

MIDDLETON PUBLIC LIBRARY



October 2008 Report

Presented at the November 11, 2008 Library Board Meeting
Pamela Westby

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2008	36,795	3,633	22,610	63,377	635,652
2007	35,694	3,340	21,804	60,838	608,406
2006	34,035	3,297	17,628	54,567	566,416
2005	32,586	2,794	16,202	51,582	513,920
2004	30,233	2,318	13,999	46,550	437,042
(2007-08 +/-)	(+3%)	(+9%)	(+4.5%)	(+4%)	(+4.5%)

Self-Service checkouts:

	3M	ITG	ITG #2	Total	% of total
2008 (October)	5,865	7,252	4,078*	17,195	27%
2007 (October)	4,868	6,193	-	11,061	18.2%
(2007-08 +/-)				(+55%)	

*Installed October 14, 2008 at 5 p.m.

Library cards issued:	Adult	Juv.	Sr.	Org.	Total	
2008		120	45	7	0	172
2007		110	27	2	0	143
2006		87	27	2	0	116

Dynix holds:

	Loaned to	Borrowed from
2008	16,860	17,050
2007	16,295	16,209
2006	15,291	14,911
	(+3%)	(+5%)

Miscellaneous:	ILL	Visits	Study rooms use
2008	56	43,895	474 hours / 356 bookings
2007	38	40,746	547 hours / 384 bookings
2006	31	37,951	461 hours / 305 bookings

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
Date	Program	Attendance
10/1/2008	<u>Toddler Storytime - Farm</u> : Demonstrator, Madeleine & Svetha	31
10/1/2008	<u>All Ages Drop-In Storytime - Farm</u> : Demonstrator, Madeleine & Svetha	25
10/1/2008	<u>Book Bunch</u> : Demonstrator, Svetha	6
10/1/2008	<u>Toddler Storytime - Farm</u> : Demonstrator, Madeleine & Svetha	16
10/2/2008	<u>Baby StoryTime</u> : Demonstrator, Lori	14
10/2/2008	<u>All Ages Drop-In Storytime - Farm</u> : Demonstrator, Svetha	9
10/2/2008	<u>'Tweens D&D: B</u> : Demonstrator, Lori	4
10/6/2008	<u>Baby StoryTime</u> : Demonstrator, Lori	8
10/6/2008	<u>Book Bistro: Fall Flavors</u> : Demonstrator, Svetha Evaluation: Wonderful! I had a great time. We had about 12 families, quite a few dads, wonderful food and great exchange of books and recipes. I received lots of positive comments including a thank you for providing such a nice environment for "family and community" events. The program made me happy!	36
10/7/2008	<u>StoryTime (all ages): Monkeys</u> : Demonstrator, Lori	18
10/7/2008	<u>'Tweens D&D: A</u> : Demonstrator, Lori	4
10/7/2008	<u>StoryTime (2-3yo): Monkeys</u> : Demonstrator, Lori	28
10/7/2008	<u>StoryTime (4-5yo): Monkeys</u> : Demonstrator, Lori	13
10/8/2008	<u>Books & Brownies: Favorite Horror Books</u> : Demonstrator, Rebecca	4
10/8/2008	<u>Author Michael Perry</u> : Demonstrator, Michael Perry Evaluation: Absolutely wonderful! Perry is a truly gifted writer and an enormously witty raconteur. Many people made a point of coming up to me and thanking me profusely for bringing him to the library.	94
10/8/2008	<u>Book Bunch</u> : Demonstrator, Svetha	4
10/8/2008	<u>All Ages Drop-In Storytime - Monkeys</u> : Demonstrator, Madeleine (Svetha observed)	30
10/8/2008	<u>Toddler Storytime - Monkeys</u> : Demonstrator, Madeleine	31
10/8/2008	<u>Toddler Storytime - Monkeys</u> : Demonstrator, Madeleine (Svetha observed)	14
10/9/2008	<u>'Tweens D&D: B</u> : Demonstrator, Lori	5
10/9/2008	<u>Baby StoryTime</u> : Demonstrator, Lori	25
10/9/2008	<u>All Ages Drop In Storytime - Monkeys</u> : Demonstrator, Svetha	20
10/10/2008	<u>Teen D&D: A</u> : Demonstrator, Lori	4
10/13/2008	<u>Evening Drop-In Storytime - Monkeys</u> : Demonstrator, Svetha	35
10/13/2008	<u>Teen Advisory Committee</u> : Demonstrator, Rebecca	6
10/13/2008	<u>Baby Storytime</u> : Demonstrator, Madeleine (Svetha observed)	8

