

MIDDLETON PUBLIC LIBRARY



May 2009 Report

Presented at the June 9, 2009, Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2009	36,542	3,659	19,529	60,063	319,961
2008	35,865	4,067	19,472	59,404	305,374
2007	34,315	3,454	17,454	55,223	287,580
2006	33,261	3,054	15,585	51,900	270,989
2005	32,043	2,537	13,353	47,933	244,646
(2008-09 +/-)	(+2.5%)	(-9%)	(+0.5%)	(+1.5%)	(+4.78%)

OverDrive Circulation:

2009	Jan.	Feb.	March	April
MID	84	91	102	155

Self-Service checkouts:

	3M	ITG	ITG#2	Total	% of total
2009	6,142	6,871	7,126	20,139	33.5%
2008	5,211	5,487		10,698	18.0%
2007	4,965	5,450		10,415	18.9%

Library cards issued:

	Adult	Juv.	Sr.	Org.	Total
2009	77	13	2	0	92
2008	83	21	1	0	105
2007	96	29	0	0	125

Dynix holds:

	Loaned to	Borrowed from
2009	17,033	17,383
2008	16,946	16,897
2007	16,168	15,346
	(+0.5%)	(+2%)

Miscellaneous:

	ILL	Visits	Study Rooms Use
2009	51	40,050	529 hours / 350 bookings
2008	32	39,706	521 hours / 372 bookings
2007	34	37,816	465 hours / 343 bookings

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
Date	Program	Attendance
5/1/2009	<u>Bilingual Spanish/English Storytime</u>	20
5/4/2009	<u>All Ages Drop-In Storytime: Cats</u> : Evaluation: We had a very small group tonight-- just two families! We've gone two weeks without having this storytime, so I think if we could increase consistency, that would be helpful for families.	5
5/4/2009	<u>School Visit, Kromrey ELL</u> : Teen SRP, booktalks Evaluation: Excellent! One boy thought I had brought a book specifically for him as it was about a Mexican boy without a father who loved baseball. A Mexican girl begged me not to tell the other classes about the Summer Reading Program as she wanted her chances to be better to win the iPod. The clear favorites for the books were "Paranormal on Film" and "What Every Body is Saying." Teacher was very happy that one student was interested enough in the books to ask where the library was. (he is just learning to read as his parents have "homeschooled" him until this year and they are illiterate..) Kids were enthusiastic and teacher was very supportive of all the students and of their library use.	14
5/5/2009	<u>Toddler Storytime: Favorites</u>	14
5/5/2009	<u>Big Kids Storytime: Favorites</u> Evaluation: We had a big group today... very fun! The big kids are a good group to make Little Mouse games with-- we used stickers and houses cut from different colors of construction paper. They got to take their games home, and I even saw some kids playing their games with their grown-ups in the library right after storytime! They also loved the appearance of Gorilla. I think I might need some kind of "mascot" or a puppet who comes to every storytime. Hmmm...	24
5/5/2009	<u>All Ages Drop-In Storytime: Favorites</u>	3
5/5/2009	<u>Tween D&D</u>	4
5/5/2009	<u>Environmental Activist Sonya Newenhouse</u> : Ms. Newenhouse gave us simple but effective ways to improve the planet's environment. Evaluation: Sonya was a fun & effective speaker. She offered great ideas along with anecdotes about her own ecological successes and foibles. I was pretty pleased, on a gorgeous May night, to get 16 people to attend. Plus I ran into a woman in the lobby when I was opening up who said "oh I wish I could come hear the program...but I'm going to the City meeting on the community garden!" Too many good "Go Green" topics in Middleton tonight!	16
5/6/2009	<u>Toddler Storytime</u>	33
5/6/2009	<u>All Ages Drop-In - Favorites.</u>	38
5/6/2009	<u>Toddler Storytime - Favorites</u>	18
5/6/2009	<u>Introduction to Word</u>	4
5/7/2009	<u>Baby Storytime</u> Evaluation: A fun group. Many of the babies are walking now and may be ready for the toddler group. Bonny was here to film.	15
5/7/2009	<u>All Ages Drop-In Storytime - Favorites</u>	6
5/8/2009	<u>Bilingual Spanish/English Storytime</u>	19
5/11/2009	<u>All Ages Drop In Storytime: Favorites</u> Evaluation: Storytime went great! I was glad to see our attendance increased a little bit.	10
5/11/2009	<u>Colombia Support Network presentation</u> : Ms. Zarate-Laun showed a film called "Plan Colombia" and answered questions afterward. Evaluation: Pretty darn interesting (& scary!) film about US policy in Colombia. The 7 people who came were very interested & had lots of questions when the film was over. Hard to say if this kind of presentation would draw more people in a different month....	7
5/12/2009	<u>Tween D&D:</u>	4
5/12/2009	<u>Northside Elementary School - Kindergarten Visit</u> :	105


