

MIDDLETON PUBLIC LIBRARY



September 2008 Report

Presented at the October 14, 2008 Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2008	35,088	3,694	22,484	61,604	572,275
2007	32,550	3,109	19,073	54,732	545,720
2006	33,662	2,997	17,150	53,809	511,456
2005	31,111	2,746	15,066	48,923	462,338
(2007-08 +/-)	(+7.5%)	(+17%)	(+19%)	(+13%)	(+5%)

Self-Service checkouts:

	3M	ITG	Total	% of total
2008 (September)	5,953	6,660	12,613	20%
2007 (September)	4,483	5,850	10,333	19.5%
(2007-08+-)	(+33%)	(+14%)	(+22%)	

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2008	122	45	0	4	171
2007	98	23	5	1	127
(2007-08+-)	(25%)	(+200%)	(-500%)	(+400%)	(33%)

Dynix holds:

	Loaned to	Borrowed from
2008	16,911	16,144
2007	14,834	15,007
(2007-08+-)	(+3%)	(-2%)

Miscellaneous:	ILL	Visits	Study rooms use
2008	39	40,126	481.5 hours/331 bookings
2007	37	38,540	391 hours / 304 bookings
2006	62	37,784	367 hours / 271 bookings

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
Date	Program	Attendance
September 4, Wednesday	<u>Computer class for adults:</u> "Just the basics for complete beginners. Become familiar with the keyboard and what you see on the computer screen, plus learn how to handle that pesky computer mouse. No prior knowledge of computers is assumed." Evaluation: This class went very well! Everyone finished the tutorial and seemed to have a good time. This is the first time I brought show-and-tell RAM, a CPU, and a hard drive--to demystify the big box under the desk. (Thanks to Patrick for the parts!) People are coming into this class with a more knowledge than previously, so I'm trying to incorporate some more advanced terminology and details. I got compliments on the class and my patience and on a bunch of other aspects of our library (teen area, quiet reading room, our website). One woman had never actually been in the building before!	4
September 8, Monday	<u>Baby storytime</u>	4
September 9, Tuesday	<u>Toddler Storytime:</u> Evaluation: A big group but they were very attentive and interacted well. Fun to be back in storytime mode!	36
September 9, Tuesday	<u>Big Kids Storytime -</u> Evaluation: Again, a great group. Most of the kids were new to the "Big Kids Storytime" so all but one child had their grown-up in the room with them. I have a feeling that they will wean themselves by the end of the session. But, having the parents in the room was fine and I let the parents know that whatever they were comfortable with was great. Monty always gets laughs from the kids and adults and the apple books elicited a lot of conversation about our favorite apple treats!	24
September 9, Tuesday	<u>Storytime for all ages:</u> Evaluation: The smallest but most disruptive storytime today, mostly because of two younger siblings who were under age 2. But, their mothers and grandmothers did a good job of keeping the disruption minimal.	12
September 9, Tuesday	<u>Dungeons & Dragons; Tweens Group A:</u>	4
September 10, Wednesday	<u>Toddler storytime:</u> Evaluation: Went fine, a small attentive group. Most were new to storytime and our library. (Madeleine-practicum student- observed)	12
September 10, Wednesday	<u>Toddler storytime:</u> Evaluation: A big group with lots of returning patrons. A few toddlers that were disruptive in the past did much better today. I did redirect the kids before each story to minimize any disruption. The preventative measure was a good choice for the group and made the storytime lively and enjoyable. I don't think I'll want to show Spot Goes to School again - the dress-up scene, although very quick and short, is culturally insensitive to Native Americans. But the film was a good learning/teaching moment for me and Madeleine.	32
September 10, Wednesday	<u>All ages storytime:</u>	36