10/14/2008	'Tweens D&D: A : Demonstrator, Lori	4
10/14/2008	StoryTime (4-5): Clothes : Demonstrator, Lori	17
10/14/2008	StoryTime (all ages): Clothes : Demonstrator, Lori	19
10/14/2008	Rebalancing & Refocusing Your Bonus Years : Demonstrator, Jan Fulwiler	42
10/14/2008	StoryTime (2-3yo): Clothes : Demonstrator, Lori	30
10/15/2008	Toddler Storytime - Clothes : Demonstrator, Madeleine (Svetha observed)	17
10/15/2008	Toddler Storytime - Clothes : Demonstrator, Madeleine (Svetha observed)	22
10/15/2008	All Ages Drop-In Storytime - Clothes : Demonstrator, Madeleine (Svetha observed)	24
10/15/2008	Sauk Trail - 5th grade visit : Demonstrator, Svetha	20
10/15/2008	Book Bunch : Demonstrator, Svetha	6
10/16/2008	All Ages Drop-In - Clothing : Demonstrator, Svetha	23
10/16/2008	Sauk Trail 5th Grade Visit : Demonstrator, Svetha/Kathy/Circulation staff	21
10/16/2008	Morning Adult Book Discussion Group : Demonstrator, Elizabeth I. Bauer, Liz Dannenbaum	3
10/16/2008	'Tweens D&D: B : Demonstrator, Lori	4
10/16/2008	Baby StoryTime : Demonstrator, Lori	14
10/17/2008	Northside 3rd Grade Visit : Demonstrator, Svetha	120
10/17/2008	Teen D&D: A : Demonstrator, Lori	4
10/20/2008	"Kraffy" Kids: Yikes : Demonstrator, Lori	55
10/20/2008	Baby StoryTime : Demonstrator, Madeleine (Lori observed)	12
10/21/2008	Evening Adult Book Discussion : Demonstrator, Discussion lead by Liz	4
10/21/2008	StoryTime (all ages): careers : Demonstrator, Lori	8
10/21/2008	StoryTime (2-3yo): careers : Demonstrator, Lori	31
10/21/2008	StoryTime (4-5yo): careers : Demonstrator, Lori	12
10/22/2008	Book Bunch : Demonstrator, Svetha	5
10/22/2008	Toddler Storytime - Careers : Demonstrator, Madeleine (Svetha observed)	18
10/22/2008	Toddler Storytime - Careers : Demonstrator, Madeleine (Svetha observed)	27
10/22/2008	All Ages Drop-In - Careers : Demonstrator, Madeleine (Svetha observed)	42
10/23/2008	'Tween Book Discussion: Hound of Rowan : Demonstrator, Lori	13
10/23/2008	Adult Halloween Event : Demonstrator, Heidi Levy, author of "Famous Wisconsin Ghosts...and Ghost Hunters" Evaluation: Heidi did a nice job; she was very thorough, focused, and, at times quite witty. Several people came up to thank me for having her. And the Halloween treats are always a	31

	hit. Frankly, though, I'm a little tired of "adult Halloween programs." I think I can get speakers on the paranormal to come at other times & maybe make this program a biannual event rather than an annual event. 31 people is an adequate audience--but it doesn't indicate a huge demand on a regular basis.	
10/23/2008	All Ages Drop In Storytime - Careers : Demonstrator, Svetha	28
10/23/2008	Baby StoryTime : Demonstrator, Lori Evaluation: 29 at the 4pm group & 26 at the 6:30pm group - very unusual to have such close numbers. This was the first time we tried the "ticket-system." I have no idea how it worked as far as the numbers are concerned, but it was certainly a lot less hassle than sign up! The 3-D house was definitely the biggest hit, although we did have some glue issues. I need to spend some time cleaning the bottles before next kk!	31
10/27/2008	Baby Storytime : Demonstrator, Madeleine (Lori observed)	8
10/27/2008	Evening Storytime - Halloween : Demonstrator, Svetha	17
10/28/2008	StoryTime (2-3yo): Halloween : Demonstrator, Lori	35
10/28/2008	StoryTime (4-5yo): Halloween : Demonstrator, Lori	13
10/28/2008	StoryTime (all ages): Halloween : Demonstrator, Lori	12
10/29/2008	Toddler Storytime - Halloween : Demonstrator, Madeleine (Svetha observed)	8
10/29/2008	Haunted House Set Up : Demonstrator, Rebecca	48
10/29/2008	Book Bunch : Demonstrator, Svetha	11
10/29/2008	Toddler Storytime - Halloween : Demonstrator, Madeleine (Svetha observed)	22
10/29/2008	All Ages Drop-In Storytime - Halloween : Demonstrator, Madeleine (Svetha observed)	30
10/30/2008	Baby StoryTime : Demonstrator, Lori	27
10/30/2008	All Ages Drop-In Storytime - Halloween : Demonstrator, Svetha	13
10/30/2008	Haunted House/Library : Demonstrator, Rebecca Evaluation: Almost everyone that came out raved about how good it was--lots of thank yous from both parents & kids. A few 3 & 4 year olds who decided it was too scary for them, a lot of "that was awesome!" and quite a few repeat customers. One 6 year old asked me, "Is it as scary as a rollercoaster?" and when 2 parents were talking about it after going through, their girl said, "What, Mommy? I didn't see that--I had my eyes closed!" The teens really had a blast acting & during quiet spells would run upstairs to see if they could drag down any "victims." A great time. (139 attending, 31 teens acting)	139
10/31/2008	Halloween Carnival : Demonstrator, Svetha & Lori Evaluation: We had over 25 volunteers, and we needed every one of them! Every year we think fewer people will come, and every year we're totally wrong! It was impossible to get an accurate count, but the room was absolutely packed, so I know we were close to 200. The carnival has evolved into this format which is very doable and fun. 5 key club volunteers came @ 9am to help decorate and that was really nice! They did a great job and obviously did a lot more than Svetha and I would have been able to do on our own. Despite the chaos and	180

