

# MIDDLETON PUBLIC LIBRARY



## December 2008 Report

(Distributed at January 13, 2009, library board meeting)

### 1. STATISTICS

<b>Circulation:</b>	<b>Adult</b>	<b>YA</b>	<b>Juv.</b>	<b>Total</b>	<b>Year to Date</b>
<b>2008</b>	36,222	3,606	18,675	58,792	755,761
<b>2007</b>	32,208	3,144	15,392	50,744	715,826
<b>2006</b>	32,850	3,256	14,833	50,939	671,642
<b>2005</b>	32,024	2,718	12,985	47,727	612,496
<b>2004</b>	30,631	2,135	12,351	45,117	529,268
<b>(2008-09 +/-)</b>	<b>(+12%)</b>	<b>(+15%)</b>	<b>(+18%)</b>	<b>(+15%)</b>	<b>(+5.6%)</b>

#### Self-Service checkouts:

	<b>3M</b>	<b>ITG#1</b>	<b>ITG#2</b>	<b>Total</b>	<b>% of Total</b>
<b>2008 (December)</b>	5,959	6,704	5,908	18,571	31.6%
<b>2007 (December)</b>	3,912	5,194		9,106	17.9%

<b>Library cards issued:</b>	<b>Adult</b>	<b>Juv.</b>	<b>Sr.</b>	<b>Org.</b>	<b>Total</b>
<b>2008</b>	55	14	3		87
<b>2007</b>	75	8	1	0	84
<b>2006</b>	63	12	3	0	78

#### Dynix holds in December:

	<b>Loaned to LINK libraries</b>	<b>Loaned from LINK libraries</b>
<b>2008</b>	14,579	14,227
<b>2007</b>	14,226	14,801
<b>2006</b>	15,197	
	(+2.3%)	

<b>Miscellaneous:</b>	<b>ILL</b>	<b>Visits</b>	<b>Study rooms use</b>
<b>2008</b>	56	44,621	542.25 hours / 329 bookings
<b>2007</b>	34	35,297	435 hours / 285 bookings
<b>2006</b>	24	35,862	444 hours / 305 bookings

## 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
12/2/2008	<u>'Tweens D&amp;D: C</u> : Demonstrator, Lori	5
12/2/2008	<u>StoryTime (all ages drop-in)</u> : Demonstrator, Lori	43
12/3/2008	<u>All Ages Drop-In Storytime - Penguins</u> : Demonstrator, Madeleine (Svetha observed) A perfect theme for such a snowy day! The storytime went really well. For such a large group, the children listened and participated well. Parents also appeared to enjoy the stories and songs and were actively engaged with their children. Svetha's comments: A fun storytime. Even the younger ones did well with the longer stories. Everyone was excited and eager to be back at storytime so I'm glad that we offered our 3 weeks of December favorites. Madeleine seemed very natural and comfortable and it didn't feel like there had been a break.	35
12/3/2008	<u>Book Bunch</u> : Demonstrator, Svetha	4
12/4/2008	<u>Baby Storytime</u> : Demonstrator, Madeleine (Svetha & Allison Kaplan from SLIS observed)	44
12/4/2008	<u>'Tweens D&amp;D: D</u> : Demonstrator, Lori <b>Evaluation:</b> New player joined us today - had been sick the 1st 2 weeks. The group had a lot of fun questioning the people at the inn and debating their next move.	6
12/5/2008	<u>Teen D&amp;D: B</u> : Demonstrator, Lori	5
12/8/2008	<u>Teen Advisory Committee</u> : Demonstrator, Rebecca	5
12/8/2008	<u>MGE presents Bob Kahn: MaGic Energy</u> : Demonstrator, Bob Kahn <b>Evaluation:</b> program cancelled due to inclement weather. Will try to reschedule for Spring.	0
12/9/2008	<u>StoryTime: All Ages Drop-In</u> : Demonstrator, Lori	0
12/9/2008	<u>'Tweens D&amp;D: C</u> : Demonstrator, Lori	0
12/10/2008	<u>Books &amp; Brownies: Chicken Soup for the Soul</u> : Demonstrator, Rebecca Had 3 people pick up copies of the book, but 2 called to say they couldn't make it & the third never showed up. Book was suggested at a previous Books & Brownies discussion. (bad weather may be a factor for low turnout.)	0
12/10/2008	<u>Book Bunch</u> : Demonstrator, Svetha /Tessa Michelson from the CCBC	4
12/10/2008	<u>All Ages Drop-In Storytime - Favorites</u> : Demonstrator, Svetha <b>Program Content:</b> Books: Ginger, What Color is Your Underwear, First Flight, Hi Pizza Man ---- Songs, Fingerplays & Flannels: Hello Song, Little Mouse, Bean Bag Rock, Wheels on the Bus, 2 Little Blackbirds ---- Film: Chicka Chicka Boom Boom ---- Chicka Chicka Boom Boom coloring sheet. <b>Evaluation:</b> Big group and a lot of fun. Great energy in the room today. Again, I'm glad to have offered the drop-ins in December.	38
12/11/2008	<u>Baby StoryTime</u> : Demonstrator, Lori Huge group again this week! Everyone barely fit in the room, but we managed. Bonny was here to film, but she said it was difficult b/c it was so big a group. Lots of fun,	40

	though. Plenty of moms said thanks afterward and were very interested in the Winter schedule and the new video on demand feature of the cable access channel's website.	
12/11/2008	<b>Just Ducty: Duct Tape Gifts</b> : Demonstrator, Rebecca What a sweet group of teens--helped me set up, clean up & thanked me profusely for having such a fun program. One girl just moved here from Florida & she was very happy to make some friends. One girl said she wanted to be an artist & duct tape will be her new medium. They made duct tape glasses, a warrior helmet, wallets, and a purse. (and after a diatribe on parents and old people they reassured me that they didn't consider me an "old person" because I was "still very cool". :)	4
12/11/2008	<b>Tweens D&amp;D: D</b> : Demonstrator, Lori	5
12/12/2008	<b>Teens D&amp;D:B</b> : Demonstrator, Lori	5
12/16/2008	<b>StoryTime: Mo Willems</b> : Demonstrator, Lori	39
12/16/2008	<b>Tweens D&amp;D: C</b> : Demonstrator, Lori	4
12/17/2008	<b>StoryTime: Mo Willems (Wed)</b> : Demonstrator, Lori	27
12/18/2008	<b>Baby StoryTime</b> : Demonstrator, Lori	15
12/18/2008	<b>Tweens D&amp;D: D</b> : Demonstrator, Lori	3
12/19/2008	<b>Teen D&amp;D: B</b> : Demonstrator, Lori	0
	<b>Number of Programs / Total Attendance</b>	
	Children's	18 / 312
	Teens	6 / 19
	Adults	0 / 0
	<b>Grand Total</b>	<b>24 / 331</b>

