

MIDDLETON PUBLIC LIBRARY



June 2009 Report

Presented at the July 14, 2009 Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2009	40,559	5,312	27,860	73,731	393,692
2008	35,760	5,248	26,370	67,378	373,252
2007	36,415	4,647	25,621	66,683	354,273
2006	35,723	4,349	21,269	61,341	332,330
2005	34,014	3,807	18,722	56,543	301,389
(2008-09 +/-)	(+13%)	(+1.2%)	(+5.6%)	(+9%)	(+5.48%)

Self-Service checkouts:

	3M	ITG	ITG #2	Total	% of total
2009	7,977	8,487	8,844	25,308	34%
2008	6,106	6,286		12,392	18.4%
2007	5,973	6,560		12,533	18.8%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2009	100	84	3		187
2008	114	84	1	0	199
2007	125	79	0	2	206

Dynix holds:

	Loaned to	Borrowed from
2009	18,781	18,958
2008	16,253	16,539
2007	16,118	15,894
(2008-09 +/-)	(+15%)	(+14.6%)

Miscellaneous:	ILL	Visits	Study Rooms Use
2009	30	45,280	501 hours / 385 bookings
2008	46	42,721	424 hours / 328 bookings
2007	48	43,665	425 hours / 289 bookings

June Fax Use: 42 users 83 pages

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
6/1/2009	<u>June DIY Online Survey</u>	27
6/1/2009	<u>DIY - Dad's Donuts</u> . Evaluation: Went well. This was a slightly more involved DIY but the patrons seemed to know what was expected and the program ran itself for the most part. I think a few patrons took home their donuts instead of adding it to the donut boxes on the bulletin board so we may have had more than 41 visits to the DIY station.	41
6/1/2009	<u>DIY Guessing Jar</u>	167
6/4/2009	<u>School Visit, Kromrey (Sherry Jacobsen's classes</u> : Teen SRP and booktalks	114
6/5/2009	<u>School visit, Kromrey (Festge, 7th & 8th grades)</u>	130
6/10/2009	<u>Author Mary Bergin (ASRP Kickoff event)</u> : Mary discussed fun and unusual places to eat in Wisconsin; had a 15 minute slide presentation and quiz to accompany her talk. Evaluation: Very successful program! Mary is low-key, but has a great deadpan wit. She shared lots of information about little-known Wisconsin eateries. I think the program also got a number of folk interested in the adult summer reading program--the primary purpose of the program!	32
6/11/2009	<u>Rock Band 2</u> : Rock Band 2 (wii) on big screen Evaluation: Good--the drums & guitar option were popular, but not many who dared try the singing option. One boy came 15 min. early to make sure he would get a turn. Two boys who have caused some problems in the library before came down & were excited they had so many chances to play. (both very polite and appreciative!) Wish I had gotten a photo of Pamela practicing in the back, though!	9
6/15/2009	<u>All Ages Drop-In Storytime: Art/Colors</u>	19
6/15/2009	<u>TAC Ice Cream Social</u> : What TAC is, icebreaker, news, program ideas, suggestions, ice cream. Evaluation: Great! Only one was a regular TAC member, all others were new to TAC and didn't know each other at all, but everyone seemed very comfortable speaking up. One girl had just moved here from Texas and said she came to meet people & see if anyone would be in her class next year. A 12 year old boy was thrilled that we have book discussions & recommended a few for future discussions. Very respectful, open group of teens with a lot of good ideas.	8
6/16/2009	<u>Sidewalk Chalk Fun</u> : Sidewalk chalk art.	55