September 10, Wednesday	<u>Introduction to Excel:</u> Learn the basics about Microsoft Excel 2002, create a simple worksheet, and learn how to print worksheets. "	8
September 10, Wednesday	<u>Book Bunch: Charlotte Zolotow Award Kids' Committee:</u> Read 4 books currently being considered.	13
September 11, Thursday	<u>All ages drop-in storytime:</u> Evaluation: A big group but really fun. A wide age of ranges and we had a few new patrons that were very complimentary so hopefully we'll have some new regulars. Bonny Lundy from the Middleton/Cross Plains school district was here to film this storytime and the earlier baby storytime.	38
September 11, Thursday	<u>Baby storytime:</u>	29
September 11, Thursday	<u>Dungeons & Dragons: Tweens Group B:</u>	5
September 11, Thursday	<u>Survival French:</u> Program Content: Crucial French phrases and pronunciations when traveling. Evaluation: Jennifer Peters is lively, fun, and knows her stuff. She got lots of compliments at the end of the class and several people thanked me for arranging it.	16
September 12, Friday	<u>Computer class: Introduction to PowerPoint:</u> Evaluation: The class went very well, pacing was spot on. Lots of thanks as always. The first few times we offered this class, we got a lot of people who couldn't really use a mouse, but now that we're getting more advanced participants, I was able to add an extra topic at the end: transitions. It was a hit, and a great way to end the class. One participant said she had never even tried PowerPoint before because she thought it would be too complicated, and she was very happy to learn that she could do it too!	8
September 15, Monday	<u>Appreciation Dinner for the Library's Adult Volunteers:</u> Dinner included a variety of pizzas, soda, water, cookies, followed by musical performance by local Celtic musician, Turner Collins. Door prize for a \$25 Middleton Chamber of Commerce gift certificate and centerpieces. Evaluation: Liz was out sick and assigned staff to follow through on her plans. Staff really pitched in to do: set up, food purchase and food serving. I began the evening by thanking the volunteers for helping to make MID an award winning library. "Tonight is a night to pat yourself on the back." One volunteer said, "Pizza and cookies, how wonderful!" Several commented on how nice the room looked. Others said how much they enjoyed the music	24
September 15, Monday	<u>Evening storytime:</u> Evaluation: A great way to start our Fall evening storytimes. A wide range of ages with the kids, a couple of infants, a few toddlers, preschoolers and young elementary school kids. The cake was a hit and was all gone! A patron checked out Apple Farmer Annie to make try the recipes at home. A nice family evening.	24
September 16, Tuesday	<u>Toddler storytime:</u> Evaluation: A large group with a few noisy toddlers but they settled down midway through the program. I think in a week or two they will really be ready	30

	for the full 30 minute duration.	
September 16, Tuesday	<u>Preschool storytime for 4 & 5 year olds on their own:</u> Evaluation: A great group of very good listeners. It was almost difficult to get everyone out because they were really having a such a good time.	24
September 16, Tuesday	<u>Storytime for all ages:</u> Evaluation: A small group of very nice families but I don't know if this time slot is worth keeping. Since the fall is our busiest storytime session, we may considering dropping the 11:00 time for our winter and spring. As it is we offer an All-Ages drop-in every Wednesday and Thursday at 10:30. Perhaps 11:00 is too close to lunch time for many of our patrons.	8
September 16, Tuesday	<u>Dungeons & Dragons: Tweens Group A:</u>	3
September 17, Wednesday	<u>Toddler storytime: Transportation:</u>	10
September 17, Wednesday	<u>Toddler storytime</u>	28
September 17, Wednesday	<u>All ages storytime:</u> Evaluation: A fun group, good listening and participation. Too bad this wasn't the one that was filmed! Madeleine did a great job again.	22
September 17, Wednesday	<u>Book Bunch:</u> Evaluation: Went well, it was a nice sized group for book evaluations. The kids are very excited about the voting process and it's really great to have children's perspectives. It'll be interesting to report back to my adult committee in October with the kids' reactions and responses.	7
September 17, Wednesday	<u>Computer class: Intermediate Excel:</u>	10
September 18, Thursday	<u>Baby storytime:</u> Evaluation: A big and fun group. Lots of participation.	29
September 18, Thursday	<u>Baby storytime:</u>	10
September 18, Thursday	<u>All ages storytime:</u> Evaluation: A young group - mostly infants and toddler with a few preschoolers. They were a fun group, they really enjoyed the stories and were very participatory. Very appreciative parents which is always nice!	33
September 18, Thursday	<u>Introduction to the Internet:</u> Evaluation: Wow, what a great class! The participants had so many good questions and everyone said they learned a lot. Almost all of them wanted to sign up for a Gmail account at the end of class, so I spent an extra 45 minutes helping with that and answering other questions. Three had never tried email before because they were scared of it, and one of them sent an email to her husband with her new account and was so proud of herself. This is the first time I've used Gmail in this class. The sign-up process is certainly simpler than Yahoo! Mail, so I'm pleased with that change. One participant said I should get a \$10/hour raise. Another said I have the patience of a saint. ;)	6
September 18, Thursday	<u>Tweens Dungeons & Dragons:</u> Evaluation: Good start for the new players. Everyone seems to be learning the rules fairly quickly, although they still need a lot of help from me.	5