<b>3. LIBRARY EXHIBITS</b>		
<b>Location</b>	<b>Exhibit</b>	<b>Artist/Collector</b>
Lobby display case	World Souvenirs	Carol Phelps
Picture rail	Watercolors	Marty Hill
Glass display case		
Front windows		

**4. STAFF DEVELOPMENT & INVOLVEMENT OPPORTUNITIES**

**Wisconsin Library Association Legislative Day  
Tuesday, February 3 at the Best Western Inn on the Park**

**WLA State Legislative Agenda  
For the 2009-11 Biennium**

The Wisconsin Library Association (WLA), established in 1891, unites and supports people from

#### 4. STAFF DEVELOPMENT & INVOLVEMENT OPPORTUNITIES, cont'd.

all types of libraries to develop and advocate for dynamic, responsive Wisconsin libraries. Our 2,000 members, including librarians, libraries, library trustees, and friends from across the state, share this common purpose.

##### Legislative Priorities for 2009 Legislative Action

- Increase state funding for [public library system aids](#) to 13% of local library expenditures, as specified in Wisconsin statutes.
- Support expanded funding for [BadgerLink](#) resources.
- Preserve the use of the **Universal Service Fund** for BadgerLink and other library services.
- Increase funding necessary to support traditional service levels for [state contracts](#):  
**Wisconsin Regional Library for the Blind & Physically Handicapped**  
**Cooperative Children's Book Center**  
**Wisconsin Library Services (WiLS) and**  
**Milwaukee Public Library/Interlibrary Loan**
- Support funding for [statewide delivery](#) of library materials.
- Support increased funding of the [University of Wisconsin System libraries](#).
- Oppose the diversion of the [Common School Fund](#) for purposes other than the purchase of school library materials.
- Support the need for libraries to have access to **sufficient bandwidth**.
- Support [public library district](#) enabling legislation.
- Support the **Wisconsin State Law Library** and the **Milwaukee County and Dane County Legal Resource libraries**.
- Oppose any proposals that mandate a specific percentage of funding for educational institutions be spent on classroom instruction.
- Support a measure which would allow public library boards to transfer bequests and other gifts to a related charitable foundation.
- Support exemption of county library expenditures from any county levy limits.
- Support access to **government publications/documents**.
- Support full funding for the **Wisconsin Historical Society Library**.
- Support updated standards for school library media centers.
- Support the employment of at least one full-time certified school library media specialist and appropriate support staff in every school; support additional professional staff and support staff in schools of 650 students or more.
- Continue to promote the importance of **publicly-funded free and open access** to library materials to all.
- Support continuation of [maintenance of effort](#) funding levels by local units of government as a requirement for public library system membership.

##### Legislative Policy Statements

##### The Wisconsin Library Association affirms:

- That library services address essential informational, educational, cultural, and recreational needs for Wisconsin residents and merit strong legislative support.
- That the state's libraries, by providing lifelong learning opportunities, make a significant contribution to the quality of life for all Wisconsin residents.
- That the state's libraries through a statewide knowledge network provide essential information resources for the state's economic development.
- That the state's libraries, through multiple cooperative arrangements, serve as models for regional and statewide cooperation.

#### 4. STAFF DEVELOPMENT & INVOLVEMENT OPPORTUNITIES, cont'd.

- That the state's librarians provide Wisconsin residents with the essential information services they need to succeed at school, at work, and in their personal lives.

##### **The Wisconsin Library Association supports state legislative policy that:**

- Ensures that all the people of Wisconsin have the broadest possible access to information resources and materials.
- Preserves the fundamental principle of publicly funded free and open access to library materials and services.
- Ensures privacy in the use of library materials and services.
- Strongly supports the development of collections and resources for libraries of all types.
- Broadens the availability of communications technology for educational and information resources.
- Promotes regional and statewide sharing of library and information resources.
- Supports strong statewide leadership for library development and cooperation.

##### **The Wisconsin Library Association opposes state legislative policy that:**

- Restricts access by the state's residents to information resources and materials.
- Affects local and state taxing options that could have an adverse affect on libraries.
- Intrudes on the privacy of library users.
- Interferes with the right of local public library boards to independently determine local library policy, staffing, and services based on community standards.

**Wisconsin Association of Academic Librarians (WAAP).** The 2009 conference theme is **Library DIY: Create, Collaborate, Innovate**. As libraries continue to face new challenges and opportunities, librarians are doing more themselves. How have you created, collaborated or innovated? What do you do to improve your situation? What can others learn from your experiences? What do you wish you had known? Your experiences and answers to these questions inspire the great programs in store for the annual WAAL Conference. April 21-24 at the Heidel House Resort in Green Lake.

**Wisconsin Association of Public Libraries (WAPL)** will hold its Annual Conference on May 6-8, 2009 at Glacier Canyon Lodge at Wilderness Way, Wisconsin Dells.

**American Library Association (ALA).** The 2009 Annual Conference will take place in Chicago, IL July 9- July 15, 2009 at McCormick Place West located at 2301 S. Lake Shore Drive Chicago, IL 60616.

**WLA Annual Conference:** Wisconsin Library Association Annual Conference is October 20-23, 2009 at the Radisson Paper Valley Hotel in Appleton.