	hardwork, this is such a popular program, it'd be hard to replace it.	
	Number of Programs / Total Attendance	
	Children's	60 / 1383
	Teens	6 / 205
	Adults	5 / 174
	Grand Total	71 / 1762

3. LIBRARY EXHIBITS

Location	Exhibit	Artist/Collector
Lobby display case	Wisconsin Gourd Society	Wayne Otto and others
Picture rail	Oil	CK Chang
Front windows	Mosaic Stained Glass	Don Spencer

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

Date	Event	Participant(s)
October 1	Esser Park: Chamber event	Pamela
October 1	Budget Committee meeting	Pamela
October 2	Get Movin' Middleton	Pamela
October 6	Met with VITA services	Pamela & Liz
October 8	City Finance Committee session: Capital Outlay projects	Pamela
October 9	LINK Directors Council business meeting, at the South Central Library System headquarters	Pamela
October 10	City Employee United Way Event	Pamela: Department heads prepared food. All city employees were invited.
October 13	Acquisition meeting in Sun Prairie	Pamela
October 15	Fall Gathering of South Central Library System Directors at the South Central Library System headquarters	Pamela
October 15	City Council Budget & Finance Committee meeting	Pamela
October 20	City Council Budget & Finance Committee meeting	Pamela

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION, cont'd.

October 22	City of Middleton Committee Appreciation Night at Pleasant View Golf Course	Pamela
October 23	Dane County Public Hearing	Pamela
October 28	SCLS Continuing Education session with Jean Anderson in MID office	Pamela

October 28	South Central Library System annual visit to member libraries: rep. Vicki Teal Lovely Also met with Vicki and Jason Boak to discuss using online invoicing as part of the Acquisitions module.	Pamela Jason & Pamela
October 29	City of Middleton Finance Committee work session.	Pamela

5. DIRECTOR'S COMMENTS

Library Use Highlights for October 2008

Despite the cultural/social distractions of the summer Olympics and the national elections, the Library continues to see strong and steady increases in library usage.

The circulation of all library materials showed a favorable year-to-date change by 4.48% over 2007. Teen materials showed the greatest increase with a 9% over last year. Children's and adult materials rose by 4.5% and 3% respectively. Last month, 73.1% of our overall circulation was owned by the Middleton Public Library, as compared to the median non-Madison library stat of 70.65%.

Perhaps the greatest boon in library usage during the past month was the increase in self checkout activity. Not only did the use of the library's two **self-check machines** increase during October, but the third station at the circulation desk was used to complete over 4,000 transactions in only 2 ½ weeks. Together, the three self checkouts accounted for 27% of the library's overall circulation.

Program attendance was extremely busy during October, with programming targeted for users of all age levels. MID hosted 71 programs last month and over 1,700 people attended.

The number of materials loaned to and borrowed from other LINK libraries increased sharing was nearly in line with the library's overall with 3% and 5% increases.

Another area that has shown significant growth is **interlibrary loan**. Our library patrons requested 38 in October of 2007, but requested 56 in 2008.

5. DIRECTOR'S COMMENTS, cont'd.

December Board Meeting

Traditionally, December is the time when we invite the mayor, city administrator, members of the

common council, and the Friends of the Library Board to attend our meeting. The main purpose of this gathering is to have an informal discussion of library and other municipal issues with city officials.

The meeting could take place in the Marian Archer room on Tuesday, December 9, starting at 6:00 p.m. The earlier starting time will accommodate those city officials who need to attend a 7 o'clock Plan Commission meeting. Is this a tradition the board would like to continue? Should we also include county supervisors?

6. LIBRARIANS' REPORTS

Liz Dannenbaum, Head of Adult Services Librarian

IT was a busy month in adult services with Sarah recuperating from ankle surgery; things picking up with school assignments and the need for reference assistance; and several adult programs as well. We also began training a 40 hour practicum student from the UW library school. LAll Jenny Carr has been a big help this month, and many thanks to Pamela for filling in on the desk when another team member was on vacation.

The month's big success, not surprisingly, was a visit from author Michael Perry. He read from his upcoming book and totally delighted the 94 people who came to hear him. He is a lovely man, a fantastic speaker, and an awesome writer.

