group A Content: Introduced ourselves. Read first 6 chapters of Maybelle in the Soup by Katie Speck. Joke Break - kids pulled out jokes from the "joke jar" and read them out loud. Picture Book Break: Read Never Let Your Cat Make Lunch for You. Evaluation: A nice group. Betsy and I shared all the reading and it was nice for her to see a different age group and a different type of program. All the kids brought their lunch from home and we served dessert. Betsy did a great job again and I really enjoyed how she changed her voice for the different characters.</p>	15

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES, cont'd.		
June 19, Thursday	Baby storytime	27
June 19, Thursday	Drop-in storytime for all ages	18
June 19, Thursday	Tweens drama club	11
June 19, Thursday	Teen program: Fencing	8
June 19, Thursday	Adult Summer Reading Program kick-off event: A musical performance by StoneRing.	31
June 20, Friday	Children's program: "CSI: Bugs. (11:00 a.m. session) Content: Informational program about bugs and how scientist can use them to figure out a variety of things.	34
June 20, Friday	Children's program: "CSI: Bugs. (1:00 p.m. session)	35
June 20, Friday	Children's program: "CSI: Bugs. (2:30 p.m. session)	42
June 23, Monday	Monday movie for teens: <i>Jumper</i>	5
June 23, Monday	Evening storytime.	17
June 24, Tuesday	Storytime for 2 and 3 year olds	15
June 24, Tuesday	Storytime for 4 and 5 year olds	18
June 24, Tuesday	Tweens drama club	11
June 20, Wednesday	Drop-in storytime for all ages	37
June 25, Wednesday	Drop-in storytime for all ages	29
June 25, Wednesday	Book Bunch & Lunch. Group A.	13
June 26, Thursday	Baby storytime Lori's evaluation: If only all storytimes could go this well! Great group today - perfect size - nice mix of brand new people and returning vets! What can I say - sometimes things just fall into place and we remember how much fun this job can be!	23
June 26, Thursday	Drop-in storytime for all ages	10
June 26, Thursday	Tweens drama club	11
June 26, Thursday	Teen program. Mehndi. Content: History of mehndi, medicinal properties, bridal customs & superstitions, tips on how to make it, avoiding black henna, design symbolism & application tips. (Indian snack foods & mango juice, hot tea & cocoa served.) Evaluation: Great! This is always a great program for teens to make friends as it is hard to do designs left-handed & everyone asks the others to help out. 3 Indian girls came who were very experienced; everyone thanked me for having it. A lot of prep work, but such a popular program I'm always happy to do it.	25
June 27, Friday	Children's program: Honeybees & Beekeepers Content: An informative program on honeybees and beekeeping. Time at the end for questions and observation. Evaluation: Fantastic - we received many compliments and thank yous for bringing in such quality. Markie was great with the kids, very calm - its very easy to see why she is such a successful beekeeper! Of course, the attendance was healthy but based on our "sign-up" we should have had attendance of closer to 200 which again reinforces our idea of going with the "pick up your ticket 1/2 hour before the performance" for next year.	90
June 29, Monday	Hip-Hop Dance for Teens	5

3. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES, cont'd.		
June 29, Monday	<p>Book Bistro.</p> <p>Content: A potluck dinner of recipes from <i>Fanny at Chez Panisse</i> by Alice Waters. A slide show presentation of photos from the real Chez Panisse Restaurant and Cafe and book discussion.</p> <p>Evaluation: Wonderful - I had a great time! The book was a fun memoir to read in and of itself but the 46 recipes in the back really completed the literary and culinary experience. The patrons all said they felt really inspired while reading to make the recipes and everyone was excited to keep the book and try even more. Everything was really delicious and there was hardly anything leftover. I had many very positive comments and many patrons expressed an interest for more programs like this. I hope to turn Book Bistro into a seasonal family program. I truly had a blast! I think the patrons also enjoyed just being able to gather together and share each other's company and food. The slide show that Patrick helped me put together added a great touch.</p>	60
	Number of programs / total attendance	
	Children's	32 / 828
	Teens	7 / 82
	Adults	1 / 31
	Grand Total	40 / 931

3. LIBRARY EXHIBITS		
Location	Exhibit	Artist/Collector
Lobby display case	Middleton Public Library Summer Reading Program	
Picture rail	Watercolor	Claire Mangasarian