6/16/2009	<u>Crop Circles & UFOs in Wisconsin</u> Evaluation: People love the paranormal! Chad Lewis is lively & humorous. There were lots of questions at the end. Most interesting for me: out of 30 people, *15* were men; exactly half! I don't think I've ever given a program before where the number of men was more the 25% of the audience!	30
6/16/2009	<u>Big Kids Storytime: Art/Colors</u>	8
6/16/2009	<u>Toddler Storytime: Art/Colors</u>	23
6/17/2009	<u>All Ages Storytime: Art/Colors</u>	37
6/17/2009	<u>'Tween Magic</u> : Participants learned three simple magic tricks: paper on a leash, disappearing dime, and flying paper clips.	33
6/17/2009	<u>Toddler Storytime: Art/Colors</u>	26
6/18/2009	<u>Baby Storytime</u> Evaluation: Went well. A nice sized group, about 1/2 the patrons were new and the other 1/2 were returnees which made for a great mix.	21
6/18/2009	<u>All Ages Drop-In - Art/Colors</u>	37
6/18/2009	<u>'Tween Games Workshop</u> : I taught a board game, Labyrinth, to the whole group. Participants then chose whether they wanted to play Labyrinth or a different game (we had old favorites available, like Connect Four and Chutes and Ladders). Most people played Labyrinth, and some managed to play Labyrinth plus another game! A few stuck with the old favorites. Evaluation: Very fun! I'm glad this is a series of workshops, because next time, the kids who were here today will know how to play Labyrinth, so that can be available and I can teach another new one (Quirkle).	24
6/18/2009	<u>Skateboarding tips & tricks</u> : Alumni boardshop showed tips & tricks for beginning skateboarders.	22
6/19/2009	<u>Bilingual Storytime</u>	26
6/19/2009	<u>Concert: Mir. Billy</u> : Mr. Billy presented lots of upbeat songs related to the "Be Creative" theme. Kids had many chances to get up and dance and sing along! Evaluation: This was a great show! Everyone seemed to be having a great time! I would invite Mr. Billy back to the library again.	104
6/20/2009	<u>Book Bistro - Dad & Donuts</u> : Homer Price object game (set out various objects to represent characters and stories from Homer Price and participants matched objects with characters/stories). --- Display and booklist of Homer Price Read-alikes, Donut booklist/display and copies of the Centerburg Bugle at every table. --- Patrons read different passages from the stories out loud. --- Served coffee, milk and donuts. --- Watched the film version of The Doughnuts. Evaluation: Great! It was fantastic to see so many dads participating. I think there was only one female grown-up in attendance! The game was really fun and it was great to hear excerpts read out loud. The movie was well-done and very close to the book. Patrons had many kind things to say about the library and our program offerings.	48
6/22/2009	<u>All Ages Storytime: Summer</u> : We had a cozy storytime with two stories (Spot Goes to the Beach and Maisy's Pool), a song, and a craft.	2

6/22/2009	<u>Tween Eco-Crafters</u>	17
6/23/2009	<u>Toddler Storytime: Summer</u>	22
6/23/2009	<u>Big Kids Storytime: Summer</u>	24
6/23/2009	<u>Book Bunch and Lunch: Leo Lionni</u> Evaluation: Hooray for Book Bunch and Lunch! This was a big, fun group. Their projects turned out really well-- Leo Lionni would have been proud!	46
6/23/2009	<u>Meriter Mother-Baby Visit</u> : Explained baby storytime and early literacy. Presented a baby storytime. Books: Love that Baby, Quack Quack, Moo Baa Laa Laa --- Music & Rhymes: Good Morning, Hi Hello & How Are You, Are You Sleeping Baby Bear, ABC Song, Clap Your Hands, This Little Piggy Went to Market, 2 Little Blackbirds, Trot Trot to Boston, Baby Duke of York, Wheels on the Bus, Now Tall Now Small --- Free Play Evaluation: Went well. A very large group of moms and babies. One mom was excited that we offer baby storytime during the summer. Her library doesn't offer summer programs for babies so we may see some new faces.	36
6/24/2009	<u>Teen Tie Dye</u> : Dyes available, books for inspiration, show how to do a few designs. Evaluation: Very hot! We put up tent, had lots of soda, but everyone crowded into the square of shade the tent provided & ran back in the library as soon as possible for the AC. I was worried that the heat would scare away some teens, but turnout was still pretty good! (and teens made some beautiful designs..)	18
6/24/2009	<u>Toddler Storytime - Summer</u>	31
6/24/2009	<u>All Ages Storytime - Summer</u>	36
6/25/2009	<u>Baby Storytime</u>	22
6/25/2009	<u>Krafty Kids - All About You!</u> : 3 personalized crafts including a bookmark, backpack tag, and journal - also included an "All About Me" worksheet and poster, coloring sheets, and fairy tale scene stickers.	56
6/25/2009	<u>All Ages Storytime - Summer</u>	20
6/25/2009	<u>Computer One-on-Ones</u> : Individualized computer instruction on topics chosen by participants from a list of possibilities.	4
6/26/2009	<u>Bilingual Storytime</u> : Katy read stories, sang songs, played games and provided extended activities in English and Spanish. Today's theme was Gallo/Rooster. Evaluation: Katy said the program went well for the most part. She mentioned there were quite a few toddlers and some chatting and we agreed that the patrons (especially with these large groups) need a gentle reminder of our storytime expectations.	40
6/26/2009	<u>Summer Family Concert - David Landau</u> : Music concert with lots of audience participation. Evaluation: Great! David Landau is a fantastic performer and entertainer. He plays acoustic guitar, provides opportunity for participation, is funny and has a great rapport with children and adults. I look forward to inviting him again next summer.	115