42 people came to the program on making the most of one's retirement years; good crowd, but the reaction of the audience was mixed. Some people really liked the speaker; others found her comments too simplistic.

31 people came to our 3rd annual adult Halloween program which featured author Heidi Levy. Ms. Levy did a nice job and there were many positive comments afterwards from people who came, but I am thinking of making this a bi-annual event in the future to keep it "fresh."

Our two book discussions (morning and evening) only drew 7 people total; not the attendance we hoped for. The book might have been off-putting (a nonfiction examination of how doctors make decisions) or it

6. LIBRARIANS' REPORTS, cont'd.

just could have been the busy time of the year. We'll see how November goes.

Rebecca Van Dan, Head of Youth Adult Services Librarian

The Teen Section looks much more inviting this month with our new clean & comfy puff butterfly chairs-- people have been using them a lot. The teen graphic novels finally have more space as well, as we shifted them next to the neon Teens sign and added a shelf so they have room to expand.

The Haunted Library program went very well this year with a record number of teen volunteers (48 for set up, 31 acting in it) thanks in large part to the Key Club. The program attendance also doubled from last year (139 this year, 70 last year), though most people came at the very beginning & it was fairly quiet towards the end. It was a bit too scary for the under 5 age group, but there were rave reviews from both the parents & kids who went through it. We had one teen who played spooky violin music & another who played the piano--both added a lot to the mood!

Both Teen Advisory and Books & Brownies attracted a good mix this month of boys/girls, different ethnicities & wide range of ages. TAC helped to choose the props used in the Haunted Library and brainstormed some great publicity ideas. Some TAC members volunteered to help at the Teen-run Book sale on Nov. 9. We also had 2 regular teen library volunteers who left this month due to extracurricular activities, and had 2 more take their places.

Svetha Hetzler, Head of Children's Services Librarian

We continued our regular fall programming of Storytimes, Book Bunch and Dungeons & Dragons this month. Additionally, we offered a Halloween-themed Krafty Kids, a 'Tween Book Discussion of *Hound of Rowan*, Book Bistro - Fall Flavors, 4 school visits (Northside and Sauk Trail Elementary Schools) and we ended the month with our Halloween Carnival. Lori and I were very pleased with our "special" offerings. Lori felt very proud of the 'Tween Book Discussion. Not only was the program well attended, but it was clear that there was a real and genuine interest in literature and reading. I was very happy with my efforts for this fall's Book Bistro. It was a wonderful chance to bring families together and share some great seasonal books and recipes. In October, we offered 60 programs with a total attendance of 1,383.

In collection development and management, we've made some changes in collection locations to bring more attention to certain areas. Last month we ordered additional shelving to help us in these efforts. In

6. LIBRARIANS' REPORTS, cont'd.

our toddler/preschool area, we rearranged the play area to make it more inviting for play and reading by enclosing the space and making the board and concept book cubbies more accessible. We also moved

the Parenting Collection out a bit. It seems to be working – all of us have noticed more reading in the area and empty displays. We also moved the Children’s Graphic Novels and the MCFG (foreign language) materials to the Children’s AV area. We ordered additional DVD shelving which we needed in terms of space. The additional shelving unit has also allowed us to feature the Children’s non-fiction and instructional films. Now all of the Children’s materials are contained within the boundaries of the Youth Services department.

Our practicum student, Madeleine is continuing her work on evaluating our European History and Geography book collection.

Kathy continues to evaluate our Parenting Collection and just completed a weeding project for this area. She created two displays this month: “1492” - highlighting Columbus and other explorers of the Americas. She also created a “Vote” display and included stickers and bookmarks as nice gifts. Kathy continues to maintain the Discovery Packs and all damaged/mending Children’s materials.

I attended my monthly meeting for the Charlotte Zolotow Selection Committee at the CCBC and our work and evaluation process is moving forward nicely. We should be wrapped up sometime in December so that a winner can be announced in January.

We placed orders on the prize incentives for this winter’s reading club. We also began work on winter publicity and programming.

We had success in our search for a qualified candidate to present a weekly Bilingual Spanish/English Storytime. Katy Shannon, a Spanish teacher from the area will be presenting an eight week session of Friday morning storytimes. I’m very excited to give our patrons the opportunity for this program experience.

Finally (and sadly), Lori Bell who has been an amazing colleague and friend submitted her resignation this month. Her last day will be December 31, 2008. She and her husband will be moving to England for several years as his firm is expanding their overseas market. I’ve learned so much from Lori over the past

6. LIBRARIANS’ REPORTS, cont’d.

4 years and I will miss her enthusiasm and dedication immensely but I am grateful to have had the

opportunity to work with her.

Elizabeth Bauer, Head of Circulation Services

Two new pages were hired in October to fill the open positions; both are working out well.