## 5. DIRECTOR'S REPORT

### Library Use Highlights for December 2008:

- December showed an amazing increase in circulation of 15%, which can be mostly attributed to the downturn in the economy. The “borrow instead of buy” motto is being used by more citizens as a way to cope with the uncertainty of these times. I speak for the entire staff when I say how grateful we are to have additional staff hours for the Youth Services Desk and to cover the other two desks to keep up with the demands!
- Self checkout use showed an all time high, accounting for over 30% of our outgoing circulation. Patrons checked out 18,571 using the self-serve machines.
- Study room use soared to over 320 books and 542 hours last month.
- Weekends continue to be a favorite time for our patrons to visit. In the month of December, alone, patrons checked out 10,712 on Saturdays and Sundays, for an average daily count of 1,339.
- In 2008 we borrowed 1,811 more items from LINK libraries than we loaned to other LINK libraries.
- Adult programming took a breather to gear up for the winter reading program. Registration began on January 5<sup>th</sup>. Children’s programming attendance was great affected by the weather and road conditions, however, we had 331 attend the 24 programs in December.
- Work on an annual report that highlights the library’s achievements for 2008 has begun. Depending on the collection of particular data, the report should be available at the next library board meeting.

### Electronic Databases continues to grow both in the academic and private sectors. Middleton Public Library will provide the following in 2009:

- **Ancestry Library:** Census, immigration, vital and military records for genealogy research
- **BadgerCat:** allows searching for all participating Wisconsin library catalogs.
- **HeritageQuest:** Digitized family, local and military histories: revolutionary war pension and bounty-land warrant application files, Freedman’s Bank records and is an important resource for locating African-American ancestors.
- **LearningExpress:** practice tests including civil service, career, citizenship and college entrance exams, also skills-building courses on math, reading and writing.
- **Literature Resources Center:** author biographies, literary criticism and book reviews on novelists, poets, essayists, journalists and other writers.

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

- **netLibrary:** electronic books available for reading online.
- **Novelist:** books reviews, discussion guides, awards, author readalikes on fiction and nonfictions titles.
- **Overdrive:** downloadable audio books, video and music
- **What do I Read Next?:** look up a book or series to find a summary, and search for books in a series, genre, topic, setting or time period.
- **WorldCat:** a worldwide library catalog
- **RefUSA:** contact and company information on US business. Searchable by name, location, industry, number of employees and more.
- **ConsumerReports.com:** Online version of the buying guides, product evaluations and
- **ChiltonLibrary.com:** electronic access to repair manuals, including illustrations, standard service times and instruction for US and import vehicles.
- **DIY (Do It Yourself) databases** are also being tested and evaluated by SCLS libraries.

Also in 2009, the Library will have access to the City of Middleton's new online communication tool, known as **GovDelivery**. This *E-mail Subscription Management* tool is an automated system that uses e-mail, wireless and RSS alerts to notify residents about specific topics when new information is posted to a city's website. The objective is to disseminate information more effectively with residents by offering very specific e-mail updates, reduce paper document distribution costs, reduce printing, postage and lower administrative costs on bulk mailings. Library examples include: newsletter, library board minutes, agenda, bibliographies and programming events.

### Comments:

A letter from donors Jeff and Susie Hardin, "*Thank you for the wonderful library you provide our community and our autistic son. One of his favorite places to go is the Middleton Public Library!*"

On January 5, 2009, Jessica Brooks reported a happy gentleman said how pleased he was to find a quiet area on the lower level.

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

**Internally: In 2009**, staff will be taking advantage of the accounting tracking option in the acquisitions module. This option allows selectors to track their materials spending. Breakdown of the accounts are as follows:

<b>Account name</b>	<b>Amount</b>
Adult Fiction hardcover books	\$ 36,000.00
Adult Nonfiction/Reference hardcover books	\$ 30,000.00
Adult Large Print books	\$ 12,000.00
Adult Paperback books	\$ 6,000.00
YA Fiction hardcover books	\$ 12,000.00
YA Nonfiction/Reference hardcover books	\$ 10,800.00
YA Paperback books	\$ 2,400.00
Juvenile Fiction hardcover books	\$ 36,000.00
Juvenile Nonfiction/Reference hardcover books	\$ 30,000.00
Juvenile Paperback books	\$ 2,400.00
Special collections: Foreign language, Green, Other	\$ 3,000.00
<b>Book total</b>	<b>\$ 180,600.00</b>
<b>Media</b>	
Adult AV	\$ 39,100.00
YA AV	\$ 10,800.00
Juvenile AV	\$ 27,600.00
Additional electronic books	\$ 3,000.00
Online books: Chiltons and Consumer Reports	\$ 500.00
<b>AV Total</b>	<b>\$ 81,000.00</b>

## 6. LIBRARIANS' REPORTS

### **Liz Dannenbaum, Adult Services Librarian**

December is classically a "slow" month in adult services; the focus is on getting ready for the new year.



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

Pamela had suggested some new displays featuring books as well as AV materials. So we put up a new display of craft books and another one featuring the author Gregory Maguire and they have both been very, very popular—items have been flying off the shelves!

Pamela has suggested some good topics for the future and her idea of including audio books and DVDs is a great one.

We have lots of new programs starting in January; more on all that next month.

2008 was a busy & successful year in Adult Services. The grant for foreign language materials from the Madison Community Foundation inspired some fun and well-attended travel programs, several of which concentrated on speaking French and Spanish abroad. The library was fortunate to have two wonderful & much respected authors speak: Jane Hamilton and Michael Perry. Special displays on cookbooks, travel books, and craft books were a big success.

2009 brings some much needed Reference Desk staffing relief! We are very grateful to have some extra desk coverage from Peter Matiash and Jessica Brooks. These extra four hours for Patrick Williams are critical for the whole library. I am also very pleased to have had the Archer Rooms repainted! We are so lucky in the programs we get to put on; having an attractive space to hold them will be an added incentive for the public to attend. Hopefully this new paint job is just the beginning and eventually we can add some inexpensive art and some new subdued lighting.

Programs for 2009 already include authors Ingeborg Casey and Mary Bergin, as well as the much-loved Wisconsin musical duo of Peter & Lou Berryman.

### **Rebecca Van Dan, Youth Adult Services Librarian**

2008 has seen quite a few changes in the teen section. The new orange puff butterfly chairs have been greatly appreciated by teen and adult patrons alike, and the new shelving arrangement that allowed for expansion of the Teen Audiobooks, graphic novels, and hardcover fiction makes the entire area seem a lot less crowded.