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION		
Date	Event	Participant(s)
June 6, Friday	Wisconsin Library Association Library Development & Legislation committee meeting, at the WLA headquarters.	Paul (chair)
June 10, Tuesday	Management Team staff meeting	Pat, Liz, Elizabeth, Rebecca, Svetha
June 12, Thursday	LINK Directors' Council meeting, at the Middleton Public Library	Paul, Elizabeth, Jason
June 12, Thursday	Evaluation session with Lori Bell, Youth Services Libraries, in Paul's office	Lori, Svetha

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION, cont'd.		
June 16, Monday	LINK Integrated Library System Selection Committee field trip to the Winnefox Library System	Jason
June 16, Monday	Evaluation session with Sarah Hartman, Adult Services Libraries, in Paul's office	Sarah
June 19, Thursday	South Central Library System's Directors Brunch, an informal discussion and idea-sharing session, held in the SCLS conference room.	Paul
June 23, Monday	"Re-orientation meeting with new board member John Westbury	Paul

5. DIRECTOR'S REPORT

Library Use Highlights for June 2008

- We experienced a modest overall increase of 1% in library circulation – adult down 2%, teen up an impressive 13%, children's up 3% -- which, in a way, is not necessarily a bad thing. With a monthly circulation approaching 70,000, we're nearly as busy as the Central facility of the Madison Public Library. I'm concerned about how much more business we can handle with our current staffing configuration and limited meeting and gathering room space.
- Nonetheless, our total circulation of 67,378 represents our best June ever.
- As of June 30 (less than the halfway way point of the children's summer reading program), we have surpassed the record we set last year. So far this year, we have registered 1,337 children compared to 1,227 for the entire 2007 summer reading program.
- Items loaned to and borrowed from other LINK libraries. In June 2008, a total of 205,215 items were shared among 49 LINK library locations. Middleton was responsible for 16% of this total. Madison Central handled 12%.

Annual Staff In-Service Workshop

This year's staff in-service will take place on Thursday, August 28, from 9:00 until 11:30 a.m., with a continental breakfast starting at 8:30 a.m. and a catered lunch at 11:30. Pamela Westby will attend the lunch. Joan Gillman, a director of two executive management programs at UW-Madison will talk to staff about "transition." Staff members will then meet in small groups and discuss any concerns or questions they have about what this change may entail. In the concluding portion of the program, the larger group will reconvene and Ms. Gillman will address the issues and concerns that have been brought up.

6. LIBRARIANS' REPORTS

Liz Dannenbaum, Head of Adult Services

Much of June focused on hiring a new director. As the liaison between the Management Team and the Library Board, I spent much of the first two weeks of the month meeting and dining with candidates, as well as participating in the interviews.

Happily we found a person who the staff liked and who seems like she will be an enthusiastic, as well as thoughtful, library director.

The Adult Summer Reading Program is off to a good start. Over 95 people have picked up reading logs and, just three weeks into the program, three have already returned them!

The kickoff event, the Celtic band StoneRing, drew 31 people and the response to their performance was overwhelmingly positive.

Sign up is going well for the remaining programs.

The lower level is very busy during the days with school kids, people applying for jobs, everyone emailing, and lots of people looking for travel, gardening, and how-to books.

Svetha Hetzler, Head of Children's Services

We continued our school visits (Northside, Sunset Ridge and Sauk Trail Elementary Schools) during the first week of June to promote the summer reading program. Our Youth Services Summer pages began their orientation and training that week too. Betsy Wermuth, a graduate student from UW-SLIS began her practicum studies with us. She fits in really well with the department, is very enthusiastic and eager to learn and is very comfortable with our children, teen and adult patrons.

We began our Summer Reading Program on Monday, June 9 (the day before the last day of school) and were shocked by the overwhelming sign up for the weekly reading incentive program as well as our summer library events and programs. As of June 30 (less than the ½ way point), we have surpassed the record we set last year. Last year we registered 1,227 kids for the entire summer reading program and to date, we have registered 1,337.

The new registrations have slowed down but it feels like many patrons are returning regularly with their time slips and eagerly earning their milestone prizes. It'll be interesting to see how all our numbers compare with last year's. (On the week one, 154 time slips were returned, 642 on week 2 and 742 on week 3). We are very pleased with the enthusiasm of our patrons and their families. I think the quality of our prizes has been a great motivator for our patrons. It's wonderful to see participants so excited to pick out their 20 and 30 hour milestone paperback and hardcover book prizes. Lori has already made six 50 hour milestone "Read" poster prizes which are hanging in the children's area.