September 18, Thursday	<u>Tweens Dungeons & Dragons:</u>	4
September 18, Thursday	<u>Survival French, Part 2: Evaluation:</u> When I arrived at the end of the class, they were taking turns pretending to be customers in a French bistro and everyone was laughing and applauding; evidently it was a great hour! Several people made a point of thanking me for the experience and having Jennifer teach it: "she's a WONDERFUL teacher!"	10
September 18, Thursday	<u>Book Bistro-Teen Read-a-thon:</u> Program Content: 2.5 hours of reading, followed by a Sudden Death Book Trivia Contest. Dinner served (chicken nuggets, cheese sandwiches, fruit, baklava & brownies: all with mystery book related names), books also served as appetizers, main courses, & dessert books. Drawing for "Breaking Dawn" book & winner of Trivia contest won 2 tickets to the premiere of Twilight movie. Evaluation: Excellent! I think this is the first program where every teen who attended thanked me as they left... (I even got an enthusiastic hug from the Grand Prize winner!) The boys thanked me for the great food & the girls wanted to stay late thinking up more Twilight series questions to ask each other. I had 2 great teen volunteers who helped serve & clean up. Food was devoured! Had 2 girls who said they were just happy to get a big chunk of time to read. I was worried about having such a long program on a weekday, but turnout was even higher than the number who signed up, surprisingly!	15
September 19, Friday	<u>Book-to-movie discussion:</u> The movie <i>Julia</i> :	6
September 22, Monday	<u>Baby storytime:</u>	12
September 23, Tuesday	<u>Toddler storytime for 2 & 3 year olds: Evaluation:</u> For such a huge group, they are amazingly attentive and well-behaved! It was really good to be back doing storytime - especially with such a great group. We went over time by 7min, but it was worth it because we read an extra book.	29
September 23, Tuesday	<u>Preschool storytime for 4 & 5 year olds:</u>	21
September 23, Tuesday	<u>Storytime for all ages:</u>	19
September 23, Tuesday	<u>Parents Literacy Night: Evaluation:</u> A great program - it was hard to believe it was an hour and a half because the time just flew. The power point presentation and the handouts were very useful. Nancy and Jessica had so much fascinating research to present and wonderful ideas and anecdotes. We had 10 door prizes of the "Read Aloud Handbook" to give away. I provided refreshments of cookies and chocolates. This is a great program to kick off the school year. I hope to have Nancy and Jessica here again next year. It'll make it the third year in a row and we can officially call it the "3rd Annual Parents Literacy Night".	55
September 23, Tuesday	<u>Program Content: "Working At the Middleton Public Library"</u>	15
September 23, Tuesday	<u>Tweens DD: Group A:</u>	4
September 24, Wednesday	<u>Toddler Storytime:</u>	8
September 24, Wednesday	<u>Computer class: Advanced Excel: Evaluation:</u> The class went smoothly and finished exactly on time. One woman	8

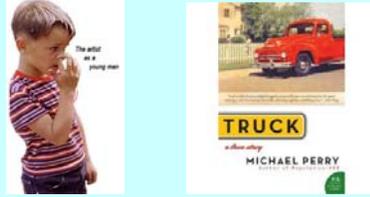
	showed up very late, with only 10 minutes of class time left (she did apologize). But otherwise things went according to plan, and it was a nice way to end 2008's classes. I will be putting the handouts up on our website where the computer classes schedule is usually posted, so patrons can download or print them during the hiatus. The handouts are, of course, also always available in the binder in the lab.	
September 24, Wednesday	<u>Toddler Storytime: Evaluation:</u> A bigger group and much better! There was less room for the kids to be disruptive but it wasn't so large of a group that it lost the feeling of a cozy storytime. Madeleine did a really nice job and next week she'll take more of the principal role.	24
September 24, Wednesday	<u>All ages storytime:</u>	38
September 24, Wednesday	<u>Book Bunch - Charlotte's Zolotow Kids Committee:</u>	7
September 25, Thursday	<u>Baby storytime:</u>	25
September 25, Thursday	<u>All ages drop-in storytime:</u>	26
September 25, Thursday	<u>'Tweens D & D: Evaluation:</u> Good group of kids - they're really learning how to work together.	5
September 26, Friday	<u>"Tweens D & D:</u>	4
September 29, Monday	<u>Baby storytime:</u>	12
Monday, September 29	<u>Teen Advisory Committee: Evaluation:</u> A lot to cover today! 1 new member, a good, talkative group. 4 teens volunteered for the booksale, but no one very interested in the Book Cart drill team. (one girl took for her school's gymnastic team in case there is interest there.) Group was unanimous that we should not buy Blue Ray--they are pricier than dvds & no one in group has a player. Lots of ideas for the Haunted House & a duct tape program won the vote for a December program. Lots of excitement for the chocolate program in November!	5
Monday, September 29	<u>Storytime</u>	22
Tuesday, September 30	<u>Storytime: 2-3 yr. olds:</u>	25
Tuesday, September 30	<u>Storytime 4-5 yr. olds:</u>	19
Tuesday, September 30	<u>Storytime: All ages:</u>	25
	Number of programs / Total attendance	
	Children's	31 / 689
	Teens	9 / 54
	Adults	11 / 155
	GRAND TOTAL	51 / 898