The most popular teen programs this year were the Haunted House, After Hours Teen Bands, and the Anime/Manga Fest, though the Readathon and Chocolate Night also garnered a lot of enthusiasm. We were asked to visit a record number of schools in the spring of 2008 for

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

booktalks and to talk about the Teen Summer Reading Program, which undoubtedly contributed to the recordbreaking sign up for the program. (We had 291 teens enrolled this year.)

We had 2 practicum students this year interested in working with teens, Fumiko and Betsy, and we will be training another, Megan, starting in mid-January. We have also had a huge number of teen volunteers this year, which has helped enormously with shelving, making posters, and special projects.

Outreach in 2008 was one of my main focuses, and in addition to school visits, I worked with the high school to make a Summer Reading Program video and a Reading Rainbow advertisement, both of which were shown during morning announcements. I also visited a SLIS class in November to discuss library services to teens and helped organize the Adolescent Literacy Panel in May. A Hispanic outreach class also gave a few great ideas that we implemented in the library, such as adding a Spanish greeting on our phone line and on our hours sign, and creating a brochure in Spanish that describes services that the library offers.

For the year to come, I plan to offer teen programs such as a skateboarding demonstration, a trash to treasure recycling program, and a demonstration by an ice sculptor. I would also like to offer wii programs for teens, brainstorm new publicity measures, and try to find a better system for sending email lists. I plan to continue discussion with teens and the Spanish-speaking population to determine how the library can best serve them, and work with our two new Youth Services people and our practicum student to see how we can best combine our talents to provide the best service to our patrons.

### **Gaming in the Library: Wii in the Library: reasons for purchase**

The Nintendo wii used strategically in the public library setting has the unique ability to entertain and educate simultaneously. As a highly popular gaming console, we believe it will attract teens into the library specifically, but the wii has also been proven to have wide intergenerational appeal. (An example is the popularity of the wii fitness games as senior citizens programs.)

Given this wide appeal and the success of many gaming programs, wii programs for all ages will be considered as potential library programs. In addition to special wii library programs, we hope to offer gaming opportunities on a more regular basis as space and staffing permit.

Computer games in general have been shown to motivate students to learn, enhance self-esteem, boost problem-solving abilities, and create a sense of community. Within the computer

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

gaming sphere, the Nintendo wii is the most popular of the gaming consoles, as evidenced by the high number of holds on all of the library's wii games. The wii in particular also offers many physical fitness programs that encourage physical activity, a contrast to the traditional gaming model, and has the added bonus of allowing more players. (4 instead of 2)

Our library's dedication to meeting the recreational and educational needs of our users makes the addition of a wii seem like a natural extension of the library's mission statement. Libraries in general serve to break down socioeconomic barriers by providing information and materials regardless of race, class, and income level. Computer gaming has been shown to increase problem-solving ability and creativity in children by increasing activity in the prefrontal cortex, and by providing gaming computers, the library shows its commitment to providing the same opportunities for people of all income levels. The addition of a Nintendo wii seems like a perfect opportunity for the library to attract patron interest, complement existing services, and provide an educational experience that may not be available to all.

### **Teen Library Skateboarding Event**

**Question:** Does the library board look favorably to a library sponsored event held off site?

**Background:** The Middleton Public Library and the Middleton Youth Center are partnering to present a special skateboarding program for teens on June 18. Teens will be invited to come to the Skateboard Park in Middleton to learn some skateboarding tips and tricks from Derek and Dave of the Alumni Boardshop. Use of the facility is at your own risk, and safety equipment is highly recommended.

The event will be held in conjunction with the Summer Reading Program, tentative program is as follows:

**LET READING DRAW YOU IN  
@YOUR LIBRARY**

**TEEN SUMMER READING PROGRAM  
MIDDLETON PUBLIC LIBRARY  
2009**

## REGISTRATION:

### LET READING DRAW YOU IN @ YOUR LIBRARY

(ages 12-19)

**Begins: Wednesday, June 10 at 9 a.m.**

**Ends: Saturday, August 1 at noon**

Reading logs available at the Youth Services Desk. For every hour you read, you will be given an entry form for our Prize Drawing on Saturday, August 1. Five winners will be drawn at the End of the Teen Summer Reading Picnic, with smaller prizes awarded after reading 10 and 30 books.

Sign up for our Teen Summer Reading Program and you could win a Nintendo wii, a Barnes & Noble gift certificate, a gift certificate to the mall, or movie passes! For every hour you read, you receive an entry form for our Prize Drawing-- the more you read, the better your chance to win!

#### It's easy:

1. Read 1 hour, fill out an entry form for Grand Prizes.
2. Read 10 or 30 books, pick out a prize!
3. Come to the Picnic to see who wins the big prizes!

## June

### Drawing Contest

**Deadline for entries: Monday, June 29**

**Vote for your favorite until Monday, July 10**

Teens are invited to submit their original artwork to the Help Desk by June 29. Contestants must be between 12-19 years old, artwork entered in other contests is not allowed. Art will be on display in the teen section until July 10. No more than 2 entries per person, please. The library is not responsible for any damage artwork may incur while on display. Vote for your favorite--winner receives \$50! (winner to be announced at the Picnic.)

### Writing Contest

**Deadline for entries: Monday, July 6**

**Winner announced at SRP Picnic, August 1**

Love to write? Have your story included in our collection! Contestants must be between 12 and 19 years old, no more than 2 entries per person, please. Choose your own theme, limit 2 pages. All acceptable entries will be bound into a book and available for check-out. Winner receives \$50! (Teen judges needed--if interested, please contact Rebecca at 827-7410 or rvandan@scls.lib.wi.us.)

### Chocoholics Guessing Contest

**Monday, June 10-Monday, July 27**

**Youth Services Desk**

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

Guess the number of chocolate candies in the jar and you can win it! Write down your guess including your name and phone number, and see who can guess the closest! (closest guess wins the whole jar.) Teens ages 12-19 only.

### **Rock Band**

Thursday, June 11, 7-8 p.m.

Archer Rooms (downstairs from lobby)

Who will rock your world? Competition on the big screen—come & rock out with your friends & see who will be the next rock stars!

### **Skateboarding Tips & Tricks**

Thursday, June 18, 4-5 p.m.