6. LIBRARIANS' REPORTS, cont'd.

Slightly disappointing, however, was the sign up for library events. Many families came in right away on Monday (the first day of the SRP) to sign up for everything they could and by late Monday afternoon, many other patrons were being told programs were already full. Even more frustrating, is the number of "no shows" at our programs. Many of our "no shows" were the first to sign up! Despite this fact, we have had a healthy attendance at our programs but Lori and I feel badly that so many patrons had to be turned away. Because of this, we have already begun brainstorming ways in which to alleviate this problem for next year by adapting "ticketing" procedures for large programs on the day of the program, eliminating advance sign-up. We are also considering offering more drop-in type programs (we are very pleased with this format for our summer morning storytimes) which will also alleviate the current sign-up situation. I am also considering employing stricter guidelines for book discussion programs which would encourage patrons to be more mindful of their own summer schedules during registration.

The treasure chest has been going extremely well. Our 3 pages (Kyle, Robin and Laura) have been providing great support at the desk and Kathy did a fantastic job in lining up our experienced volunteers to handle the volume this summer. I don't think it would be possible for us to run the program any other way. We are extremely thankful to have their invaluable support so that we can concentrate our attention and focus to our other duties.

In June, besides our school visits, we offered storytime programs, krafty kids, book bunch & lunch, 'tween drama club and book bistro. The 'Tween Drama Club and Book Bistro were firsts for the library this summer and have been very satisfying for us to plan and present. We also had two special guest presentations, CSI with Thom Jones (an interactive program on forensic science using insects) and Honeybees & Beekeeping, an informative program presented by local beekeeper Markie Pendleton. For the month of June, we had 39 programs, with a total attendance of 3,409 (includes three school visits and three weekly candy guessing contests).

In addition to the Summer Reading Program and library events, we've been extremely busy at the help desk providing readers' advisory services and as time permits, keeping up with collection development needs and demands.

Rebecca Van Dan, Head of Young Adult Services

It is hard to imagine a busier month... Betsy, our new practicum student, started the week before Summer Reading, and both she and the three new Youth Services pages seem to be coping very well with the waves of patrons mobbing the Help Desk. We currently have 239 teens registered for the Teen Summer Reading program and our 10 book chocolate bar prizes have been disappearing rapidly.

6. LIBRARIANS' REPORTS, cont'd.

I did have 2 large school visits at Kromrey in the beginning of June, we had the management team interviews with the director candidates the first week of June, and we have had quite a few calls from teens looking for volunteer opportunities. Registration for teen programs has been great--mehndi and the Pizza Taste-testing have been very popular in terms of sign up, and surprisingly, almost everyone who signed up for the Tie-Dye actually showed up as well. Movie Monday didn't attract quite as many teens as I had expected, but the teens who came enjoyed it immensely. Teen Advisory this month was an ice cream social and attracted quite a few new people, fencing had an average turnout, and we decided there wasn't enough interest in a fashion show of teen creations at this time, but will keep it in mind if there is more interest later. Mehndi had a great turn-out, as always, and had especially helpful participants this year who helped me clean up in record time. A Hip Hop Dance class is our last event for June, and will take place on June 30.

Elizabeth Bauer, Head of Circulation Services

Lauren Blough, LINK Automation Project Manager, confirmed the ordering of our new self check machine. She said that from ordering to installation will take three months or more, thus targeting late September to early October as our target date. The circulation staff is happy with the time frame because it frees us up to focus on the summer crowds and gives us some planning time for the installation and promotion of the new machine.

The summer reading program started on June 9th; needless to say, the circulation desk has been consistently busy every day!

Much of June was taken up with the director interview process, a variety of meetings (I attended the Library Board Meeting and the LINK Director's Meeting; Jason made a software site visit and meeting to the Winnefox Library System for the next generation software system that LINK is considering), interesting weather (on Thursday, June 12th, staff spent quality time in the Archer Rooms, twice, with over 100 library patrons thanks to tornado warnings), heavy loads of holds to process, and lots of people to help.

Jason Boak and I are on the LINK Migration Committee which is in the process of selecting two software packages to consider for updating the LINK system. Jason will make another site visit to the OWLS Library System on Tuesday, July 8th, and both of us will attend further meetings in July and August. The LINK Migration Committee hopes to have a software company recommendation for the LINK Director's Meeting in August.

6. LIBRARIANS' REPORTS, cont'd.

Patrick Williams, Head of Information Technology

No report this month.

7. STAFF MEETING SUMMARY REPORTS

No meetings in June.