6/29/2009	Computer One-on-Ones : Individualized computer instruction on topics chosen by participants from a list of possibilities. Evaluation: I (Sarah) taught our first student about email attachments, although we switched to Word/resume help halfway through. He also had a lot of questions about his home computer setup, specifically IE and Wordpad, so we muddled through that as best we could without actually being able to see the programs on the computer. Jen taught our second student about basic searching using Google and logging into Gmail. After her session, Jen's student told me she feels so stupid around computers, but for some reason it was more fun than usual tonight! I think the one-on-one setup works better for some people.	2
6/29/2009	All Ages Storytime: Dance/Music : Name Song Meet the Dancing Octopus Book: Baby Danced the Polka Song/Flannel: Little Bird Book: Mouse Practice Song: Bean Bag Rock Book: Giraffes Can't Dance Song/Flannel: Aiken Drum Craft: Make a shaker out of a paper plate, a paper bowl, and dry beans Evaluation: I was happy to see a bigger group this time! It was fun because the group was still small enough that I could give a lot of personal attention to each child, especially during the craft.	11
6/30/2009	Toddler Storytime: Music and Dance : Hello Song Book: Can You Sing? Song/Flannel: Little Bird Book: Dance With Me Song: Bean Bag Rock Book: Baby Danced the Polka Song: Clap Your Hands Craft: Make a musical instrument out of a paper bowl, paper plate, and dry beans Evaluation: Hooray! Lots of happy toddlers today! They LOVED the Clap Your Hands song, so that is one I'll do again! I was worried that the craft might be too involved for toddlers, but they did just fine!	27
6/30/2009	Big Kids Storytime: Music/Dance : Name Song Meet Octopus Book: Giraffes Can't Dance! Song/Flannel: Aiken Drum Book: Hilda Must Be Dancing Song: Bean Bag Rock Book with musical accompaniment (every child played a jingle bell shaker): Can You Dance? Book: Maestro Plays Craft: Make a musical instrument with a paper plate, paper bowl, and dry beans	17
6/30/2009	Calligraphy Workshop : Linda Hancock presented a hands-on calligraphy workshop. 2 sessions were held because of the large sign up.	60
Number of Programs / Total Attendance		
	Children's	34 / 1279
	Teens	6 / 301
	Adults	4 / 68
	Grand Total	44 / 1648

3. LIBRARY EXHIBITS		
Location	Exhibit	Artist/Collector
Lobby display case	Middleton Public Library Summer Reading Program	
Picture rail	Watercolor & Acrylic	Joyce Sutton

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

Date	Staff	Title
6/3/2009	Pamela	<u>City of Middleton's Green Team: First meeting</u> : Goal is to establish a sustainability plan for Middleton; and set a schedule for planning process. We will begin with a visioning session in July.
6/8/2009	Pamela	<u>Governor's Reception for Superintendent Burmaster</u> : Celebration event honor of Elizabeth Burmaster.
6/10/2009	Elizabeth I. Bauer	<u>LINK Koha Circulation Migration Meeting</u> : LINK Migration & Implementation Circulation Committees I & II met to discuss the tools being used for migration (LibLime site, Google Groups, Google Calendar)development, communication, and information.
6/11/2009	Pamela	<u>LINK Governance Task Force</u> : Reviewed feedback from participants. Identified next steps to developing new model (known as Pi). Goal is to have documents ready for fall LINK meeting.
6/11/2009	Pamela	<u>LINK meeting</u> : 2010 LINK Budget Adoption & other business. Includes no COLA for LINK staff, using funds from last year's carryover for Koha payments & no investment into capital fund. Member libraries will see a slight increase to their funds.
6/12/2009	Pamela	<u>Presentation</u> : Kiwanis's President Tom Vandervest contacted me about how they could support library services. I presented a proposal for a new program: "Books and Babies." Information on the importance of exposing children to books, language and stories at the youngest possible age was provided. Designed by Amanda Struckmeyer, the program targets families with new babies by inviting them to come to the library to receive a bag with free books, literacy related materials and other items yet to be determined. The request was for \$700. Much excitement and enthusiasm from the membership! They supported the program with a check.
6/16/2009	Pamela	<u>Finance Committee Meeting & Common Council meeting</u> : Agenda included streetscape project & employee related decisions (closed sessions).
6/18/2009	Jason Boak, Peter Matiash, Cindy Zellers	<u>Introduction to Thunderbird -webinar</u> : A web meeting to discuss the various features of our new email service, Thunderbird.
6/18/2009	Elizabeth I. Bauer, Jason Boak, Barbara Henderson, Peter Matiash	<u>Circulation Supervisors Meeting</u> : Agenda included: Follow up on staff evaluations Circulation and Page blogs update Testing of electronic page time sheets Newsletter article re: Adam Schneider & Friends Scholarship Hiring Update Staff Issues

6/23/2009	Pamela and library board member Hans Hilbert	<u>Plan Commission Meeting</u> : Presented design for outside seating cove near the front door. Retaining wall and Holland pavers to reflect the plaza near city hall. Plan was approved. Discussion regarding the flagpole also took place.
6/24/2009	Sarah	<u>Play Date: Creating Online Tutorials with Screencasting</u> : Webinar about screencasting (what, why, how).
6/25/2009	Pamela	<u>Library Advisement meeting in Dane Co.</u> : Librarians from Dane Co. and SCLS. Fitchburg plans to open in 2011.
6/26/2009	Pamela and library board member Joan Gillman	<u>New Board Member Orientation</u> : Joan received a binder with information regarding library board law, responsibilities and affiliations. We discussed current topics and plans for the future.