The new self check machine was installed, at the south corner of the circulation desk, October 14th. We promoted it, and the rest of the self check machines with cups, candy, and a chance to win in a drawing, for two weeks. The new self check machine has been accepted, for the most part, by library patrons as another service option. Even with five checkout options, we are still getting lines - we are serving a lot of displaced Sequoya patrons who are coming to Middleton, while the current SEQ branch is closed. The new SEQ is tentatively set to open around the end of November. October is usually a busy time at the library anyway, but we welcome the opportunity to provide library service for SEQ patrons, as well as all others who come through our doors.

Pat Williams, Head of Information Technology

3 of the 4 upper level public access computers by the Circulation Desk have been removed from the LINK network, and placed on our own internal one. One PAC had to remain on LINK, per LINK policy. The removals freed up LINK licenses to be used with the new self-checkout unit, and an upcoming staff LINK PC. The 3 stations are now set as 10 minute "express" Internet stations, with unlimited time for LINKcat access.

The lower level and children's area express stations now sport new LCD monitors. Indeed, all old CRT monitors have been disposed of (properly) from their storage in the furnace room.

7. STAFF MEETING SUMMARIES

Management Meeting Minutes, October 28, 2008

1. Staff Reports

Adult Services – Author Jesse Lee Kercheval will be here on Thursday, November 13th, at 7 pm; there are already 20 people signed up for the program.

Circulation Services – The new self check is doing well on the Circulation desk; the promotion

7. STAFF MEETING SUMMARIES, cont.

ends on Wednesday, October 29th. Two new pages have started – Ray Koeppcke and Jackie

Rodriguez – they are being trained.

Young Adult Services – there has been a lot of shelving problems in the teen area; Rebecca thinks a patron may be moving chunks of items to different places; Youth Services staff will keep an eye out, and a page will be assigned to work in the section on Monday nights. The Teen Haunted House is Thursday, October 30th; set up is Wednesday afternoon. The first 15 minutes are “lights on” for younger kids. Teens and younger kids will have the opportunity to vote in the election, on Tuesday, November 4th at the Main Level Help Desk. There will be a teen run book sale on Sunday, November 9th from 1:30 to 3. Patrick will put a notice on the LCD in the lobby.

Children’s Services – Lori and her husband, Curtis, are moving to England (a wonderful job opportunity and a family adventure) and Lori’s last day will be December 31st, 2008. Current time line for filling Lori’s position is to immediately advertise on a variety of sites (library home page, SLIS, Kids List, Wislisjobs, and SCLS Announce), interview in early December, and have a tentative start date of January 5, 2009.

Upcoming children’s programs include a Halloween Carnival, Harry Potter Trivia Challenge, and “Give a Mouse a Cookie”, with characters. Lori and Svetha will attend the 2009 Summer Reading Program workshop on November 20th.

The Children’s department has contracted a bi-lingual librarian Katie Shannon, for the early winter to present eight weeks of immersion, drop-in story times on Friday mornings. The story times will be a literary experience, not a teaching experience.

Information Technology – Patrick has changed three of the four PACs to 10 minute internet express stations (by circulation – one has to remain a LINK PAC). Patrick’s other projects are updating the website, making personal calendars for staff on the utility page, and creating an on-line suggestion box for the public. The LINK computer, for the staff workroom, has been ordered.

Director – The 2009 staff programming requests have been collated and sent out the Friend’s Board. Pamela will have the Library Board review the Meeting Room, Study Rooms, and Bulletin Board policies in December. Pamela will send the Management Team links to the ALA Library Bill of Rights policy on meeting rooms so we can review, and make suggestions before the December Board meeting. Pamela checked with the City of Middleton; no city buildings have keyless entry, so she is still researching the suggestion. When staff is ill, delayed, etc., – pages and circ staff should leave a message at the Circulation Desk, and all other staff should leave a message at the

7. STAFF MEETING SUMMARIES, cont.

Main Level Help desk. If staff has any wishes for their department, please get request to Pamela for consideration. The book budget is quite healthy so those involved with collection development should keep ordering. Pamela and staff had a spirited discussion about the results of the cell phone policy survey, and the services to non-English speaking patrons survey.

2. **LINK News** – after recommendations from the LINK ILS Committee, LINK Directors voted to go with the open source product, Koha, for the next ILS. LibLime is the support company that will do the development. Pamela and Jason will meet with Vicki Teal Lovely, from SCLS Automation to discuss on line invoicing for Middleton Public Library. There was a discussion about vendors to order AV material from (Midwest Tapes, Random House, Recorded Books, Amazon), and replacement parts. LINK has provided Middleton with two floating station numbers, so Management Staff can have two stations up to do acquisitions, and still use circulation. Middleton will eventually have five floating station numbers. Pamela is researching, and pricing, RFID tagging and equipment.
3. **Staff Schedules/WLA** – There was a discussion about desk staffing during WLA and the upcoming holidays.
4. **LINK Technology** – Patrick and Pamela tried out the text messaging for holds option; Middleton does not want to offer this service until we have the new ILS. The email, pre-overdue notice service to patrons starts on November 3rd. Patrick and Pamela have met vendors, and are exploring options for a new copy/fax machine for the lower level.
5. **Middleton Public Library “GO GREEN” Campaign** – We will have a January promotion and campaign. The City of Middleton is actively pursuing green solutions. A staff sub-committee will be formed to promote the “GO GREEN” campaign. The Children’s Department is offering a December program with Bob Kahn that ties in with the campaign.
6. **Collection Development** – Liz and Pamela are working on an “intergenerational” January/February display featuring a variety of materials by the author Gregory MacGuire; it will be placed on the A-frame on the main level.