8. AGENDA OVERVIEW

Library Director Transition: Starting Date and Health Insurance

I was chagrined to discover – and kicked myself for not reading the fine print – that Pamela's agreed-upon starting date of September 2 means that her health insurance won't become effective until November 1. For City of Middleton employees, insurance becomes effective the first of the month following 30 days of continuous employment. Pamela's current insurance coverage with the City of Sparta expires on September 30.

According to Lorie Dvorak, City of Middleton Human Resources Assistant, if we change Pamela's start date to August 29, then she'll have the 30 days of continuous employment by October 1.

I encourage the board to approve such a change.

City of Middleton Midyear Budget Review

The Finance Committee has not yet scheduled a midyear budget review, but I will present the members with an updated version of the following report if they do.

As we approach the halfway point of the year, the library's financial picture looks very good.

- **Expenditures:** All accounts are tracking as they should at this time of the year. The one account where we're likely to exceed the budgeted amount is "Utilities". We've already exceeded the "Mileage" account due to a series of staff site visits to area libraries during our planning process for a third self-check unit. The "Building Maintenance" account is actually holding up quite well in spite of a few unanticipated expenditures so far this year. As for "Periodicals", most of our magazine and newspaper subscriptions are obtained through EBSCO, a library vendor. We receive an invoice in the late summer/early fall.

8. AGENDA OVERVIEW, cont'd.

Table 1: 2008 Expenditures by Account (as of 6-30-2008)

PERSONNEL		2008 Budget	2008 To Date	% expended
Salaries	100-5511-110	\$ 738,652.00	\$357,686.15	48%
Benefits	100-5511-190	\$ 240,418.00	\$ 92,160.78	38%
Personnel subtotal		\$ 979,070.00	\$449,846.93	46%
OPERATING				
Office supplies	100-5511-210	\$ 26,000.00	\$ 11,432.12	41%
Books	100-5511-230	\$ 185,037.00	\$ 75,723.61	41%
Periodicals	100-5511-232	\$ 18,000.00	\$ 474.95	3%
Audiovisual	100-5511-233	\$ 75,000.00	\$ 41,671.79	56%
Postage	100-5511-250	\$ 4,000.00	\$ 1,400.04	35%
Advertising & printing	100-5511-260	\$ 8,000.00	\$ 1,330.83	17%
Telephone	100-5511-270	\$ 9,000.00	\$ 3,822.34	42%
LINK services	100-5511-310	\$ 72,000.00	\$ 71,504.21	99%
Electronic reference	100-5511-330	\$ 5,000.00	\$ 3,794.00	76%
Building maintenance	100-5511-340	\$ 58,000.00	\$ 32,879.82	57%
Equipment maintenance	100-5511-410	\$ 22,000.00	\$ 10,223.19	46%
Conference & training	100-5511-440	\$ 2,000.00	\$ 910.63	46%
Mileage	100-5511-450	\$ 100.00	\$ 208.27	208%
Utilities	100-5511-470	\$ 46,000.00	\$ 21,476.70	47%
Programs	100-5511-490	\$ 3,000.00	\$ 1,273.59	42%
Operating subtotal		\$ 533,137.00	\$258,545.86	48%
TOTAL		\$1,512,207.00	\$727,971.52	52%

- **Revenues:** The library has received the full amount of its projected operating and facility reimbursements (\$552,768) from the Dane County Library Service for 2008.
- **Capital:** Three library requests were included in the City's 2008 capital budget.
 - Furnishings for computer lab expansion and Archer room seating (\$10,000). Purchased and received in the spring.
 - Self-service checkout (\$20,000). Order submitted to LINK in May. Installation is likely to occur in September.
 - Archer meeting room videoconferencing equipment (\$14,800). The Finance Committee and Council agreed that this expenditure should be applied to the Telecommunications Fund. In light of the move toward desktop delivery of library continuing education programs, this purchase is currently being reconsidered by staff.

8. AGENDA OVERVIEW, cont'd.

2009 Library Budget Proposal: A Preliminary Discussion

Discussion item 1: Anticipated appropriations by library account for 2009

This year's actual and next year's anticipated appropriations, listed below, are intended as a starting point for the board's discussion of the 2009 library budget proposal. The dollar figures assume that city department heads will again be instructed by the Finance Committee to use the current year's non-personnel items as the base budget, i.e., to prepare a 100% budget.