5/12/2009	Impromptu Craft Time : At 9:15, I noticed that two families had come for storytime. We're actually on a storytime break right now, but I invited the kids to make macaroni necklaces in the storytime room. They were thrilled, and the parents had a chance to chat.	5
5/12/2009	Drop-In-Knitting : Evaluation: Well, I will try this program again in the fall. The March session was so well attended & there was so much interest at the beginning. I'm just not going to do ANY programming in May next year! Update: I'm still not going to do any programming next May!	4
5/13/2009	Intermediate Word	12
5/14/2009	Parent-Child Craft and Play :	6
5/14/2009	Krafty Kids : 3 Springtime crafts: butterfly box, butterfly memo clip	22
5/15/2009	ELL Library Tour : Tour of the main level with an emphasis on the Spanish and Teen collection. Evaluation: Only one student and teacher. The student was an 8th grader and seemed very interested in the library. She mentioned she had 2 younger siblings (5 yrs. and 3 yrs.) so I also told her about children's programs and our bilingual storytime. I also mentioned volunteering opportunities at the treasure chest. Both the teacher and student were very nice and they were appreciative of the tour.	2
5/15/2009	One-on-One Computer Assistance : 30 minute, one-on-one sessions with a librarian for assistance with a variety of computer topics. Evaluation: 5 of 6 slots were filled today, and everyone showed up. JENNY'S EVALUATION OF HER 3 SESSIONS: Session 1: Helped a patron with e-mail management and attaching files. Explained how to make new folders, select messages, and move in to folders. We then covered how to write something in Word, save it, and send as an email attachment. Finally, we did a little clean up of her address book (so that her husband could send a message that didn't show as "Sunday Morning Breakfast Group" – what the patron's email address displayed). Patron took notes and seemed very satisfied. Session 2: Helped a gentleman with creating word document, saving it, and sending as email attachment. Discussed how one can use email as a way to save documents (email to ones self). Also did some work on copying/cutting and pasting. Patron took notes and was very appreciative. Session 3: Helped patron with the basics of Word. We worked on changing font style and size, bold, italics, underlining, font color, etc. Spent a significant amount of time on cursor placement and how to cut/copy/paste and get the text where he wanted it to go. Made me realize there are a lot of things about word processing that I take for granted! Showed how to get to the Resume Wizard, in case he wanted to use that as an option for his resume. Patron was very eager to learn and very appreciative. We went for 45 minutes and could have gone on much longer! SARAH'S EVALUATION OF HER 2 SESSIONS: Session 1: Started with scanning a photograph and basic editing (cropping, brightness/contrast), then saving and attaching to email, then opening attachments. There was enough time to do 2 photos. We talked about photo editing and scanning software, image file types, and the Sent folder in email (for retrieving an attachment you've sent). He took copious notes and didn't want to leave! Session 2: Patron brought a CD with photos on it. We talked about how to find the pictures on the CD (created by Walgreens), open them for editing, resize for email, and send as attachments. She didn't know how to access her email from the web, but we figured it out. She also wanted to know about cookies and how to delete them. I gave her advice on clearing cookies and temporary Internet files in IE. Then she showed me some instructions Walgreens gave her for uploading her photos to their website for email/printing and wanted to know how that worked. She was very thankful and is going to recommend our summer one-on-one sessions to a friend who needs basic Internet help.	5