3. LIBRARY EXHIBITS		
Location	Exhibit	Artist/Collector
Lobby display case	Madison Weaver's Guild	Lila Moravek
Picture rail	C K Chang Oil	CK Chang

4. STAFF DEVELOPMENT: MEETINGS, PRESENTATIONS, & CONTINUING EDUCATION		
Date	Event	Participant(s)
September 2, Tuesday	Common council of the City of Middleton	Pamela-observed
September 4, Thursday	Middleton Chamber of Commerce "Get Moving Middleton" breakfast meeting at the Hilton Garden Inn. Introduced/addressed the group	Pamela
September 8, Monday	Volunteer Appreciation Night	Pamela
September 8, Monday	Friends of the Library board meeting	Svetha & Pamela
September 11, Thursday	Dane County librarians meeting at the Cross Plains Public Library.	Pamela
September 15, Monday	Friends of the Library: Board meeting	Pamela & Svetha
September 16, Tuesday	Common Council-City of Middleton: Presented the Exemption from County Levy document.	Pamela
September 17, Wednesday	Presentation of 2009 library budget proposal to City of Middleton Finance committee.	Pamela
September 18, Thursday	LINKS orientation with Lauren Blough	Pamela
September 18, Thursday	Circulation Supervisors staff meeting. (Summary found on page 8.)	Pamela, Peter, Barbara, Jason
September 22, Monday	Lower Level staff meeting. (Summary found on page 8 & 9.)	Pamela, Liz, Sarah, Jenny, Patrick, Christine
September 23, Tuesday	South Central Library System orientation with Cheryl Becker.	Pamela
September 23, Tuesday	Management Team meeting. (Summary on page 10 - 11.)	Pamela, Elizabeth, Patrick, Liz, Svetha, Rebecca
September 24, Wednesday	Finance committee meeting. Discussed decision items and overall city budget for 2009.	Pamela
September 25, Thursday	System Celebration: Merrimac: Library of the Year was North Freedom Public Library, Partnership Award was Monona Terrace Community & Convention Center. Special award went to Ruth Cline	Pamela

October's featured title for Middleton's adult visit.

(Thursday, October 8, 7:00 p.m.)



Michael Perry is a humorist and author of the bestselling memoir *Population 485: Meeting Your Neighbors One Siren at a Time*, and the essay collection *Off Main Street*. Perry has written for *Esquire*, *The New York Times Magazine*, *Outside*, *Backpacker*, *Orion* and *Salon.com*, and is a contributing editor to *Men's Health*. His essays have been heard on NPR's *All Things Considered* and he has performed and produced two live audience recordings (*I Got It From the Cows* and *Never Stand Behind a Sneezing Cow*). Perry lives in rural Wisconsin , where he remains active as a volunteer firefighter and emergency medical responder. He can be found online at www.sneezingcow.com

5. STAFF MEETING SUMMARY REPORTS

Circulation Supervisors meeting: September 18 on the city hall veranda

- **Attendees.** Peter, Jason, Barbara, Pamela
- The third selfcheck station install date is October 4 14th
- Circ stations #1 will be moved away for the circ desk on October 1st to prepare staff and patrons for the adjustment. Table top signage will alert users. The staff person who would be working that station will then be "on the floor" to assist with the selfcheck machines.
- Peter and Barbara will work on a slogan and campaign to encourage patrons to use the machine. Campaign will run from October 14-26 and will include prizes, bookmarks. Evaluate circ numbers and gather comments after 6 months.

Lower Level Staff Meeting, Monday, September 22

Attendees: Pamela, Liz, Sarah, Patrick, Christine and Jenny

- Sarah: Out for a few weeks in October.
- Liz will review all ILL requests in October; Jessica will request items from lenders; do renewals; process ILLs for circulation; and return items. Michael Perry will be here on October 8th. The registration has been good.
- Patrick: Adding FireFox web browser and removing Green to all public computer stations. Netscape will still be available for certain sites like Consumer Reports online.
- Pamela: Still collecting responses to online surveys. Please encourage staff to complete them.

5. STAFF MEETING SUMMARY REPORTS cont'd.

The purpose was to gather information for the library board, as they were concerned about three topics that appeared on the SWOT analysis from the staff in-service: cell phone use in the library, services to non-English speaking patrons and staff wages. Results will be shared with the staff.