Quarry Park, 7701 Terrace Ave, Middleton

Teens are invited to the Skateboard Park in Middleton to learn some skateboarding tips and tricks from Derek and Dave of the Alumni Boardshop. Use of the facility is at your own risk, and safety equipment is highly recommended. This is a special program offered jointly by the Middleton Public Library and the Middleton Youth Center.

### **Tie-Dye**

**Behind Library (blue tent)**

**Wednesday, June 24, 1- 2p.m.**

Go groovy: make t-shirts, not war! Bring a clean cotton t-shirt or whatever you would like to tie-dye. (100% cotton works best.) Choose your favorite design, learn a few techniques and create some groovy, psychedelic threads! Sign up at the Youth Services Desk beginning June 2.

### **Teen Advisory Committee's**

#### **Ice Cream Social**

**Monday, June 15, 4-5 p.m.**

**Archer Rooms (downstairs through lobby)**

Free ice cream! All teens welcome--tell us your favorite CD's, videos, computer games, books.. The Teen Advisory Committee recommends purchases for the teen area, suggests and assists with teen programs, adds links to our webpage, and advises us on changes to our teen section. Please sign up at the Youth Services Desk so we know how much ice cream to bring!

### **Photo Diary of a Day**

**Wednesday, June 17**

**Turn in to Youth Services Desk by June 24.**

What is your typical day like? Start taking photos when you wake up & take them all day until you go back to sleep. Make a poster of what your day was like & turn it in to the library. Posters will be displayed until July 31.

## **FENCING**

Wednesday, July 22, 2-3 p.m.

**Archer Rooms (downstairs through lobby)**

En garde! Touche! Learn a little history of fencing, watch a demonstration, and try a few moves! New instructor this year: Krystyna Kostecka of Cracovia School of Foil Fencing. Signed permission slips must be turned in to participate.

## **Ice Sculpting**

Thursday, July 30, 4-5 pm

**Near Library Entrance**

Here's a program to cool down a hot summer... Solid Ice Displays will carve a large block of ice, explaining what tools they use and how to create effects. Everyone welcome to watch – how long before it melts completely? Write down your guess!

## **Mehndi**

Thursday, July 16, 6-8 p.m.

**Archer Rooms (downstairs through lobby)**

You've seen it on Madonna and Liv Tyler... What is it? Mehndi is the ancient art of henna design which involves dying the skin with natural herbs. Learn the history of mehndi, techniques for making the paste, and create your own body art! Designs should last between 1 week and 1 month. Signed permission slips must be returned by June 10 to participate. (Limit 30) Unusual, beautiful, and fun!

## **Teen Advisory Committee**

Monday, July 20, 4-5 p.m.

**Archer Rooms (downstairs through lobby)**

Tell us your favorite CD's, videos, computer games, books.. The Teen Advisory Committee recommends purchases for the teen area, suggests and assists with teen programs, adds links to our webpage, and advises us on changes to our teen section.

## **Trash to Treasure**

Wednesday, July 1, 4-5 p.m.

What can you make out of junk? You might be surprised! Create your own disco ball, re-make a t-shirt, make a table out of old magazines... Bring an old t-shirt & we can show you lots of ways to transform it!

# **August**

End of Summer Reading Picnic

Saturday, August 1, 12-2 p.m.

Behind Library (Blue Tent)

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

Food! Prizes! Music! Games! Come find out who wins the Grand Prize Drawing, who wins the Writing & Art Contests, try our water balloon & whipped cream games, or just hang out and munch!

### **Svetha Hetzler, Children's Services Librarian**

We offered 18 programs with 312 patrons attending. We had to cancel 2 programs: MG&E's MaGic Energy program with Bob Kahn, and a weekly meeting of the 'Tweens D&D club due to inclement weather. While the Tuesday morning storytime was not officially canceled, no patrons were able to make to the library due to the storm.

Kathy began 2 new duties this month: "Kraffy" Kids presenter and Journal profiler. She will be in charge of all phases of the popular monthly craft program: scheduling, planning, ordering materials, creating publicity, and presenting the program. In an effort to reduce staff time and eliminate redundancy, Kathy will also "profile" the journals. Without reading reviews, she will look up each entry in Linkcat and mark its status in the journal saving the selectors valuable time.

Kathy also decorated the Children's Area with winter-themed decorations and maintained several very nice book displays garnished with bookmarks, stickers, and coloring sheets throughout the month: Go Green, In the Snow, and Susan Meddaugh. She will continue to handle the bulletin board decorations and the new upcoming programs poster board sign now hanging in the children's play area.

Our Fall practicum student, Madeleine, finished her geography collection development project and presented a StoryTime for evaluation by her professor. She has done a great job, and her collection development project will help bring our Western Europe section up to date.

Svetha and Lori completed preparations for the 2009 Winter Reading Club: READ Around the World. To reduce paper waste, we are sending publicity announcements to all 5 elementary schools to be included in the schools' newsletters instead of sending copies of the full brochure home with every student. Students will receive a quarter-sheet sized invitation to join the WRC instead. All WRC information is available on the Children's Web Page, and we set out paper copies of brochures and flyers for winter programs and storytimes. Svetha created supporting bibliographies such as "Read around the World," linked them to the children's page.

To further reduce paper use, all children's program and storytime registration will now be done on the computer in Word documents. E-mail instructions on this

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

new system were sent out to all staff members. Patrick Williams is working on a program to handle the WRC registration in a similar way.

Due to the overcrowding of our shelves, we weeded the picture books, children's graphic novels, and +Fiction collections based on weeding reports, physical condition, and number of copies owned.

Svetha, Rebecca, Elizabeth and Pamela conducted interviews to fill Lori's position as Youth Services Librarian. After much deliberation, Amanda Struckmeyer was offered and accepted the position. Due to a successful budget meeting, the Youth Services department was also able to offer Jessica Brooks, currently a LAI in circulation services, the newly created position of LAI for Youth Services. We are thrilled to have the addition to our team and plan to use those hours most effectively. Both Amanda and Jessica will begin their new positions in January 2009.

### **2008 Highlights**

2008 proved to be yet another very busy and successful year for the Children's Department in all areas: programming, collection development and display, and community relationships.