5/18/2009	Teen Advisory Committee : Volunteers for judging writing contest, prize boxes-- showed prizes purchased from their suggestions, flyers on teen book blog (SCLS), ice cream flavors for the social, events for the wii Olympics in Sept., materials suggestions.	6
5/19/2009	Sunset Ridge Elementary School Visit	450
5/19/2009	'Tween D&D :	6
5/20/2009	School Visit, Kromrey 7th grade	112
5/20/2009	Elm Lawn School Visit :	200
5/20/2009	Elm Lawn Elementary School Visits	200
5/20/2009	Advanced Word :	8
5/21/2009	Parent-Child Craft and Play : Informal drop-in program-- parents knitted, crocheted, and chatted; kids played; everyone had snacks. Evaluation: It seems like parents really appreciate having a program (even an unstructured one like this) during storytime breaks. I started to wonder if we could do some kind of toddler/parent version of Krafty Kids during the breaks.	20
5/21/2009	DDR for teens : Dance Dance Revolution on the big screen Evaluation: Some very dedicated players from the high school's DDR club and a few new faces. One younger boy came with his mom & asked permission to play--since all the teens had played at that point & they seemed to want new people to compete with, he was allowed to play (and did pretty well!) Not a huge turnout, but those who came enjoyed it immensely. (2 came who did not compete at all, but just wanted the social interaction.)	12
5/22/2009	School visit, Glacier Creek 7th grade : Evaluation: Great--kids came in very giggly and talkative as it was all the 7th grades in the same room at once, but once I started the booktalks, they were very quiet. A few boys didn't like that I left them hanging with the booktalks & shouted out to just tell them, PLEEEASE? They started to applaud after the first booktalk, not realizing I had many more! Very attentive, appreciative group (3 classes) and a few students stopped me in the halls to say they loved it & were going to come to the library right after school. (2 of the teachers said they couldn't wait to check out "Hunger Games", but the students were still most impressed with the Paranormal book.)	75
5/26/2009	West Middleton Elementary School Visit :	400
5/26/2009	School visit, Kromrey 6th grades :	25
5/27/2009	Sauk Trail Elementary School Visit :	280
5/27/2009	School visit, Kromrey 6th grades	25
5/28/2009	Parent-Child Craft and Play	8
5/29/2009	Northside Elementary School	450
5/1/09 – 5/29/09	May DIY Mother's Day & Graphic Novels: Graphic Novel/Comic strip D-I-Y activities: "make your own superhero", "drawn your ouwn comic strip" and "complete the comic". D-I-Y celebrates Mom: favorite book you read with mom and why you enjoy reading with mom. Evaluation: The best visited D-I-Y so far! Many of the 27 kids did more than one activity so we were very pleased with the visits to the station.	27
	Children's	28 / 2392
	Teens	8 / 271
	Adults	7 / 56
	Grand Total : Number of programs / Total Attendance	43 / 2719

3. LIBRARY EXHIBITS

Location	Exhibit	Artist/Collector
Lobby display case	RSVP	
Picture rail	Watercolors & acrylics	Joyce Sutton
Display table	Clean & Green Middleton	Winners of the Recycled Art Contest

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

Date	Staff	Title
5/4/2009	Pamela	LINK Technology Governance Committee Meeting : Met with the Russells to refine and review documents for the Technology Governance Discussion.
5/4/2009	Liz	Go Big Read at UW : About the first annual campus-wide/community-wide reading event. This year the book will be "In Defense of Food" by Michael Pollan (a secret until Wednesday!). Pollan will come to the campus sometime around September 24.
5/5/2009	Pamela	City Council Meeting : Library Board appointments.
5/7/2009	Pamela	Get Movin' Middleton: Chamber Meeting : Presenters were City Administrator Mike Davis and representative from the DNR.
5/8/2009	Amanda	WAPL : I attended sessions on Youth Services topics, including puppetry, storytimes, tween issues, and hosting a library lock-in.
5/13/2009	Elizabeth I. Bauer	LINK Koha Training (Circulation, OPAC, Reports) : A representative from LibLime (contractor to design LINK ILS) presented training in the areas of circulation, OPAC (public access terminals), and Koha report functions.
5/14/2009	Pamela & Amanda	Youth Commission Board : Discussion on new location for afterschool program to youth. We brainstormed possible sites, both long and short term options. Later that day, Amanda, Mike Davis and I visited the current sites and met the facilitator & some of the kids that attend regularly.
5/15/2009	Elizabeth I. Bauer & Pamela (table facilitator)	SCLS Technology Governance Conference : The intent of this conference was to evaluate the current governance model and to assess four other, suggested, governance models; these assessments had nothing to do with budget or the specific details - we were to examine the ten guiding principles for selecting a model for technology governance (which came from previous surveys and focus group discussions); assign a number (using a range of 1-10 which covered "model does not meet/honor this principle (0)" to "model fully meets/honors this principle (10)"; assess whether the model "passed or failed" six scenario tests; collect summaries of what was liked, not liked, questions about the model, and suggestions for improvement for assigned models, average our numbers and collate the results (assigned table flipcharts), and present our table findings in large group discussions. This is just another step in this process, and I hope to be involved with the rest of the process.
5/19/2009	Pamela: 	Library Tour : Met with librarian from Botswana. Gave her a tour of the library and provided information on programming. She serves a city of 5,000 people. No budget. Book collection only. Centralized purchasing is done through the national library organization and many books are not titles she would have selected. New building was donated by Bob Rothschild. She and one other staff member run the library. Temporary gardner, security & maintenance staff.