- Microfilm Storage: Jenny is weeding the old file cabinet behind the Reference Desk; in the future, this empty cabinet will house the oldest rolls of the Middleton Times Tribune on microfilm.
- Computer Classes: Classes will resume in 2009, but there will be future discussion on when we want to offer them.
- Computer Lab Ventilation: If there are problems with ventilation in the lab before a computer class, we will open the door into the hallway and get a fan from upstairs.
- Technology: Lots of discussion about possibly offering the public the option of sending faxes from a new combination copier/fax machine. Additional conversation about the possibility of a color copier for the public. (Requests seem to occur at least twice a day.) Patrick and Pamela will meet with a photocopy vendor rep tomorrow and report back on discussion. Discussion on public demand for fax services took place as well.
- Green Printing: Due to concerns (i.e. unhappy and confused patrons) raised by Jenny and Sarah, Patrick will take the Green Print option off the 5 public computers that have it.
- Pamela raised the idea of doing a more proactive approach to using the library with a GO GREEN campaign: such as placing more recycling bins, online newsletter alerts, possibly culminating with the end result of no longer allowing any free computer printing. This would be preceded by a public awareness campaign; Liz will work with Pamela on this. Staff will be asked to give ideas on how patrons can help reduce their carbon footprint!
- Rosetta Stone Software: Discussion on the possibility of purchasing different foreign language learning software packages from this popular and highly regarded company and making them available on a dedicated public computer or laptop. Patrick will explore.
- School Guides (the part of the Career & Education Collection w/yellow dots): Currently housed on a piece of furniture that might be useful in YS area. Liz may be asked to move the School Guides to the carrel with Reference Career materials.
- Reference Collection: Future collection development topics include music, books on CD and Play Away. Some of the old 3 ring binders in the Middleton Collection look tattered; Christine will replace with new binders.
- Study Rooms: Liz will revise form so that individuals, as well as tutors, can book study rooms months ahead. We will monitor how this goes; the Study Room policy will be revised in any event.
- Foreign Language DVDs: Per a request from a patron, Pamela will check with Circulation Staff about whether there would be any issues if we break out foreign language DVDs into a special collection (housed on the regular DVD shelves, but with identifying signage). Christine will look into a new collection code and identifying stickers.

5. STAFF MEETING SUMMARY REPORTS cont'd.

Management Team Staff Meeting, Tuesday, September 23

Attendees: Pamela Pat, Liz, Elizabeth, Rebecca, and Svetha

Staff Reports

- **Adult Services** – The Michael Perry program is on Wednesday October 8. Sign up will go up to 85 from 65, as signups don't always show.
- **Circulation Services** – On October 1st, Circulation station #1 will be removed, and moved to the desk behind the Circulation Desk. The new self-check station will replace the vacant spot on Tuesday, October 14th. Signage and publicity were discussed, and will be followed up by Elizabeth.
- **Young Adult Services** – A 15 teen read-a-thon was quite a success. Rebecca is gearing up for the Teen Haunted House in October. All of the books on tape have been removed from the teen area. Rebecca is looking into having a theatre group come in January for an acting lesson program for teens.
- **Children's Services** – The fall programs have begun; the season's parenting workshop had 55 attendees. Svetha is having many contacts approach her for library tours. The Halloween carnival will be on October 31st.
- **Information Technology** – The "Greenprint" software trial on the public Internet stations was deemed too confusing for the public; as well as cumbersome. It will be removed by month's end. The Firefox web browser will be added to the menu selection for the public stations, as well as some form of Internet Explorer. These will replace our aging browser software currently installed. Staff document backup solutions were discussed for office PCs. USB flash drives will be distributed.
- **Library Director** – The library endowment brochure was discussed for revision, and new quotes will be considered for it. The 2009 capital outlay request is for \$25,000 for roof repair. 2009 personnel funding request will include a part-time youth services assistant, as well as money for extra hours for leave coverage. Pamela will share results from the 3 web surveys the board had her compile.

Transition issues

The team considers the director transition as going extremely smoothly. Pamela wishes staff to have open and honest communication with her.

WLA Conference

The conference is in Middleton this year; during the first week of November. Librarians are encouraged to look at the programs offered online.

Collection development

Staff should note requests for Blue Ray DVDs. No libraries in the system are circulating them yet. This will likely change as the format is now the standard high-definition one. The foreign film collection project is a go. Foreign films will be gathered and their collection code & label changed for a new, separate shelf location.

5. STAFF MEETING SUMMARY REPORTS cont'd.

Space needs

Additional shelving for children's DVDs may be met by using the double-sided shelving unit by the lower level copy machine.

LINK

Pamela and Patrick are trying out receiving text messages, rather than traditional email, notifications for holds and overdues. Verona library is also experimenting with this.

Friends of the Library

Svetha will continue to be the staff liaison for the Friends. She has a book of tried membership drive ideas.

6. LIBRARIANS' REPORTS

Liz Dannenbaum, Head of Adult Services

A great month with a new director who has brought in lots of new, interesting, and useful ideas!

Sarah and Liz offered lots of adult programs: Sarah offered 5 different computer classes and got raves for many of them! One woman came to the desk after a class and asked me to be sure that "the people in charge" know what a great teacher Sarah is.