Table 2: 2008-2009 appropriations by account

	2008	2008	2009	2009
	BUDGET	ESTIMATE	ESTIMATE	INCREASE
PERSONNEL				
Salaries	\$ 738,652	\$ 760,812	\$ 786,065	
Benefits	\$ 240,418	\$ 247,532	\$ 256,514	
	\$ 979,070.00	\$1,008,344	\$1,042,579	
OPERATING				
Office supplies	\$ 26,000	\$ 26,000	\$ 30,000	\$ 4,000
Books	\$ 185,037	\$ 174,432	\$ 158,637	\$ (26,400)
Periodicals	\$ 18,000	\$ 18,000	\$ 18,000	
Audiovisual	\$ 75,000	\$ 79,000	\$ 79,000	\$ 4,000
Postage	\$ 4,000	\$ 3,000	\$ 4,000	
Advertising & printing	\$ 8,000	\$ 8,000	\$ 1,000	\$ (7,000)
Telephone	\$ 9,000	\$ 8,000	\$ 9,000	
Link services	\$ 72,000	\$ 71,505	\$ 74,000	\$ 2,000
Electronic reference	\$ 5,000	\$ 3,800	\$ 5,000	
Building maintenance	\$ 58,000	\$ 62,000	\$ 66,000	\$ 8,000
Equipment maintenance	\$ 22,000	\$ 23,000	\$ 27,000	\$ 5,000
Conference & training	\$ 2,000	\$ 3,000	\$ 3,000	\$ 1,000
Mileage	\$ 100	\$ 400	\$ 500	\$ 400
Utilities	\$ 46,000	\$ 50,000	\$ 54,000	\$ 8,000
Programs	\$ 3,000	\$ 3,000	\$ 4,000	\$ 1,000
Operating subtotal	\$ 533,137	\$ 533,137	\$ 533,137	
TOTAL	\$1,512,207	\$1,541,481	\$1,575,716	

See Appendix A (2008 Budget Notes of Library Operating Accounts for descriptive information), which is found on pages 14-16 of this report.

8. AGENDA OVERVIEW, cont'd.

Discussion item 2: Preliminary discussion of 2009 decision items

- Library materials (\$29,263)
- Library Assistant II for Children's Services (\$27,444)

Discussion item 3: Capital Budget Items

- Space needs study (copies of Space Needs proposal, submitted to the Finance Committee last year, will be distributed at the meeting)

Dane County Library Services Planning Subcommittee: Final Report

Nelson will present a final report summarizing the results from a series of governance and funding assessment meetings that included the Directors of the following libraries: Madison Public, Monona Public, Middleton Public, and the Dane County Library Service.

Appointment of Nominating Committee

Bornhofen will appoint a committee to present a slate of officers to be voted on at the August meeting.

Appendix A: 2009 Budget Notes of Library Operating Accounts

Salaries **100-5511-110**

Permanent full-time and part-time employees will receive a 3% cost of living increase in 2009.

Total increase for salaries: \$

Fringe benefits **100-5511-190**

FICA and retirement costs will increase slightly as a result of the 3% cost-of-living increase. City department heads have not yet received a figure for 2009 health insurance costs.

Total increase for fringe benefits: TBD

Office supplies **100-5511-210**

A substantial portion of this account is used to purchase supplies for the processing of books, magazines, and audiovisuals materials, i.e. getting them catalogued, identified, and otherwise ready for the display shelves. The rest of it is used primarily for the purchase of general office supplies, with copier paper and toner cartridges taking the biggest chunk.

Director's recommendation for office supplies: Increase by \$4,000 to \$30,000 in 2009.

Books **100-5511-230**

The library's long-range plan for service, 2008-2012, sets a target range of \$190,150-\$193,840 for 2009. The 2008 budget line for books is \$185,037. In order to maintain a 100% operating budget for 2009, a total of \$26,400 needed to be shifted to other lines. Since the Middleton Public Library has one of the most actively used book collections of all Wisconsin public libraries, it is important for us to maintain our purchasing power in this area.

Director's recommendation for books: Increase by \$32,000 in 2009. (\$26,400 to restore budget to 100% and \$5,600 for a 3% inflationary increase.) **Decision Item.**

Periodicals **100-5511-232**

The invoice for the EBSCO renewal list for 2009 shows a preliminary total of \$14,400, which, surprisingly, is up just \$200 from 2007. Most of the libraries' magazines and newspaper subscriptions are obtained through EBSCO, one of the major periodicals jobbers in the library marketplace.

Director recommendation for periodicals: No change.

Audiovisual **100-5511-233**

The library's long-range plan for service, 2008-2012, sets a target range of \$78,875-79,370 for 2009. Even this amount is barely adequate to meet the growing demand for audiovisual materials, particularly in the area of audiobooks.