5. DIRECTOR'S REPORT

Library Use Highlights for June 2009: Economic Hard Times Drives Up Usage

- We experienced an outstanding overall increase of 9% in library circulation – adult collection was up by a surly 13%, teen up by a modest 1.2%, and children’s up by a significant 5.6%. With a monthly circulation at over 73,000, we’re nearly as busy as the Central facility of the Madison Public Library last month, at 77,947. *I’m concerned about how much more business we can handle with our current staffing workflow configuration and limited staff work space.*
- Our year to date circulation reached an all time high of 393,692, a 5.48% increase over the 2008 year-to-date figures.
- The number of items loaned to and borrowed from other LINK libraries experienced an abrupt increase. In June 2009, Middleton loaned 18,781 items (up by 15%) and borrowed 18,958 items from other libraries (increase by 14.6%).
- The demand for study rooms, computer classes, assistance with online job applications and resume creations and One-on-one computer sessions continues to keep the Reference Team on their toes. We rarely have more than one staff available to man the desk, but often the traffic is heavy enough to require it. As a backup for the Reference Desk, I can attest to the fact that although many patrons have learned to find information online, just as many need help finding, evaluating and retrieving the information they need.

Snapshot of **ONE hour** at the Reference Desk.

- o Jenny:
 - helped a man do some basic word processing
 - help with an on-line application - creating an account (name and password) and explained why this is important
 - faxing problem on the color copier
 - lots of help to a man using RefUSA and printing search results
 - helped tutor make study room reservations
 - other things I can't quite remember

Jessica:

- helped a man and a woman find a job application online.
- set up a man with very basic Word help. He wanted us to type for him, but was very nice about the fact that we don't do that.
- helped a woman and her son scan a document in Study Rm. B
- gave out a bike map.
- I answered one or two others, but I don't recall what they were.

Jen: (practicum student)

- helped patron place holds, over the phone, on a number of magazines
- checked study room reservations
- helped with an on-line job application form
- other (the usual stuff)

June 2009 Public Computer Usage of 35 of the 48 available at Middleton*

Number of Computers Logged: 35

Number of Days Open: 26

Total Sessions: 8,200

Total Hours Used: 4,317.1

Total Printed Sides: 18,466

Programming continues to see hefty numbers in attendance in all age categories. Last month we provided 44 programs and saw 1,648 participants, for an average of 37 at each program.



The Teen programs led the way with an average of over 50 attendees per program.

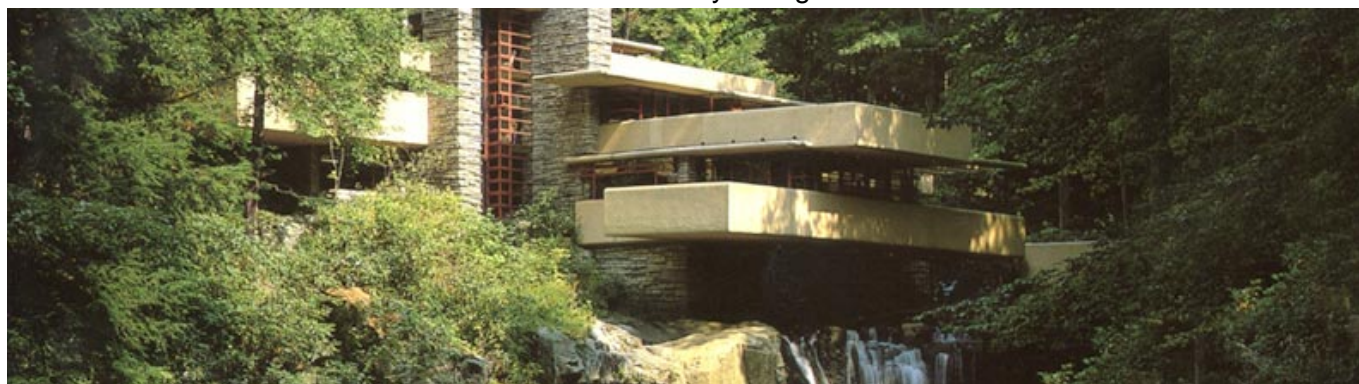
6. LIBRARIANS' REPORTS

Liz Dannenbaum, Head of Adult Services

June has been busy; the Adult Summer Reading Program is off to a good start: 76 adults have signed up in the first 3 and half weeks.

Jen Moore, a practicum student from the UW-Madison School of Library and Information Science, is here three times a week and she has started cataloging AV two hours a day & staffing the Reference Desk 3 hours a day—all of which is a big help!