5/19/2009	Pamela	Technology Governance Task Force Meeting : Reviewed the result report from the conference last week. Discussed the next step to the process of selecting a governance model. Results indicate a hybrid model between #3 and #4. Feedback will be solicited through an online networking mechanism. Then, compiled and presented to the group again on the afternoon of June 11th.
5/20/2009	Jason, Barbara, Peter	WLA-SSS Professional Development Conference : This saw a nice day of professional development presentations and workshops geared toward library support staff. One morning lecture discussed how library workers can adjust to a cross-generational staff. The other morning lectures focused on the ALA's initiative to launch a nationally recognized library support staff certification program. This program will officially launch January 1, 2010. Afternoon elective workshops were attended by all 3 attendees: Library Advocacy Now(Jason & Barbara). Presentation included practical information for promoting grass-roots community support for libraries Jing's the Thing. Zotero's My Hereo!(Peter). Program focused on how Jing, an online screen capture tool, and Zotero, a tool for organizing and citing documents/websites, to help staff and patrons. Web 2.0 Technologies(Barbara). Informative lecture on uses for blogs, wikis, and RSS in libraries. Think Tank(Peter). University of Wisconsin Digital Collections Center described to attendees the techniques they have used to make sure that all team members have a say in short and long term strategic planning. Reference Resources(Jason). Brief overview of the most useful reference materials and how to determine whether or not to retain them in a library's collection.
5/20/2009	Pamela	Library Orientation & Tour for new city council member : New city council member Paul Kinne and I met for a library tour and orientation. Mr. Kinne received a packet with information regarding governance of MID and organizational information.
5/27/09	Elizabeth I. Bauer	Koha Development with LibLime : Conference call with Daniel Sweeney, Senior Business Analyst, LibLime (contractor with SCLS to help develop our open source, next generation software system) - meeting of the LINK Circulation II Migration Committee. -Process of development with LibLime explained. - Discussion of development project #1 - Active and Inactive holds for patrons.
5/28/2009	Pamela, Amanda (& spouse) and Melanie	Chamber Sports Night : This was an off the clock event, but worth reporting. The facility serves the youth in Middleton & strives to partner with all youth programming. The event was a social night, but served as community networking through games: kickball, sand volleyball, bean bags and more. One person on my team asked about our business book collection and inter-library loan. Melanie rocked at sumo wrestling!

5. DIRECTOR'S REPORT

Statistical Highlights for May 2009

- Increase in circulation remains strong in the adult collections: up by 2.5%
- The youth collections leveled off during the month of May, with the young adult collections slightly decreasing by .9% and the juvenile collections increasing by .5%
- Total circulation of 60,063 is our best May ever; leaving us with a year-to-date increase of 4.78% over last year.
- Use of the self-check machines remains high, with a 33.5% usage, compared to our total

circulation for the month of May.

- OverDrive circulation for Middleton took an upward surge from January's circulation of 84 to April's total of 155. This sharp increase could be a direct result of Sarah's class. With the upgrade to more iPod friendly titles, I anticipate this number will only increase.
- Interlibrary loan continues to serve our patrons well. This special service is designed to bring individual services to special requests. Here is the breakdown of the formats we provided in May, outside our system.

Interlibrary loan	May 2009
Total # of items sent	61
Total # of items received	51
Book	25
CD	2
DVD	23
VHS	3
BOC	1
Microfilm	7

Equipment:

May 2009 Fax Usage Statistics: 27 user sessions; 35 pages faxed

May 2009 Computer Usage Statistics:

For the time being, the numbers do not include the children's game or Internet computer; Teen game or Internet computers; express stations, or the one LINK PAC.