The other adult programs were successful, although I would have been happier with slightly higher attendance at some of them. The Adult Volunteer Appreciation Dinner evidently went very well (thanks to Pamela for stepping in when I was sick!). 24 volunteers came and there were enthusiastic comments about the Celtic musician who performed—so many, in fact, that I have invited him to do an hour-long concert this coming March.

Participants were also very pleased with Jennifer Peter's two-part "Survival French" class. However, only 10 people (out of 20) came to the second part.

The Book-to-Movie program only drew 4 people. That might possibly be because it was a glorious Friday afternoon; we'll see how many people attend in January and decide from that whether to continue this program once a year in the winter.

Rebecca Van Dan, Head of Young Adult Services

In September, I received quite a few responses to the letters sent to area teachers last month--mostly requests for teen books on certain topics, but also quite a few calls asking for details on this month's Read-a-thon. Allison Kaplan, a UW professor, also requested a visit to her SLIS class in November regarding library services to teens.

We gained one new teen volunteer this month to replace one who was leaving, ordered sorely needed new cushions for the butterfly puff chairs (old ones were becoming faded & quite frayed at the corners), reorganized staff office space, sent out more publicity for October programs, and firmed up details with a

theater company to give an acting program for teens in January and have a chocolate maker come in November.

6. LIBRARIANS' REPORTS, cont'd.

Teen Advisory this month was a good group of enthusiastic teens who got through a huge list of agenda items in record time and happily volunteered to help with a teen-run book sale in November. The Teen Read-a-thon also attracted a lot more teens than I expected. (It ran for 3 hours on a Thursday, so I was worried about interference with homework & other activities) The group loved the food offered, and read quietly until the Sudden Death Book Trivia at the end. (at which time they exploded into clapping and shouting for the winner of the Twilight movie tickets--a very big draw!) I will definitely do this again.

Svetha Hetzler, Head of Children's Librarian

We began our fall programming this month. Included in our program offerings were Storytimes (baby, toddler, pre-school and all-ages), Dungeons & Dragons and Book Bunch. In addition to our regular weekly programs, we hosted a Parents Literacy Night in which Reading Specialists Jessica Block and Nancy Niehaus from the Middleton School District presented a thoughtful, lively and informative program on fostering a love of literacy. We also gave a "Day in the Life of a Middleton Public Librarian" presentation to a Girl Scout Troop. In September, we offered 46 programs with a total attendance of 857.

Lori and I both participated in a Grassroots Meeting for Youth Services Librarians, hosted by SCLS Youth Services Coordinator Shawn Brommer. Lori gave a presentation on the "READ" posters. Many of our youth services colleagues were extremely impressed and were interested in having Lori give them personalized instruction on the graphic design software so that they could offer the posters as possible incentives at their libraries. I gave a presentation on my Book Bistro programs. This presentation elicited much discussion of other food-related program ideas.

I began attending monthly meetings at the CCBC as part of the Charlotte Zolotow Selection Committee in September. This has been a very rewarding experience professionally.

Lori and I (thanks to Patrick!) have spent some time learning more ways in which we can use technology to enhance the services we provide as youth services librarians – specifically in webpage updating.

Madeleine Diemer, our Youth Services practicum student this semester, has been active at the Main Level Help desk, providing general help and readers' advisory services to our patrons. She is currently evaluating our European history and geography collection and has been presenting toddler and all-ages storytimes with me. She has been observing baby storytimes with Lori. She is enthusiastic about her work and her addition has been beneficial to us.

Kathy has been continuing her work on displays. In September she had two displays - "Back to School" and "Fall/Autumn". Both displays witnessed very high activity. Kathy has also been maintaining our Storytime book display. She has been compiling a list of possible new titles to add to the Parenting Collection as this is an area that we want to keep extremely new and fresh. She has also compiled a multicultural bibliography in preparation for our Winter Reading Club theme, "Around the World". She continues to catalog and process our paperback collection and maintain and troubleshoot our Discovery pack collection.

Lori and I are finalizing plans and schedules for our 6 week Winter Reading Club. Sometime in October, we will be placing orders on the prize incentives. We will be trying a few new methods this winter to help

simplify and streamline the “treasure chest”. We are hoping the winter will be a good trial run and that we will be able to implement changes that will result in a more manageable work-load and a reduction in paper waste.

6. LIBRARIANS' REPORTS, cont'd.

I've also been working closely with the schools in an effort to push our “Go Green” effort. To cut down on paper waste, I will try and get our publicity to reach parents and students via their school newsletters and e-newsletters.

Patrick Williams, Head of Information Technology

The “Greenprint” software trial on 5 of the public Internet stations was deemed too confusing for the public; as well as cumbersome. It has been removed. The PDF driver was kept, so patrons can still print to a PDF; but by default, jobs print directly to the public printer.