Pamela applied for & received a grant from the National Endowment for the Humanities for a program called “Picturing America.” Grant recipients receive a collection of beautiful reproductions and images of famous American art to display. We are using the graphics we received to promote different book displays; currently we have a picture of Falling Water next to a collection of books about the life and art of Frank Lloyd Wright.



Svetha Hetzler, Head of Children’s Services

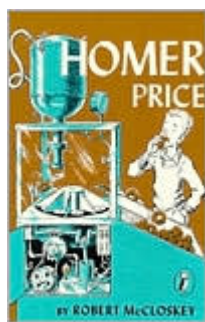
Collection Development & Displays

The following areas were weeded:

- +362-+364 (social & environmental concerns) and +646-+810 (crafts, hobbies, music, art, sports & recreation).
- Juvenile software and audiobooks
- Linking/cataloging paperbacks

Summer Pages

Our 3 Youth Services Summer Pages began their positions. Training and orientation took place on June 9th. Volunteers were oriented on their first days. Kathy recruited over 30 volunteers to help at the treasure date.



Book Displays:

- “Be Creative” featuring non-fiction craft and project books
- “The Arts” featuring picture books celebrating the arts
- “Storytime Extenders” featuring books related to our summer storytime themes
- “Donut Books” featuring books about or loosely related to donuts
- “Homer Price Read-Alikes”
- “American Folktales, Folksongs and History”
- “Sidewalk Chalk Fun” featuring books about sidewalks, sidewalk games and poetry.

Readers’ Advisory Services

The following title was this month’s featured book review:

- “Homer Price Read Alikes”
- “Donuts: a delicious list of books featuring Donuts!”

Both lists tied in with June programming events.

The web-site was updated to include new booklists, reviews and photos of our 50 hour milestone summer readers.

June’s edition of **MID-KIDS** was created.

Rebecca Van Dan, Head of Young Adult Services

June began with a few all-day school visits and a large number of teens asking about volunteer opportunities. (we have 7 new teen volunteers this month, which does not include the many new volunteers working at the Treasure Chest.) Although the Help Desk has been rather chaotic in terms of sheer volume of patrons, the Treasure Chest seems to be running more smoothly than ever, with very dependable volunteers and YS pages allowing us to focus on reference questions/sign up for other programs.

Teen programs have been going well--teens braved the intense heat for both tie-dye and the skateboarding program and were very appreciative of the ice cream social. The art contest has attracted twice as many submissions as usual and voting for it will continue until mid-July. Registration for the Teen Summer Reading Program has been great and remains steady, with 242 teens registered so far.

In June, Pamela approved funds to purchase Smaug a new cage. (his old one was a used donation from freecycle that had some permanent stains.) The new cage was purchased on June 30. Two netbooks were also added for checkout at the Help Desk in mid-June.



Elizabeth Bauer, Head of Circulation Services

The new circulation desk space is a wonderful addition; two staff members can work at the station and the higher height is more ergonomically correct and useful.

Middleton Public Library Circulation Services started using the Unique Management Services debt collection services June 1, 2009. A patron account that is \$50.00 and over, and at least seven weeks overdue, is turned over to UMS (a \$10.00 debt collection fee is placed on the patron account at that point) to pursue the return of materials and the resolution of the fees. As of July 1, 2009, UMS has only one account they are pursuing. A two month update will follow in the July Board Report.

Summer reading and programming is in full swing; between being closed on Sunday (see photos of Sunday returns) and a variety of wonderful programming, the circulation desk has been quite swamped! The addition of self check machines has certainly been a positive; people have the option to come to the desk or to check out themselves - the comments remain mostly positive, and the lines are a tad bit shorter.

Patrick Williams, Head of Information Technology

An impressive data projector was ceiling mounted in the Archer room, with data cable runs to two parts of the room. The new projector allows for wireless access to it, so users can show their computer displays wirelessly. Multiple inputs can be displayed at once. There is a VGA cable in the front of the room for presenters to use with their own equipment. The other HD data cables lead to a permanent PC in the room for staff use. The PC will be set up to run PowerPoint shows, and other computer programs, and play DVDs. This new system eliminates for setup/takedown of a projector cart, with several cables running along the floor to it.

A new computer and database system was installed to replace the old time clock & cards used by pages to log their work hours. The new system has a touch-screen input and software integrated to our staff's online utility page. Hours are automatically tallied and calculated for the payroll period. It is currently being tested by a pool of pages.

7. STAFF MEETING SUMMARY REPORTS: HIGHLIGHTS

Management Meeting: Thursday, June 11, 2009: Summary

- Library Board membership; 2009 Library Budget – Pamela gave a mid-year update on the current library budget; we are on track; 2010 Budget – Planning has started for the 2010 library budget; Long Range Plan – Pamela emailed the first section of the Long Range Plan to the Management Team; each was asked to review and give Pamela any revisions.
- Patron Count/Service Desk Counts – Pamela is looking at door counters to use for visitor counts. Service Desks will keep statistics in July and October.
- Training Manuals – Reference updated and sent out a new copy. Elizabeth is working on a new employment manual and updating circulation training.
- Library Staff Inservice – Scheduled for all day, Monday, October 12th. Elizabeth will handle all food arrangements and Liz will make signs.