They DO include the 23 "sit-down" stations, studyroom, and laptops, for a total of 29. The number will increase next month to 35, as the new netbooks/laptops will be included.

Total Sessions: 7,180

Total Hours: 3,966

Total Printed Sides: 17,288

Facility Report:

Fence Repair: work on the dumpster enclosure was completed on May 27th. Per city policy, three quotes were obtained prior to the work being done.

Roof Project

The following letter was sent to Mayor Sonnentag and Chairman Wexler:

May 25, 2009

Dear Mayor Sonnentag and Finance Committee Chair Wexler:

The 2009 roof repair capital outlay project at the Library is well underway. As you may recall, the original intent of the work was to stop the leaking on the south east side of the building where water had found its way and caused damage to the Teen area.

This winter, however, we experienced other leaks in the roof (near the fireplace and the new books) and into the east corner of the lower level reading area by way of the wall cavity. For this reason, I was directed by the library board to investigate the possibility of having the entire roof evaluated by a professional.

Fortunately, Shawn Stauske of the city's public works department directed me to locally owned roofing company SRI, who offered to do a free consultation. SRI's roofing specialist and consultant Gregory Phillips has been an invaluable resource for the Library. Mr. Phillips presented me with a full and comprehensive assessment and served as a key player in addressing his findings by negotiating an upgrade to the original repairs.

Therefore, I am pleased to inform you the work completed thus far totaled \$9,500 and that new shingles for the front side of the structure will be done for \$15,050, which means that the first phase falls within our 2009 capital outlay appropriation of \$25,000. The second phase of the recommended repair work involves new shingles for the south side or the railroad side of the building and will cost approximately \$12,000.

Please consider your current budget and determine if you could fund the additional \$12,000 it would take to complete the project during the summer of 2009. This is an opportunity to reduce the risk of inside mold or bacteria growth and help prevent sick building syndrome where hundreds of people from the community enter every day.

If you do not have the ability to fund the added amount in 2009 or would prefer wait a year, I will be asking that you to address the second phase of these repairs as a capital outlay project in 2010. I appreciate your time and attention to reviewing this matter.

The project was approved by the Finance Committee and then the common council on June 2nd.

As of June 4th, the first phase of the roof project was completed. Construction of the second phase should begin June 11th.

Personnel:

Library Page I Adam Schneider is the 2009 recipient of the Friends of the Middleton Public Library Scholarship. Adam has been an excellent employee at the library for the past 3 years. Another example of his outstanding leadership skills, Adam enthusiastically volunteered to serve on the library's Go Green Committee, this past year. We are confident that Adam will do great things; and will change the world, for the better!

**Award Winner of the Friends of the
Middleton Public Library Scholarship**

Congratulations, Adam!



Adult Services Library Assistant II Jenny Carr



graduated with an MLS from the University of Wisconsin, Madison.

Congratulations!

Collection:

On June 1st Middleton Public Library owned 120 Blu-ray titles. This new format has proved to be widely popular throughout the system, as on June 1st the entire collection was checked out and there were 101 holds. Here is the breakdown:

Holds on individual Blu-ray titles:							
# of Holds	0	1 - 5	6 - 10	11 - 15	16 - 20	21 - 25	25+
# of Titles	4	45	24	14	9	4	1

6. MANAGEMENT TEAM REPORTS

Svetha Hetzler, Head of Children’s Services

Collection Development & Displays

Amanda weeded the juvenile fiction collection and the biographies (+920/921). Svetha weeded several non-fiction areas of the collection including generalities, religion, mythology, social concerns, history and geography (+001-+398 and +929-+994).

During the month of May, a Large Print book collection was added to the children’s area. These books are will be interfiled with the rest of the juvenile fiction collection. The Discovery Packs have been streamlined and the collection has become much more manageable. We added a box of puppets to the play area. We’ve seen a lot of creative play generated from this new addition.

Readers’ Advisory Services

The following titles had featured book reviews: *Elfquest Bedtime Stories* (Jessica) and *Nana Cracks the Case* (Amanda). Svetha created a booklist of “Picture Books Celebrating the Arts” to tie in with the 2009 Summer Reading Program: Be Creative @ Your Library.