7. STAFF MEETING SUMMARIES, cont.
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7. **Library Cleaning** – there was a discussion of areas that need cleaning and how to accomplish this.

Youth Services Meeting Minutes

Thursday, October 30, 2009

1. Staff Reports –

LB – Lori and Curtis are moving to England; her last day is December 31, 2008, but she will not be changing her schedule in November and December. Lori is currently working a list of her responsibilities that need to be re-assigned.

SvH – With Lori leaving, and the hiring of a new Children's Librarian, the Winter Reading Program ("Read Around the World") will be low key. There will no tween events in January while the new librarian is being trained, and Svetha will offer a light program that includes Book Bistro and a six week Book Bunch, tied into the Winter Reading Club. Book Bunch will feature six weeks of books, film, and food focused on six different areas of the world. The sixth week will feature India, and author Kashmira Sheth will be featured with her new book. Upcoming events are: the Halloween Carnival and the "If you give a Mouse a Cookie" program.

RV – Upcoming programs are the Haunted House and a teen run book sale. There is intentional mis-shelving going on in the teen section; a page will be stationed there, on Mondays to observe and shelf read. There was discussion about cleaning the floor by the internets in the teen area. The headphones on Games Computer 1 are broken again – they have been replaced three times. Rebecca will order extra headphones, but will not replace the broken ones yet.

KR – Kathy weeded the Parenting Collection and it has been moved to a more prominent spot in the children's area.

2. Collection Development

-There is another range of children's DVD shelving. The two DVD ranges will be pulled apart, and shelving will no longer be all the way across both units. The back side of the new unit will house the educational children's DVDs. Lori will talk to Patrick about new signage.

-The Braille books will move to the bottom shelves under the magazines and folk and fairy tales.

-The graphic novels have moved into the Children's AV section. The old shelving will be put into storage.

7. STAFF MEETING SUMMARIES, cont.

-All kits, **except HOLIDAY**, will be in the Children's AV section. The Madison Community Foundation kits will be changed to world language kits. The non-fiction Madison Community Foundation books will be filed in the regular children's non-fiction.

-A readers advisory update –the easiest of the Easy Readers are marked with a red E (most of these have a controlled vocabulary of no more than 40 words.

-We do not mark our books according to the lexile level; if a parent asks about that, they can get a list of books from lexile.com for reading levels and bring the list in.

3. **Space Needs** – Deb Haeffner came out to look at our space needs. Some furniture was re-arranged in the children's area, some collections, have been moved, and we will continue to assess needs.

4. Main Floor Issues:

-Pamela is exploring new vending machine options.

-New pages need lots of training.

-While the SEQ branch of Madison Public Library is closed, SEQ holds are being sent to HPB and us. Elizabeth will find out about SEQ's opening date of new building.

4. **Youth Service Selection Team Meeting** –the members of the selection committee met to discuss the hiring of the new Children's Librarian. Issues discussed were: posting of the position, hiring timeline, the selection process, the interview questions, the final selection and hiring, training, and transition issues.

Hiring of new Youth Services Librarian Timeline is as follows:	
10/30/08	Youth Services Librarian Selection Committee Meeting
	Topics discussed: job posting, timeline, selection process, interview questions, final selection, hire date, training, transition
10/30/08	Posting on MID home page – information and job description
10/31/08	Posting of position – LINK Announce, SLIS, CCBC, Wislisjobs, kidlib
7. STAFF MEETING SUMMARIES, cont.	

11/17/08	Get list of resume questions to PKW for compilation
11/23/08	5:00 pm deadline for receiving resumes
11/24/08	Youth Services Selection Committee Meeting – -create final list of interview questions -rank list of candidates
11/25/08	PKW will call candidates and set up interviews (3-5)
12/1-12/5	Interviews, reference and background checks, and final selection (12/8-12/12 second round of interviews, if needed)
1/5/09	Start date of new Youth Services Librarian, training

8. SOUTH CENTRAL LIBRARY SYSTEM (INCLUDING LINK)

The following topics were discussed at the October meeting:

Three libraries in SCLS libraries are looking into **RFID**: Mount Horeb, Sun Prairie and Verona. Two are seriously considering this option. (SCLS will provide a price estimate for Middleton should we want to consider this option.)