Reference Team Meeting: Tuesday, June 16: Summary

- Liz is organizing August computer classes on eBay, paid for by LSTA grant money and taught by an outside instructor.
- Sarah's computer classes schedule includes some assistance by Jenny.
- A Blu-ray viewing/listening station is now available for public use.
- RFID implementation was discussed as a future capital outlay request and conversion project.
- Printer message needs tweaking. Charging for all printing (abolishing the 10 free pages per day policy) was discussed.
- Bibliographies of special interest for adults will be added to our website.
- Consistency in reference offering included: Study rooms use, Lengthy reference interactions, Policy on headphone checkout and Official rule for Food and Drink.

South Central Library System

Koha project is moving along; and training with LibLime has begun.

8. AGENDA OVERVIEW

Election of Officers:

The slate of officers presented and approved last month is as follows:

President: Marjorie Kozich

Vice President: Wayne Otto

Secretary: John Westbury

Outdoor Seating Cover-Streetscape:

Plan Commission approved the design. The Friends of the Library do not approve with a 5 to 3 vote. Would the board like to put the project on hold and reapply to the Friends in 2010?

Policy Reviews:

Request is to align ours with the city of Middleton’s Personnel Policy and to **strike** Section XVII. Outside Employment of the library’s Personnel Policy.

*XVII **Outside Employment**
(A) Permanent full-time employees may engage in outside employment, as long as written approval has been granted by the Library Director and such approval is filed with the Library Board. No permanent full-time employee shall receive compensation from the City for other than the employee's full-time position.
(B) Permanent part-time employees should advise the Library Director of other employment. All City employees who have employment in addition to City positions are expected to perform their official duties in an efficient and timely manner. If outside employment results in unacceptable working hours or on-the-job- performance, the employee may be asked to relinquish such employment. Where there may be a question of conflict of interest, the Library Director shall bring it to the attention of the Library Board for a determination.*

Request to review Circulation Policy, section II. M. Eligible Card Holders:

(M) Borrowers residing in a Wisconsin public library system that has not negotiated an approved reciprocal borrowing agreement with the South Central Library System may purchase a library card for use at the Middleton Public Library only. These cards are valid for one year. The fee for such a card is determined by the library board and will be reviewed annually. This section also applies to out-of-state borrowers.

This only applies to out of state residents and residents in the Milwaukee County Federated Library System.

Request to release vacation time

Director respectfully requests 3 days vacation 10 days before the one year anniversary date.

City of Middleton Midyear Budget Review

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

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


- Expenditures:** All accounts are tracking as they should at this time of the year. The one account where we're likely to exceed the budgeted amount is "Telephone". We've already exceeded the "Mileage" account due to our involvement at the system level, however the postage line item is likely offset this cost. The "Building Maintenance" account is well over the halfway mark due to the age of the building and several unanticipated expenditures already this year. As for "Periodicals", most of our magazine and newspaper subscriptions are obtained through EBSCO, a serials vendor. Payment will be made this month.

Table 1: 2009 Expenditures by Account (as of 6-15-09)

Middleton Public Library	YTD 6/15/09	YTD Budget	2009 Budget	2009 Remaining
Salaries	\$ 318,438.30	\$ 393,709.71	\$ 859,003.00	\$ 540,564.70
Staff Benefits	\$ 103,150.45	\$ 126,833.67	\$ 276,728.00	\$ 173,577.55
Total Staff expenses	\$ 421,588.75	\$ 520,543.38	\$ 1,135,731.00	\$ 714,142.25
Operating Budget				
Office Supplies	\$ 7,761.06	\$ 13,750.00	\$ 30,000.00	\$ 22,238.94
Books	\$ 75,721.70	\$ 87,352.83	\$ 190,588.00	\$ 114,866.30
Periodicals	\$ 905.84	\$ 8,250.00	\$ 18,000.00	\$ 17,094.16
A/V	\$ 28,994.49	\$ 36,208.33	\$ 79,000.00	\$ 50,005.51
Postage	\$ 192.56	\$ 1,833.33	\$ 4,000.00	\$ 3,807.44
Advertising and Printing	\$ 240.58	\$ 458.33	\$ 1,000.00	\$ 759.42
Telephone	\$ 4,603.17	\$ 4,125.00	\$ 9,000.00	\$ 4,396.83
LINK services	\$ 73,922.04	\$ 34,833.33	\$ 76,000.00	\$ 2,077.96
Electronic Books	\$ 6,015.25	\$ 2,291.67	\$ 5,000.00	\$ (1,015.25)
Building Maintenance	\$ 36,862.88	\$ 30,250.00	\$ 66,000.00	\$ 29,137.12
Equipment Maintenance	\$ 11,811.04	\$ 12,375.00	\$ 27,000.00	\$ 15,188.96
Training and Development	\$ 1,186.95	\$ 1,375.00	\$ 3,000.00	\$ 1,813.05
Mileage	\$ 242.75	\$ 229.17	\$ 500.00	\$ 257.25
Utilities	\$ 19,105.71	\$ 25,666.67	\$ 56,000.00	\$ 36,894.29
Programming	\$ 850.00	\$ 1,833.33	\$ 4,000.00	\$ 3,150.00
Total Expenses	\$ 690,004.77	\$ 781,375.38	\$ 1,704,819.00	\$ 1,014,814.23