Professional Development

Amanda attended her first Youth Commission meeting. It will be great to have her represent the library since many of her programming efforts are targeted at our ‘tween patrons.

Outside Meetings/Other

Three Summer Page I's for the Youth Services Department will begin work during the Summer Reading Program. Svetha attended the Annual Friends of the Library Meeting and presented a Power Point Presentation created by Pamela. The presentation highlighted the events and work of the Friends. A revised version is running in the front lobby of the library. Amanda continued her regular "Booking It" column to the Middleton Times Tribune.

Rebecca Van Dan, Head of Young Adult Services

In May, Rebecca coordinated with South Central to start the summer's online Teen Read blog. Ten area librarians helped to choose 15 titles and volunteered to moderate. Posters and flyers advertising the blog were brought to the schools during booktalks, and initial questions and thoughts were posted to the website to encourage teens to write their thoughts about the books.

Rebecca also met with Amanda, Jessica, and Svetha this month to discuss a set of guidelines for new Youth Services employees (basic information that might not have been covered in training.) Rebecca and Elizabeth are now fine-tuning any additional information that should be covered.

May has been mainly consumed with school visits and collecting prizes and materials for the summer programs.

Two new teen volunteers started in May and three will be leaving when school ends to pursue summer jobs or for summer vacations abroad.

Elizabeth Bauer, Head of Circulation Services

Circulation Services is awaiting the installation of the new circulation work island - installation is scheduled for Wednesday, June 3rd. We removed the old desk which was given to the Youth Services Cubby for Jessica Brooks (previously working off a folding table - recycle and re-use), Mark Goad, City of Middleton Maintenance, tore out the old carpeting left from before the renovation (mauve) and re-carpeted, and we are working off a small folding table and three shelving carts. Kudos to the circulation staff who weather continuous changes with remarkable flexibility and calm!

The Circulation Staff is gearing up for the Summer Reading Program. The addition of the third self check machine has really helped, creating an additional check out option for those who want express service,

and we anticipate it, and the other two self checks will continue to be a huge asset with summer reading crowds.

The Unique Management Services collection module was turned on Monday, June 1, 2009. Library patron accounts of \$50.00 and over, unresolved for 7+ weeks, will be turned over to UMS and a \$10.00 collection fee will be added to the patron account. UMS's approach is to write and call the patron, urging them to return all library materials and resolve all fees on the account. Only after the combined notices from the library and from UMS have produced no results for 180 days, will the patron's name be sent to credit reporting agencies. We have a three month trial with UMS; if we are not completely satisfied with them, we can cancel the contract. A full report of June's UMS activities will be available in the June Board Report.

Patrick Williams, Head of Information Technology

Continuing the measure to reduce paper waste, the new printer for public printing has been set to print back-to-back by default. The printing software was upgraded to allow a simple check-box override for this, should a patron want to print single sided sheets.

Since we generally want to provide equipment to access the varied media types the library provides, A Blu-ray/DVD viewing station was added next to the existing VHS/DVD viewing station in the library's upper level.

Four new laptops and two "netbook" computers have been added to the pool of laptops that checkout to library patrons for in-house use; bringing that total to 10. The netbooks will be checked out at the Youth Services Desk, and the laptops available at the Reference Desk.

7. STAFF MEETING SUMMARY REPORTS

Highlights:

Management Team

Adult Services – In tandem with the UW fall program "Go Big Read", the library will be holding August book discussions on Michael Pollan's book "In Defense of Food". We are ready and set for the Adult Summer Reading program, and August programming will be considered.

Information Technology – In April, an average of 625 pages were printed in a day. An average of 255 patrons use computers a day for an average 33 minutes. The new printer from Gordon Flesch has been

installed, and is set up to automatically duplex. The old and obsolete computer equipment parts in the furnace room have been taken away for recycling.

Data collection for the annual report requires counting reference questions. It was agreed to do a sampling of reference questions the weeks of July 13 through July 18 and from October 18 through October 24.

Staff in-service will be Monday, October 12, from 8:30-5:00, including a half-day workshop with Russell's Consulting. We will be closed all day.

Circulation Services

Unique Management Services: Unique Management Services will be starting on June 1st with a three month trial.

Telephone Policy: if a patron wants any information about their patron account, they must give us a library barcode number.