1) Our Summer Reading Program this year shattered all previous records. The number of participants increased from 1227 in 2007 to 1480. Even more exciting, the total number of hours read jumped to 32,069 from 20,495 in 2007 - a 56% increase. The new 50 hour Ultimate Milestone prize of personalized READ posters proved to be an overwhelming success in terms of motivating kids to read and also in building a true sense of community in Middleton at large.

2) The Children's Area received a mini-makeover with the replacement of the decaying castle, sit-upons (aka jump-upons), and puzzles with a new play cube, mini play cube, and wall-mounted play panels. We added 2 "Library Lessons" framed posters featuring Little Mouse learning how to behave properly in the library and a large poster board display of current program posters that has attracted a lot of attention. Patrick also replaced the problematic Children's Games computer with a new model that works wonderfully!

3) Additional DVD and other shelving units were purchased allowing us to relocate all Children's collections to within the confines of the children's area. The additional DVD shelf not only relieved a critical overcrowding problem, but all provides for better visibility of the non-fiction, instructional, and/or educational titles.



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

- 4) The new collection of Discovery Packs proved to be immensely popular. Unfortunately, due to the complicated nature of the packs – lots of pieces and parts – we've had to reduce the number of circulation copies to 1 in order for Kathy to keep up with all the parts missing problems.
- 5) The Audio Books on Cassette Tapes collections was withdrawn due to aging, limited replacement capability, lack of new titles, and space considerations. We ordered more Books on CD and book kits with CDs to compensate.
- 6) Because of Elizabeth's generous offer and team spirit, we were able to rearrange staff workspace so that Svetha and Lori now share a Children's Department office which has really helped improve communication and increase efficiency in all areas of children's services especially program coordination. Fortuitously, this also allowed us to rearrange the cubby workspace to accommodate both LA IIs for Youth Services, Kathy and Jessica.
- 7) The local cable access channel continued to film our storytimes and various other programs such as the Harry Potter Trivia Challenge. Videos are now available on demand through their web site and via a link from our own children's page – a major innovation!
- 8) Programs continue to be well attended and generally successful. Just a few highlights include the incredibly popular Parents' Night Out in February, the 'Tween book discussion in October of *The Hound of Rowan*, and Svetha's very well-received Book Bistro programs: *Fanny at Chez Panisse* this summer, and Fall Flavors this fall. There are too many outstanding programs to mention here, and according to our patrons, our programming remains a top reason why they come to the library.

### **What's in Store: 2009**

- 1) We plan to continue in our efforts to "go green." As a library and especially as the Children's Department, we feel strongly in setting a good example for the kids in our community. At the moment, we're focusing on reducing paper use, but we will continue to explore other methods of offering "greener" services and programs.
- 2) We're piloting a new prize incentive schedule in the 2009 WRC. If successful, we'll use it in the larger SRP. Our goal is to reduce or eliminate the little "throw-away" weekly prizes and focus on the milestone prizes. This should simplify the overall program and reduce both spending and waste while maintaining an effective incentive program.

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

- 3) Our additional LAll will provide a much needed boost to our collection development efforts. Our new LAll, Jessica, will be able to help us in so many ways. It'll be fun this time next year to look back at all she'll have done!
- 4) New YS Librarian, Amanda, will focus even more on providing great services to school age kids and 'tweens. We're still hoping to carve out a 'Tween niche somewhere in the Children's Area – one goal we were not able to accomplish in 2008. We look forward to her fresh ideas and energy!
- 5) We hope to expand our community outreach efforts with more visits to classrooms and more school visits to the library. Additionally, we plan to continue to collaborate with the local cable access station to film and broadcast even more programs in an effort to reach more of our community.
- 6) We've hired a presenter, Katy Shannon, to provide Bilingual StoryTimes during the 2009 Winter session. Our goal is to reach members of our community not currently being served as well as to provide a great educational opportunity for all our storytime attendees. We hope this will be a regular addition to our StoryTime offerings.
- 7) With Amanda focusing on the school age and 'tween crowds, Svetha will be able to focus more fully on early childhood and families – in terms of programming, collection development, and other services.
- 8) We plan to continue staying active professionally through continuing education, serving on committees like the Charlotte Zolotow and Newbery Awards Committees, and supervising practicum students from SLIS at UW-Madison.
- 9) We hope to continue upgrading the StoryTime room by replacing the carpet squares and the mismatched "grown-up" chairs currently used for seating with durable vinyl cushions and colorful chairs or benches from Demco.
- 10) A new non-circulating pop-up book collection will be added to the Children's Play Area to be used in the library only. These books will be a nice addition to the board books located in the area and hopefully encourage even more read-together time.
- 11) Finally, we plan to evaluate all of our processes for efficiency and find ways to streamline our workflow. With ever-increasing demands for more

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

services and programming, we need to make sure we're making the best use of our time in order to maintain our current outstanding level of service.

### **Elizabeth Bauer, Circulation Services Librarian**

#### **Circulation Services Library Board Report**

##### **January 2009**

###### Review of 2008

Circulation figures continue to climb on a regular basis; we are a well used, and well loved library and our circulation, programming, internet usage, etc., all reflect this. We started into our second year of open holds and added a third self check machine (to provide additional check out opportunities) which has been well received. 2008 brought major staff changes with a new director and the hiring of a new children's services librarian. Overall, things went well in 2008.

###### Review of 2009

Circulation will contribute its effort to the "Go Green" campaign by converting several paper information sources and employment forms to electronic resources, and will continue to seek ways to reduce our carbon footprint, reduce the use of paper, and streamline processes.

SCLS Automation is in negotiation with a company, called KOHA, to upgrade to a windows based circulation system; as this moves along, circulation will be involved with data base cleanup and training for the new system.

The circulation staff thanks the Middleton Public Library Board for their ongoing support and their willingness to advocate for our library.

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

The staff utility web page had a few upgrades, including digital cameras that wirelessly send pictures to an updated online photo gallery.

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

A database was set up for the upcoming children's winter reading program sign up; replacing an index-card system.