- **Revenues:** The library has received the full amount of its projected operating and facility reimbursements from Dane County Library Service for 2009, plus an extra \$193 due to a reporting error by Verona Public Library back in 2007, for a total of \$638,722.
- **Capital:**

Due to the introduction of desktop conferencing and emerging technologies, I recommend that the project # L-10-02 for Videoconferencing Equipment (\$14,800) be removed from the capital outlay list.

I am recommending four library requests to be included in the City's 2010 capital budget. 

- Space needs study (submitted to the Finance Committee the past two years, to improve efficiencies and make physical adjustments to allow for the implementation of new technology and workflow change in 2010. *Priority #1.*
- Cardinal Room renovation (plan will be determined by the results of the Space needs study & may involve a completely different area of the library) \$50,000 in 2010. *Priority #1.*
- Self-checkout stations: (This is a continuation of the 2008 proposal.) request for \$20,000 to upgrade the 3M machine to ITG model in 2010; and a request for \$20,000 for an additional self-checkout in 2012. *Priority #2.*
- RFID Implementation Project, (New proposal in 2009): beneficial to library services by refining efficiencies and offsetting increased workload of higher circulation activity. Phase I request for \$25,000 in 2010 and Phase II request for \$148,000 in 2011. *Priority #2.*

2010 Library Budget Proposal: A Preliminary Discussion

Anticipated appropriations by library account for 2010

This year's budget and next year's anticipated appropriations, listed below, are intended as a starting point for the board's discussion of the 2010 library budget proposal. City department heads have been asked to assume that not only will there be a freeze to the budget in 2010, but to look for cost saving measures that will help to prevent staff furloughs. The suggested cuts are deep, perhaps deeper than the library has ever experienced. The library's share of this city wide goal is \$58,000. Consequently, my recommendation is to approach the budget with extremely conservative numbers in all accounts.

Table 2: 2009-2010 appropriations by account

Middleton Public Library	2009 Budget	2010 Prop. Budget
Salaries	\$ 859,003.00	\$ 859,003.00
Staff Benefits	\$ 276,728.00	\$ 276,728.00
Total Staff expenses	\$ 1,135,731.00	\$ 1,135,731.00
Operating Budget		
Office Supplies	\$ 30,000.00	\$ 30,000.00
Books	\$ 190,588.00	\$ 190,588.00
Periodicals	\$ 18,000.00	\$ 18,000.00
A/V	\$ 79,000.00	\$ 79,000.00
Postage	\$ 4,000.00	\$ 4,000.00
Advertising and Printing	\$ 1,000.00	\$ 1,000.00
Telephone	\$ 9,000.00	\$ 9,800.00
LINK services	\$ 76,000.00	\$ 76,000.00
Electronic Books	\$ 5,000.00	\$ 6,000.00
Building Maintenance	\$ 66,000.00	\$ 71,000.00
Equipment Maintenance	\$ 27,000.00	\$ 27,000.00
Training and Development	\$ 3,000.00	\$ 3,000.00
Mileage	\$ 500.00	\$ 700.00
Utilities	\$ 56,000.00	\$ 59,450.00
Programming	\$ 4,000.00	\$ 4,000.00
Capital Outlay		
Total Expenses	\$ 1,704,819.00	\$ 1,715,269.00

See Appendix A (Budget Notes of Library Operating Accounts for descriptive information).

Appendix A: 2010 Budget Notes of Library Operating Accounts

Salaries 100-5511-110

Permanent full-time and part-time employees will receive a 0% cost of living increase in 2010.

Total increase for salaries: TBD

Fringe benefits 100-5511-190

FICA and retirement costs will remain flat as a result of the 0% cost-of-living increase. City department heads have not yet received a figure for 2010 health insurance costs.

Total increase for fringe benefits: TBD

Office supplies 100-5511-210

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

paper and toner cartridges taking the biggest chunk. Price shopping and bulk ordering have helped to keep costs flat.

Director's recommendation for office supplies: No change in 2010.

Books 100-5511-230

The 2009 budget line for books is \$190,588. Since the Middleton Public Library has one of the most actively used book collections of all Wisconsin public libraries, it is important for us to maintain our purchasing power in this area, however this is likely to see a cut should city funding or county funding be cut in 2010.