Email server: migration from Eudora to Thunderbird is being planned by SCLS. This will be complicated and messy and will still require web2mail. .

The ILS Selection Committee recommended that LINK migrate to an open source ILS known as Koha, with LibLime as a development and support vendor. The cost is within the authorized expenditures of the 2008 budget amount for a new ILS. Several libraries across the country are using this system: demo links are available to public library sites on the LINKS website. SCLS would be the first public library system of its size to apply this system. Contract negotiations will begin immediately. **Motion passed.**

Circ services: Decided **to remove the interactive piece of Harriet.** LINKCAT sessions timeout is set at 5 minutes. Done for privacy reasons. **The committee wants to extend it to 15 minutes as a**

8. SOUTH CENTRAL LIBRARY SYSTEM (INCLUDING LINK), cont.

pilot project. Evaluate after 6 months. **LINKCat Keyword index: “all keyword” index will be added.** This will be part of the Dynix upgrade. This has been request for years by the public. Voted to **discontinue subject searching. Libraries should consider adding a line to their receipts to promote pre-overdue notices. SCLS will send a batch email to everyone to advertise the pre-overdue notices.**

Director Phyllis Davis shared with the group that the **SCLS facility lease expires at the end of next year.** The board is evaluating their options, keeping in mind the option of combining automation, administration and the WLA office under the same roof. SCLS is currently not on the city fiber. Ms. Davis is hopeful of a decision by June of '09. The square footage needed is 11,000.

Technology planning process will be based on the results of the focus groups. Will post more questions and make plans to be more responsive and includes core values for cost sharing models and feedback mechanisms. Check the blog and WIKI and read the online update link.

9. DANE COUNTY LIBRARY SERVICE

Budget Update

The County Executive's budget proposes to fund DCLS at 92% of the actual costs. The Dane County Library Board has proposed a 2009 budget amendment sponsored by Supervisors Martz and Wheeler that would restore municipal library reimbursement programs to 100% of the actual costs for services.

Supporting the 2009 budget amendment to attain 100% funding will require a slight increase in the county library tax, from 30.3 cents per thousand to 30.93 cents per thousand. An average property taxed by Dane County paid \$74.54 last year; the passage of this amendment would mean the same property would contribute \$76.71. This increase of \$2.17 per average household would mean an additional \$276,880 to individual libraries in Dane County. Locally, that means an additional \$51,082 for the Middleton Public Library to use to meet the demands non-residents place on the library. The Middleton Public Library will receive an increase of \$40,271 from Dane County in 2008 – from a total payment of \$512,295 in 2007 to \$552,566 in 2008.

9. DANE COUNTY LIBRARY SERVICE, cont.

			County Exec.	Committee
Account	Description	2008 Actual	2009 Budget	Amendment
	Dane Co. Lib. Service	\$ 552,768	\$ 579,321	\$ 638,529
204-4372-00	Operating reimbursement program	\$ 467,970	\$ 492,084	\$ 542,376
	Facility reimbursement program	\$ 84,798	\$ 87,237	\$ 96,153
			\$ 26,553	\$ 88,761

The County Supervisors have not met, to date. No updates available at this time.

10. BUDGET OVERVIEW

2009 Library Operating Budget

The Finance Committee kept a close eye on the national economic situation, while considering all city department requests. After two months, they finished their deliberations for the 2009 city budget on Wednesday, October 29.

In addition to covering all anticipated increases in ten operating accounts (office supplies, postage, LINK services, building maintenance, equipment maintenance, and utilities), the book audiovisual accounts will receive 3% inflationary cost increase. Conference and training, mileage and programming accounts will also see increases.

Goal area	Objective	Decision Item/Account #	Final decision
Decision Item 1: Focus on general library operations: Meet the needs of the community by providing a highly qualified staff.	The library provides area residents with optimum access to its services and program by anticipating and meeting the diverse library needs of the community and providing a highly qualified staff.	\$28,454 Total request \$17,265 (100-5511-110) \$11,189 (100-5511-190) Library Assistant II for Youth Services: Add a half-time Library Assistant II to the library's organization chart in order to provide additional support for an increasingly busy children's services program.	Not approved
Decision Item 2: Focus on general library operations: Meet the needs of the community by providing a highly qualified staff	The library provides area residents with optimum access to its services and program by anticipating and meeting the diverse library needs of the community and providing a highly qualified staff.	\$25,000 (Total request) Supplementary staff hours: Create an account to allow the Director to assign additional staff hours to fill gaps in desk coverage during vacations and sick leave.	\$20,000

10. BUDGET OVERVIEW, cont.

The chart above shows the results of the Finance Committee's considerations of decision items. The council acted favorably to support the need for additional staff for the purpose of desk coverage during vacations or sick leave, but chose not to fund out first request of making a change to the organizational chart by adding a new position to the youth services.