2008 saw the addition of 5 Internet station PCs for public use at the library and 3 "express" 10-minute-use Internet stations. This brings the total number to 39 Internet access PCs for public use:

23 All Purpose sit-down Internet/Word Processing Stations

2 Study Room PCs

7 Express Stations

4 Laptops

2 Teen Internet PCs

1 Children's Internet PC

39 total

Other networking infrastructure upgrades in 2008 included a dual-WAN router to manage our Charter and TDS Internet connections, multiple WI-FI repeaters to boost wireless range, and a color photocopier / fax machine for public use. 9 public stations were set up with the Firefox web browser for a successful trial use. All stations will be set up with the new browser software, as well as Word, Excel and PowerPoint 2007 in the new year.

## 7. STAFF MEETING SUMMARY REPORTS

### **Go Green! Committee, Thursday, December 11**

Present: Pamela, Liz, Jenny, Adam, and Yvonne

- Defined the purpose of the Go Green committee as two-fold: 1.) provide information tools to the public so they can make informed decisions on sustainability and 2.) to be green leaders in the community.

## 7. STAFF MEETING SUMMARY REPORTS, cont'd.

- Discussed the collection development project: books, videos and electronic resources will be highlighted and promoted on a dedicated display in the library. Jenny and Liz have compiled a title list. Additional portable energy meters for checkout were added to the collection.
- Will consider adopting an environmental policy at a future meeting, using the Rosemary Garfoot Public Library's a template.
- The city applied for a grant to assist with the goal of reducing energy use by 25% by the year 2025. The library would be one of the public buildings benefiting from the grant.
- Discussed promoting green living through book bags and t-shirts.
- Reviewed input and questions from the staff regarding ways to reduce and reuse.
- Discussed a logo design for promotional purposes. Will ask if the City's Sustainability Committee is interesting in using the same logo. [Sample logos were designed by Deb at SCLS. See attachment to your email.]
- MGE has been contacted to have a representative to do an energy efficiency assessment on the building.
- Discussed a partnership with Deb Weitzel from the Middleton High School for a rain garden on the south side of the library, using run-off from the roof. Students would design, plan and plant the garden. Maintenance would be up to the library to determine. Design and grant application would start in the fall of 2009, with install during the spring of 2010.
- City's Sustainability Committee is hosting a book discussion. The library has purchased multiple copies of *Natural Step* for checkout for this study.

## 8. SOUTH CENTRAL LIBRARY

### Highlights from the December meeting:

SCLS staff toured several prospective properties in the Madison area for possible relocation for the administrative staff. The most likely locations are on the far East side or the Rimrock/John Nolan Rd. exit area.

Three committees have been formed to work out the details of the migration from Dynix to the new Koha system: contract, implementation and hosting.

Next year's TEACH line charges for LINK will be decreased for a savings of about \$12,000 to \$15,000.

## 8. SOUTH CENTRAL LIBRARY, cont'd.

The Madison Community Foundation is donating money toward collection development to Dane County libraries. We have not had an official announcement of the amount, but it seems to be moving ahead at \$15,000 per library. This will mean over \$600,000 for Dane County libraries over 4 years, plus 10% to pay for cataloging those items.

The Mead Witt Foundation is giving grants to some SCLS libraries. Not much information is known at this time.

The Sequoia branch held its grand opening Monday, December 8<sup>th</sup>. The Madison Public Library received two proposals for a new central library, which are being considered. Fitchburg residents voted for a library, but the referendum for ongoing funding did not pass.

### **SCLS Committees**

I was asked to serve on the SCLS Public Library Advisory Committee (PLAC), to represent Dane County. Three other Dane County Librarians also serve. The Committee meets the even numbered months at 10 a.m. at the SCLS Administrative Office. (My first meeting will be February 5, 2009.) The Committee is comprised of seven counties representatives.

Elizabeth Bauer serves on the Delivery Advisory Committee and Sarah Hartman serves on the Joint Technology Committee.

## 9. DANE COUNTY LIBRARY SERVICE

The Dane County Library Board met on January 8<sup>th</sup>. Eight librarians from the Dane County libraries attended the meeting and thanked the county board members during the public comments period for helping to the 100% support to the member libraries. They are in the beginning stages of long range planning. The efforts to build libraries in Cottage Grove and Fitchburg or at least restructure the current library services to these communities is reason enough to think "more globally" about the mission and goals of the Dane County Library services. Another item on the agenda was a materials challenge for *Girl Stories* by Lauren Weinstein (the first such challenge is Julie Chase's 23 years at DCLS). The board voted to keep the item in the collection and to keep it in the young adult section.

## 10. AGENDA OVERVIEW

### Endowment Brochure:

File emailed to Library Board members for your review and approval.

### Proposed Library Board Considerations & Concerns:

Date:	Action:	Goal:	Notes to consider:
January	Review <b>meeting room</b> policy	Review and consider changes	ALA Interpretation of the Library Bill of Rights
February	<b>Create Mission</b> statement for MID to serve as a basis for policy writing	Consider ideas and select a library logo and brand or motto	Contest? Inhouse? Graphic artist? Other?
February	Review <b>study room</b> policy	Review and consider changes	ALA Interpretation of the Library Bill of Rights
March	6 month Performance Evaluation on Library Director	Assess progress and performance, give feedback & set goals	Evaluations tools
April	Review <b>art display</b> policy	Review and consider any changes	Should artists be allowed to include prices on the individual pieces?
April	Review <b>bulletin board</b> policy	Review and consider changes to match practice	Should we change the policy or the practice?

### Review of the Meeting Room policy:

The American Library Association Council released this statement on July 2, 1991:

### Meeting Rooms:

#### *An Interpretation of the Library Bill of Rights*

Many libraries provide meeting rooms for individuals and groups as part of a program of service. Article VI of the [Library Bill of Rights](#) states that such facilities should be made available to the public served by the given library “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

Libraries maintaining meeting room facilities should develop and publish policy statements governing use. These statements can properly define time, place, or manner of use; such qualifications should not pertain to the content of a meeting or to the beliefs or affiliations of the sponsors. These statements should be made available in any commonly used language within the community served.

## 10. AGENDA OVERVIEW, cont'd.

If meeting rooms in libraries supported by public funds are made available to the general public for non-library sponsored events, the library may not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates. For example, if a library allows charities and sports clubs to discuss their activities in library meeting rooms, then the library should not exclude partisan political or religious groups from discussing their activities in the same facilities. If a library opens its meeting rooms to a wide variety of civic organizations, then the library may not deny access to a religious organization. Libraries may wish to post a permanent notice near the meeting room stating that the library does not advocate or endorse the viewpoints of meetings or meeting room users.