Director's recommendation for books: No increase in 2010.

Periodicals 100-5511-232

The invoice for the EBSCO renewal list for 2010 shows a preliminary total of \$15,541. Most of the libraries' magazines and newspaper subscriptions are obtained through EBSCO, one of the major periodicals jobbers in the library marketplace. A growing number of publishing companies are going to online subscriptions, often at a higher cost, while other companies are going out of business. Therefore, the trends are balancing out the cost to meet the Dane County minimum standards of providing 250 titles.

Director recommendation for periodicals: No change for 2010.

Audiovisual 100-5511-233

This is barely adequate to meet the growing demand for audiovisual materials, particularly in the area of audiobooks.

Director's recommendation is a \$2,000 addition in 2010.

Postage 100-5511-250

This account is used to cover the cost of general mailings, such as business correspondence and bills for damaged or lost materials. Automated phone notification (introduced in 1997), email holds notification (2000) and electronic pre-overdue notices (2009) have allowed Middleton (and other LINK member libraries) to reduce their postage costs substantially. In addition, the library eliminated two-week overdue notices through the mail in 2009. The city's implementation of Gov.Delivery in 2009 has reduced the cost of newsletter distribution. All of these measures have helped to keep costs in this area under control.

Director's recommendation for postage: No change in 2010.

Advertising & Printing 100-5511-260

This account is used primarily to reimburse the South Central Library System for any publicity materials that we request above our quota. It is also used to pay the cost of job announcements published in the local newspapers, which is why expenditures in this account tend to fluctuate from year to year. We continue to move toward doing as much in-house publishing as possible and using library listservs to advertise job openings.

Director's recommendation for advertising & printing: No change in 2010.

Telephone 100-5511-270

Towards the end of 2008 additional bandwidth was needed to handle the explosion of internet use. The installation of a DSL line in August of 2008 has elevated response time issues for library patrons. The rise in our 2009 telephone expenses reflects the additional expenses incurred to support the wireless network. Consequently, additional funds will be needed to maintain the same level of connectivity for the coming year.

Director's recommendation for telephone: An increase of \$800 (to \$9,800) in 2010.

LINK services 100-5511-310

LINK, the Library Interchange Network, is a consortium of 42 South Central Library System member libraries that shares a computerized library system. Modules include circulation, cataloging, acquisitions, and serials. The annual membership contribution is based on a formula that includes annual circulation, collection size, sites (number of buildings that need to be connected to the system), and workstations (number of individual connections provided to each library. Middleton's share of the LINK's 2010 proposed budget will not exceed last year's allocation of \$76,000.

Director's recommendation for LINK services: No change in 2010.

Electronic materials 100-5511-330

Added to the budget in 1996, this account is now primarily used to pay our share of a group subscription to a variety of online databases offered through the South Central Library System. With a growing number of publishers shifting from print format to electronic format, we anticipate a long term growth in this account. In 2009, we added the online version of Chilton automotive repair.

Director's recommendation for electronic materials: An increase of \$1,000 in 2010.

Building maintenance 100-5511-340

As the building ages, we find ourselves facing many maintenance expenditures on a more regular basis. In 2009 we replaced security lighting, the water heater, lighted signage in the Teen area, sound system, and painted areas in need. We added a water softener, performed maintenance on the air handler and repaired a damaged fence for waste containers. Rust is beginning to show up on areas of the structure; repair work and painting is needed in order to keep all public areas functional and presentable. Air exchange unit annual maintenance check will help to keep the equipment running efficiently. Plans are to address these areas in 2010.

Director's recommendation for building maintenance: Increase by \$5,000 (to \$71,000) in 2010.

Equipment maintenance 100-5511-410

Since 2007, this account is used primarily to keep the library's computer network up-to-date and running smoothly. The network currently includes 43 public (including laptops & netbooks) and 11 staff computers, as well as numerous pieces of peripheral equipment. This account also pays for the costs of our annual services contracts for listening stations, surveillance cameras, and three SelfCheck units.

Director's recommendation for equipment maintenance: No change in 2010.

Conference & training 100-5511-440

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

Director's recommendation for conference & training: No change in 2010.

Mileage 100-5511-450

With increased gas prices and migration to a new ILS staff is serving on South Central and LINK committees we need to increase this expenditure.

Director recommendation for mileage: Increase by \$200 (to \$700) in 2010.

Utilities 100-5511-470

Adjustments to the air handling system paired with staff attention to conserving energy has

dropped the cost of utilities for in the first half of 2009. However, with the commitment of the Green Power Tomorrow program our anticipated electrical expenses will be 9.36% higher in 2010. The new efficiencies may offset the cost of the GPT, but it is too early to know for sure.

Director recommendation for utilities: Increase by \$3,450 (to \$59,450) in 2010.

Programming 100-5511-490

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

Director recommendation for programming: No change in 2010.