2009 Library Capital Budget

The Finance Committee approved both of the library's capital requests to repair the roof and to conduct a space needs assessment. In 2007, the Committee recommended that funding for the Archer meeting room videoconferencing equipment should come from the Telecommunications Fund.

Year	Project/Equipment/Furnishings Requests	Cost
2009	Roof repair	\$25,000
2009	Strang space needs & efficiency study	\$10,000
2010	Archer meeting room videoconferencing equipment	\$14,800
2010	Self-check machine	\$20,000
2010	Cardinal room remodeling	\$50,000
2012	Self-check machine	\$20,000

At its November 6th meeting, the Council authorized publication of the City's 2009 operating and capital budgets for a public hearing on Tuesday, December 2, at 7:45 p.m.

11. 2009 Friends of the Library Program Support Proposal, Library Libations & Silent Auction

	Administration	
	Middleton Chamber of Commerce annual membership	\$ 55
	Friends newsletter mailing (6 per year)	\$ 1,000
		\$ 1,055
	Adult Services	
	Annual Martin Luther King Day event	\$ 550
	Author events	\$ 450
	Summer Concert	\$ 300
	Adult summer reading program prizes & food	\$ 250
	Book Discusstion refreshments	\$ 50
	BookPage literary newsletter	\$ 400
	Adult Winter Reading Program (Hot Reads for Cold Nights)	\$ 500
		\$ 2,500
	Children's Services	
	Performers	\$ 5,000

Author visits	\$ 1,200
Special programs (throughout the year)	\$ 4,000
Parent Workshops	\$ 800
12 Krafty Kids programs (monthly)	\$ 900
Storytime support (throughout the year)	\$ 500
Winter reading club: prizes, kick-off party supplies, snacks (now)	\$ 2,500
Summer reading program: prizes, decorations, Book Bunch, movies	\$ 5,000
Movie license	\$ 500
	\$ 20,400
Circulation Services	
GO GREEN Library book bags (reuse/recycle)	\$ 800
	\$ 800
Teen Services	
Summer reading program	\$ 1,535
Schoolyear programs	\$ 745
Literary events (Books & Bagels, monthly)	\$ 180
Teen Advisory Committee (12 monthly meetings)	\$ 85
Dragon food	\$ 380
	\$ 2,925
Volunteer & staff activities	
Staff & board development with new director	\$ 200
August staff in-service goal setting & refreshments (Facilitator & meal)	\$ 500
Volunteer appreciation dinner/food & entertainment	\$ 300
April volunteer recognition	\$ 100
Staff appreciation activities	\$ 650
	\$ 1,750
TOTAL	\$ 29,430

Friends of the Library Fundraiser

Library Libations is a wine tasting event that will be held at Barriques in Middleton with an anticipated 100 guests in attendance on November 13 from 5:00 to 7:30. Barriques will highlight wines that may be appropriate “gift giving” wines for the season and Vivianis’ a caterer will donate a sampling of appetizers.

11. 2009 Friends of the Library Program Support Proposal, Library Libations & Silent Auction

The group hopes to raise awareness of the Friends of the Library to increase both the corporate and individual sponsorship while also raising funds to sponsor upcoming library programming requests. It is anticipated that the event will raise approximately \$2,000. The further purpose is to build a social component into our Friends organization that will enable us to continue to build our Friends community and celebrate the related "Good Deed" of supporting our library.

Library Libations Silent Auction:

Anui Yoga	Yoga Clothing
Arbor House B&B	One night stay (Sun through Thurs)
Bogey's	Family Fun Pack:4 rounds of mini golf, go kart rides and batting tokens
Capitol Skating School	One Skating Session
Chulavista Resort	Gift Certificate for 2 rounds of golf
Costco	One Year Membership
Costco	Various Bakery items
Duncan Edwards Hair Salon	Haircut
Eagle Optics	Lens cleaning kit (Audubon society)
Frugal Muse	Books and 10\$ gift certificates
Harbor Athletic Club	Three Month Membership
Hubbard Diner	Certificate for a 9 inch pie
Infinity Martial Arts	1 month of Karate
Infinity Martial Arts	1 Pizza party

Mallards Baseball	6 tickets (good any night for 2009 season)
Maurice's Clothing	20\$ gift certificate
VinSanto Restaurant	\$25 Gift Certificate
Wisconsin Chamber Orchestra	Cabaret Table (for 4) at the Holiday Concert in Middleton includes pastries from Hubbard Avenue Diner

And more.....

Tickets to Library Libations are on sale at the Library circulation desk...space is limited

12. Agenda Overview

Resignation from Youth Services Librarian Lori Bell will definitely impact the rhythm and short term programming plans for the Library. We wish Lori well and recognize that it is a wonderful opportunity for her and her husband. A selection committee was formed to review the job description, advertise, set a time line, write interview questions, and determine selection criteria for the position. Members of the committee are Svetha, Rebecca, Elizabeth and Pamela. Start date is scheduled for January 5, 2009.