The 9 public stations outside of the computer lab have been set up with Adobe Reader 8, and the Firefox web browser. Our “classic” web browser is still available on them as well. New menu and security software was written to accommodate the new software. After a trial period, all systems will be set up to be identical.

Elizabeth Bauer, Head of Circulation Services

Pamela Westby has now been with us, as Director, for a month and the Circulation Staff is delighted! Pamela is smart, kind, cares about the staff, has vision, and is looking out for the best interests of the library - she is a total asset to our organization.

Circulation Services hired four new pages in September to replace graduating seniors and fill some open shifts. One has already left because of scheduling conflicts that arose after she was hired, but the other new pages are doing well. The circulation supervisors will be scheduling interviews to fill the open position.

September was spent maintaining services to patrons and planning for the new self check machine, which will be installed at the circulation desk mid October.

I attended a continuing education conference, "Back in Circulation Again" sponsored by UW-Madison's School of Library and Information Science continuing education division. Information from sessions on customer service, stress, and staff empowerment will be shared with the circulation staff.

7. DIRECTOR'S REPORT

Library Use Highlights for September 2008

STATE LIBRARY BUDGET:

On Sept. 18, State Superintendent Elizabeth Burmaster presented a budget request for the next biennium that includes the following library-related items:

- Public library system funding at the 13 percent index level of \$27,260,300 for 2009-10 and \$28,078,100 for 2010-11. This compares to 2008-09 funding of \$16,783,500.

- BadgerLink funding of \$3,234,000 for 2009-10 and \$3,469,400 for 2010-11. This compares to 2008-09 funding of \$2,111,000. The requested funding would allow for the addition to BadgerLink of curriculum-supporting information databases.

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- Library service contract funding for the Wisconsin Regional Library for the Blind and Physically Handicapped (WRLBPH), the Milwaukee Public Library, Wisconsin Library Services (WiLS), and the Cooperative Children's Book Center (CCBC) totaling \$1,145,300 for 2009-10 and \$1,180,800 for 2010-11. This compares to 2008-09 funding of \$1,097,200. The requested funding would fully fund the service contracts.
- Library delivery service funding of \$216,000 for 2009-10 and \$232,000 for 2010-11. This funding would cover an estimated 50% of the statewide backbone delivery costs currently incurred by public library systems.
- NFB-Newsline funding to support newspapers accessible by telephone for blind and physically handicapped people of \$113,000 for 2009-10 and \$117,700 for 2010-11. This compares to 2008-09 funding of \$108,000.
- Maintain current authority to distribute Common School Funds of up to \$40,000,000.

A summary of the full DPI biennial budget request is available at <http://dpi.wisconsin.gov/pb/index.html>.

The budget request will now be reviewed by the Governor, who will submit a proposed budget to the legislature early in 2009.

SOUTH CENTRAL LIBRARY SYSTEM REPORT

The following items were included in the board report of Phyllis Davis, Director of the South Central Library System.

The search and investigation for a new ILS is still in progress.

The mayor is supportive of the space needs for the Central Madison Public Library project. Deb Haeffner and Stef Morrill have been working to define the space needs for Administration, WLA, and Automation should we all be merged into one facility.

Bruce and Phyllis hosted a tour of the delivery facility for Mark Miller, Senate Democrat and co-chair of the Joint Finance Committee as well as his staff member John Anderson. They suggested we be proactive in making our case for library funding for the next biennial budget. Delivery cost was included in the DPI budget in the last biennium, but was cut from the Governor's budget. The funding must stay in the governor's budget for Joint Finance to consider it.

Paul Nelson, the Chair for WLA's Library Development and Legislative Committee, set up an appointment for himself and Phyllis to meet with Maria Bundy, the Governor's Education Policy staff member.

Phyllis asked PLAC to think about a shared goal of getting 25% of our member libraries represented at the 2009 WLA Library Legislative Day on February 3.

Bob Blitzke will be receiving the Special Award for building the state wide delivery service at the WLA Awards ceremony in Middleton.

The 2009 budget, plan, and resource contracts will be presented to the board in October. Stef noted the final report from Russell Consulting regarding the Technology planning focus groups,

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Surveys and staff interviews are available and may be viewed at <http://scls.typepad.com/techplan/>. There were some definite themes that point to the need for change in some key areas. Our next steps include meeting with Lauren Blough and the larger technology planning group at the end of September.

The Madison Community Foundation will be expanding their library collections project. Phase 2 will give the remaining 14 libraries in Dane County and the bookmobile \$25,000 over 2 years for collection development, plus additional funds for cataloging.