Written policies for meeting room use should be stated in inclusive rather than exclusive terms. For example, a policy that the library's facilities are open "to organizations engaged in educational, cultural, intellectual, or charitable activities" is an inclusive statement of the limited uses to which the facilities may be put. This defined limitation would permit religious groups to use the facilities because they engage in intellectual activities, but would exclude most commercial uses of the facility.

A publicly supported library may limit use of its meeting rooms to strictly "library-related" activities, provided that the limitation is clearly circumscribed and is viewpoint neutral.

Written policies may include limitations on frequency of use, and whether or not meetings held in library meeting rooms must be open to the public. If state and local laws permit private as well as public sessions of meetings in libraries, libraries may choose to offer both options. The same standard should be applicable to all.

If meetings are open to the public, libraries should include in their meeting room policy statement a section that addresses admission fees. If admission fees are permitted, libraries shall seek to make it possible that these fees do not limit access to individuals who may be unable to pay, but who wish to attend the meeting. Article V of the *Library Bill of Rights* states that "a person's right to use a library should not be denied or abridged because of origin, age, background, or views." It is inconsistent with Article V to restrict indirectly access to library meeting rooms based on an individual's or group's ability to pay for that access.

**Therefore, the Middleton Public Library's Management Team recommends the following revisions to the Meeting Room Policy:**

*Note: Blue text denotes additions, Red text denotes removal*

### Middleton Public Library

#### MEETING ROOMS POLICY

- I. Who May Use
- II. Description of Rooms/Hours Available
- III. Scheduling
- IV. Fees and Admission Charges
- V. Use of Equipment
- VI. Additional Considerations



## 10. AGENDA OVERVIEW, cont'd.

### I. Who May Use

(A) The meeting rooms at the Middleton Public Library are intended primarily for use of the library's own programs. The meeting rooms are also available for use by community and other not-for-profit groups for programs of an informational, educational, cultural, or civic nature, subject to this policy as established by the Library Board.

(B) The Library Board specifically excludes the following types of uses of its meeting rooms:

1. **Non-library** programs involving the sale, advertising or promotion of products or services.
2. Business firms and other for-profit organizations soliciting or selling products or services, **regardless of purpose.**
3. Private social functions, such as showers, birthday parties, dances, and the like.
4. ~~Religious services, although study groups & business meetings are allowed.~~
5. ~~Political campaigns, although bi-partisan political forums are permitted.~~
6. Programs not in keeping with the library goals and objectives, or which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.

### II. Description of Rooms

#### (A) The Leonard and Marian Archer Community Meeting Room

This meeting room, located on the library's lower level, will accommodate up to 120 theater style and 80 conference style. Along with tables and chairs, the following items are available for use in this space only: projection screen, cart for audiovisual equipment, table lectern, flip chart, TV/DVD player/VCR, overhead projector and amplification system. This space can be subdivided into two smaller meeting rooms. In the event that the rooms are subdivided, only the group that has booked the Marian Archer side has access to the equipment stored in that room. Furniture and equipment are not moved from one side of the room to the other.

## 10. AGENDA OVERVIEW, cont'd.

### ~~(B) Storytime Room~~

~~— An enclosed Storytime Room, located next to the Children's section on the library's main level, is available only by special permission of the Library Director. It will accommodate groups up to 25. The room contains a projection screen.~~

### III. Reservations for Rooms/Hours Available

(A) There are no restrictions on the scheduling of library and library-related events and programs.

(B) Other groups may be accommodated as space is available. No room may be reserved more than three months in advance. Unless otherwise authorized by the Library Director, groups will be limited to one meeting room reservation per month.

(C) Room reservations are made through the Head of Adult Services via phone or email.

(D) The Leonard and Marian Archer Community Meeting Room and ~~Story Time Room~~ are available during the library's regularly scheduled hours of operation. Monday through Thursday all groups must be out of the rooms fifteen minutes prior to closing time; Friday through Sunday all groups must be out of the rooms thirty minutes prior to closing. The only exceptions in this case will be for meetings of City of Middleton governmental units.

### IV. Fees and Admission Charges

(A) No fees are charged by the library for use of the meeting rooms.

(B) Groups using the meeting rooms may not charge admission. Possible exceptions to this rule may be made for a program or educational course that requires a registration fee or tuition.

### V. Use of Facilities and Equipment

(A) Library or other city staff will not provide assistance in setting up the meeting room.

(B) Meeting rooms should be left neat and clean. Groups will be charged for damage to rooms beyond normal wear and tear.

## 10. AGENDA OVERVIEW, cont'd.

(C) Materials may not be affixed to the walls and ceiling without prior approval of the Library Director.

(D) A kitchenette is available off the Marian Archer Meeting Room. A coffee pot and hot water dispenser Plates, cups, glasses, tableware, and assorted kitchen and service utensils are available for use. All eating and cooking utensils and consumable products, however, must be provided by the group. Groups are expected to wash, dry, and store dishes and coffeemakers and leave the kitchenette area clean and orderly. Kitchen procedures are posted above the sink.

(E) The library does not provide personnel to operate audiovisual equipment.

(F) Persons requiring an interpreter or other accommodations to access library-sponsored programs must contact the library no less than seven days before the scheduled program to make the necessary arrangements. The library is not responsible for providing an interpreter or other accommodations for groups who use the library's meeting room space.

(G) The meeting rooms are handicapped accessible via an elevator located in the lobby of the library. Rest rooms are located across the hallway from the meeting rooms.

### VI. Additional Considerations

(A) Use of tobacco products and alcoholic beverages are not permitted on the library's premises.

(B) The library does not provide storage space for groups or individuals using the meeting rooms.

(C) The library staff will not accept calls or relay messages to people attending meetings except in emergencies.

(D) The library reserves the right to refuse to book meeting room space for groups who do not comply with the guidelines of this policy. Groups that fail to cancel reservations in a timely manner or who fail to show up for scheduled reservations may lose their privilege to book rooms in advance.

Approved March 13, 1990  
Revised September 20, 1990

Amended December 14, 1993

**Amended October 10, 2000**

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Revised January 13, 2009