Reference Team:

Adult Summer Reading Program starting June 8. One on one sessions growing in popularity.

Four new laptops and two Netbooks have purchased for in house use. Will not work outside of library.

8. OTHER LIBRARY RELATED REPORTS

Highlights from around the system:

SCLS has signed a lease for a new facility with Greg Fax of St. John's property. Move-in date is mid-November.

OverDrive usage is through the roof! Between 2007 and 2008, the audiobook usage increased 72%.

January 2009 was the highest number of new patrons yet. LINKcat is the 2nd highest referral to OverDrive in the WPLC group, after search.live.com. New services are coming out, which include titles in epub format for Sony readers, a mobile version of the search, patron star rating system, patron defined lending periods, and a new "totally graphical" interface.

PR Committee: Met March 10 and discussed audience, tools, and how to collect stories and the group is now working on coming up with taglines for the campaign related to the transformative effect of libraries.

The Cottage Grove Public Library board has dissolved. Assets were transferred to the Friends of the Library organization. Ownership of the land will be preserved for a future library.

Job search help/resource packet for job seekers: "I have wondered if we could put together a Resource Packet especially for job seekers during these times of high unemployment. I have found that many people are looking aimlessly for opportunities. Many have never before made up a resume. Would we be able to come up with -- the five best job websites -- resume templates -- tips to make your resume sing -- how to write a letter of application -- resources for school funding for retraining -- etc. What do you think? I know that all of this is available, but would there be some way to harness/organize it all together with all of our libraries having easy access to the same info?"

SCLS will be receiving a LSTA grant in the amount of \$25,300. This funding will be used toward training and resources for job seekers. PLAC members provided some great ideas for what to include in the training and resources.

Budget announcement from the state included a decrease of 5% for system support and flat in the second year.

9. Agenda Overview

Indoor Art Committee Update:

Committee members will meet prior to the regular meeting.

Nominating Committee Update:

Request to Carry Over Unused Vacation Beyond June 30th

Jason Boak, Library Assistant III for Circulation Services, requests permission from the library board to use the remainder of his 2008 carryover vacation of 9.03 hours after June 2009.

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

Carryover of unused vacation

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

Long Range Plans:

Printed copies of the long range plans will be distributed at the meeting. We will review the first section.

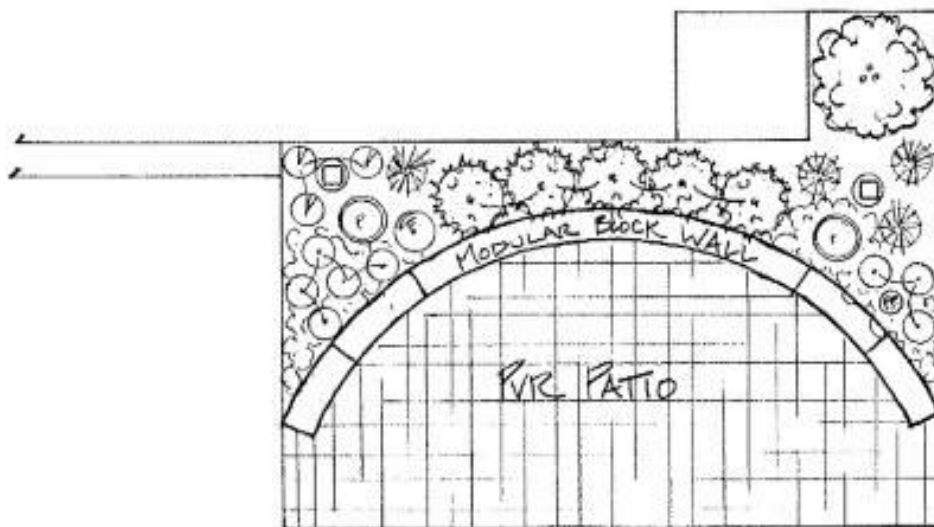
Landscaping Project:

Appendix A shows a landscape design to create a cove similar to the one across the street near city hall. Quotes were obtained from 3 vendors to install a retaining wall and Holland pavers. The plantings would be done by our master gardener Deb Nelson. Request is to use accept the lowest bid to have the work done this summer.



10. Appendix A

MIDDLETON PUBLIC
LIBRARY.



7425 HUBBARD A
SCALE: $\frac{1}{4}'' = 1'-0''$ AVENUE