Director's recommendation for audiovisual materials: Increase by \$4,000 to \$79,000 in 2009.

Postage **100-5511-250**

This account is used to cover the cost of general mailings, such as business correspondence and bills for damaged or lost materials. Automated phone notification (introduced in 1997) and email holds notification (2000) have allowed Middleton (and other LINK member libraries) to reduce their postage costs substantially. Starting September 1, 2007, the library will eliminate sending two-week overdue notices through the mail, which will help to keep costs in this area under control.

Director's recommendation for postage: No change in 2009.

Appendix A: 2009 Budget Notes of Library Operating Accounts, cont'd.

Advertising & Printing 100-5511-260

This account is used primarily to reimburse the South Central Library System for any publicity materials that we request above our quota. It is also used to pay the cost of job announcements published in the local newspapers, which is why expenditures in this account tend to fluctuate from year to year. We continue to move toward doing as much in-house publishing as possible and using library listservs to advertise job openings. In 2008, this account was increased to cover the recruitment costs of hiring a new Library Director as well as moving and transitions costs once Pamela Westby was hired.

Director's recommendation for advertising & printing: Reduce from \$8,000 to \$1,000 in 2009.

Telephone 100-5511-270

The installation of a new telephone system in 2004 boosted our costs in this area by 50%, but the benefits have proven to more than outweigh the increase. An "hours" line has significantly reduced the number of incoming calls, an important consideration for our library as busy as ours. Telephone costs have remained steady over the past five years.

Director's recommendation for telephone: No change in 2009.

LINK services 100-5511-310

LINK, the Library Interchange Network, is a consortium of 41 South Central Library System member libraries that shares a computerized library system. Modules include circulation, cataloging, acquisitions, and serials. The annual membership contribution is based on a formula that includes annual circulation, collection size, sites (number of buildings that need to be connected to the system), and workstations (number of individual connections provided to each library).

Director's recommendation for LINK services: Increase by \$2,000 (to \$74,000) in 2009.

The LINK Director's Council approved a 2009 budget recommendation at its July 10th meeting. The Middleton Public Library's contribution for 2009 has been set at \$72,512, a 4.7% increase over 2008.

Electronic materials 100-5511-330

Added to the budget in 1996, this account is now primarily used to pay our share of a group subscription to a variety of online databases offered through the South Central Library System.

Director's recommendation for electronic materials. No change in 2009.

Building maintenance 100-5511-340

As the building ages, we find ourselves facing unanticipated maintenance expenditures on a more regular basis. Most recent history: this account has been increased by 10% (or \$5,000) in 2007 and 5% (or \$3,000) in 2008.

Director's recommendation for building maintenance: Increase by \$8,000 (to \$66,000) in 2009.

Equipment maintenance 100-5511-410

Since 2007, this account is used primarily to keep the library's computer network up-to-date and running smoothly. The network currently includes 37 public and 10 staff computers, as well as numerous pieces of peripheral equipment. This account also pays for the costs of our annual services contracts for a theft detection system, desensitizing equipment, and two SelfCheck units.

Director's recommendation for equipment maintenance: Increase by \$5,000 (to \$27,000) in 2009.

Appendix A: 2009 Budget Notes of Library Operating Accounts, cont'd.

Conference & training 100-5511-440

This account is used to provide partial reimbursement to staff members who attend various conferences and other library-related workshops. The Wisconsin Library Association holds an annual conference each fall, and the Wisconsin Association of Public Libraries holds one each spring. Continuing education is an important part of the responsibilities of management and other supervisory staff. Their participation in these types of activities is encouraged by the Library Director.

Director's recommendation for conference & training: Increase by \$1,000 (to \$3,000) in 2009

Mileage 100-5511-450

With more staff members having the opportunity to serve on South Central and LINK committees, it's time to add money to this account.

Director recommendation for mileage: Increase by \$400 (to \$500) in 2009.

Utilities 100-5511-470

Expenditures in this account have increased from \$43,353 in 2006 to \$50,380 in 2007. This year's costs are likely to exceed \$53,000.

Director recommendation for utilities: Increase by \$8,000 (to \$54,000) in 2009.

Programming 100-5511-490

Attendance at library programs has increased by more than 200% during the past four years. Programs are offered for all age groups. The nominal amount in this account is used to supplement the substantial annual contribution made by the Friends of the Library for children's, teen, and adult programs.

Director recommendation for programming: Increase by \$1,000 (to \$4,000) in 2009.