The deadline for LSTA grants is the week of September 8. We are submitting several, which include: A delivery services grant (non-competitive, \$75,000); Public Library System Technology projects (non-competitive, \$42,000); Wireless Internet Access (\$500/participant – 7 participating libraries); Health Information and Access; Innovative Use of Technology; Accessibility in Public Libraries/Public Library Systems (non-competitive, \$4,200); Adult, Family and Early Literacy; and Library Development Training & Planning Projects.

DPI is working on specific items created from the visioning conference, including more resources for BadgerLink; a statewide library card (at least for BadgerLink), which LITAC will be working on; increased bandwidth for libraries; a review of the certification guidelines for library directors; and doing more studies to show the value of Wisconsin libraries.

The Baraboo Public Library has started patron-initiated ILL. Patrons now have the ability to search for items that LINK doesn't have using WorldCat and then completing request forms themselves. The requests will be reviewed by the Baraboo staff before they go out to be filled.

We are comfortable with the placement of SCLS employees being classified as exempt vs. non-exempt. We had initial concerns about Delivery and some technical staff, but because we can be classified as a "service" agency under state law, employees can spend more time doing frontline work and still be exempt.

2009 DANE COUNTY LIBRARY Budget Update:

County Library Board decided to pursue a budget amendment that would provide full funding for both the operating and facility programs. This will require \$269,780 net.

The budget amendment is nearly complete and will be ready for introduction by the two library board/county board supervisors. One question raised at the meeting is - *What difference will these funds make to your library?* County Library Board members also commented yesterday on how useful it was to have librarians in the audience when Personnel & Finance discussed the library budget.

2008 CITY Library Budget Proposal:

The first the Finance Committee's budget work sessions was held on September 17th. The Library's decision item #1 was sent to the personnel committee for review. City administrator Mike Davis recommended that no additional staff be included in the 2009 budget. The Personnel Committee is still deliberating, but thus far has cut decision item #1 in their first draft. Other department staff requests were

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also taken off the list. The Finance committee feels that the state of the economy should influence their budgetary decisions and so far has cut the Decision item #2 request for additional hours to existing staff from \$25,000 to \$20,000. Capital Outlay projects were discussed at the October 6th meeting. So far, the request for \$25,000 to repair the roof and \$10,000 for a space need assessment have been looked at favorably.

Library Use Highlights for September 2008:

The past month has been extremely busy for staff. Programming was in full swing with 9 storytimes per week, school visits, and adult computer classes.

- **Circulation activity up by 13%** over last year's September circulation. It is encouraging to see that Young Adult and Juvenile circulation is on an upward trend with 17% and 19% increases, respectively. Programming is a definite influence on this number. Adult collections activity has taken a dive with a drop of over 7%. Additional display options are being researched by staff. The remote location of adult programming affects the flow of traffic and is not ideal for maximum collection use.
- Year to date **circulation is up by 5%**.
- **Self checkout was up 22%** over September 2007's circulation.
- **For the past two months we exceeded the number of items we loaned to other libraries in comparison to the number we borrowed from other LINK libraries.** This makes us a NET LIBRARY.
- **Interlibrary loan** was in the same ballpark as last year's activity, moving from 37 to 39.

Public use of equipment is showing high activity. Maintenance to computers could be streamlined by upgrading public computers simultaneously. A growing number of patrons are asking for faxing services. Patrick and I are exploring our options as a self-serve unit. Scanner use accessibility could be expanded by adding a unit to a PC not in the study room. Replacing the vend unit on the copier on the main level is

needed, as it has not been reliable lately. High demand for color copies is the reason Patrick and I are looking into a new machine to replace the one on the lower level.

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ACKNOWLEDEMENT:

The first month as the new Director at the Middleton Public Library has been enjoyable, yet challenging. The phrase "it takes a village" perhaps applies to the process of orientating a new library director, in that support has come from numerous sources: capable, patient and thoughtful staff members, concerned city officials, knowledgeable city staffers, South Central Library System experts, well-organized "Retired Guy," Paul Nelson, and supportive library board members. Thank you to all.

8. AGENDA OVERVIEW

Library board membership vacancy: We have a remarkable response to the call to serve request for a new library board member. Eight applications have been received. The names will be given to Mayor Sonnentag for him to review and appoint as he wishes.

2009 Holidays: Staff is requesting that the board consider closing December 26 and 27 in 2009 to give the staff a long holiday. In attempt to provide continuous service, the staff is proposing a change to the annual in-service workshop. Options include a Friday night after the library closes (for 2 hours) or close 2 hours early on a Thursday night.

Old business: survey results and Endowment brochure. Documents are included in your packet for discussion at the meeting.

Solicitation Policy: Can non-profits sell on library premise? This question was asked by Girl Scout leader wanting to sell magazine subscriptions in the front entry.

November meeting: I have an obligation (that was scheduled before I was hired) in Chicago the same night as the meeting. Can we schedule another night or move the time up?

