

MIDDLETON PUBLIC LIBRARY



September 2009 Report

Presented at the October 13, 2009 Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2009	38,667	3,946	20,993	63,606	606,879
2008	35,088	3,694	22,484	61,604	572,275
2007	32,550	3,109	19,073	54,732	545,720
2006	33,662	2,997	17,150	53,809	511,456
2005	31,111	2,746	15,066	48,923	462,338
(2008-09 +/-)	(+10%)	(+8%)	(-9%)	(+3.5%)	(+6%)

Self-Service checkouts:

	3M	ITG	ITG#2	Total	% of total
2009	6,662	7,156	7,797	21,615	34%
2008 (September)	5,953	6,660		12,613	20%
2007	4,483	5,850		10,333	19.5%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total	
2009		96	14	4	5	119
2008		122	45	0	4	171
2007		98	23	5	1	127

Dynix holds:

	Loaned to	Borrowed from
2009	18,525	19,201
2008	16,911	16,144
2007	14,834	15,007
(2008-09+-)	(+9%)	(+19%)

Miscellaneous:	ILL	Visits	Study rooms use
2009	48	N/A	486.75 hrs./332 bookings
2008	65	40,126	481.5 hours/331 bookings
2007	37	38,540	391 hours / 304 bookings
2006	62	37,784	367 hours / 271 bookings

Fax:

36 users and 97 pages sent

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
Date	Program	Attendance
9/1/2009	<u>DIY - Pet Activities</u> : Guessing jar with dog treats, Who's Who's (logic game), Pet Collage, Pets & Pages Matching Game (chapter books), Picture Book and Pet Match	110
9/10/2009	<u>Book Discussion for Adults</u> : Discussion of Adichie's novel "Half of a Yellow Sun."	7
9/15/2009	<u>Toddler Storytime: Cats</u> :	30
9/15/2009	<u>Big Kids Storytime- Cats</u> :	21
9/15/2009	<u>Drop In Needlework</u>	3
9/15/2009	<u>Computer Help One-on-Ones</u> : 3 one-on-one sessions (1 late-show - patron wrote down wrong time) - 30 min. each. Evaluation: First patron wanted help with setting up and using an email account. Signed her up and practiced navigating the yahoo site, sending and receiving emails, and working with the address book. Went well. Second patron sat down and wanted help with "everything." We talked about what a browser does and practiced doing some searches. Gave hints as to how to tell if a result is one that you would want to look at or not. Explained difference between search box and address box. Then explained and practiced attaching and sending documents in email. Very productive session! Third patron wanted help scanning photos. We scanned, did some basic editing, resized, saved and sent as an email attachment. Also talked about how to download and email photos from a digital camera and how to post a photo on Craig's List.	3
9/16/2009	<u>Toddler Storytime - Cats</u>	18
9/16/2009	<u>All Ages Storytime - Cats</u>	28
9/16/2009	<u>Easy Resumes and Cover Letters Using Microsoft Word</u> : The class was a mix of hands-on and lecture style teaching. The presenter discussed resumes and cover letters, word processing programs, and computers in general. He went over the job resources put together jointly with SCLS on the MATC website. I (Sarah) sat in on the class and answered MID-specific questions.	3
9/16/2009	<u>After School Library Club - Crazy Cats!</u>	8
9/17/2009	<u>Baby Storytime</u> :	26
9/17/2009	<u>All Ages Storytime - Cats</u>	17
9/17/2009	<u>'Tween D&D</u>	3
9/17/2009	<u>Krafty Kids - Grab Bag</u>	3
9/17/2009	<u>Wii Olympics</u> : Mario & Sonic Olympic games (wii platform) with 4 controllers and a second wii station (from SCLS) set up for those waiting to play. Cookies, Gatorade for snacks. Realistic looking "olympic medals" for 5 categories.	16
9/18/2009	<u>Bilingual Spanish/English Storytime</u>	28
9/18/2009	<u>Teen Play-writing Contest</u> : Playwriting contest. Winner allowed to help choose actors for teen-written, teen-produced play in December.	1
9/19/2009	<u>PAWS to Read</u> : Participants signed up in advance for 15-minute time slots to	16

	read to a dog. Two dogs came: Sophie (a white standard poodle) and Buddy (a golden retriever). Their owners were with them. Kids brought books from home or borrowed them from the collection. The READ organization brought books to give to each child (to take home and keep). We were able to squeeze a few extra children in because some finished early, which was a nice treat!	
9/21/2009	<u>Teen Advisory Committee</u>	5
9/22/2009	<u>Toddler Storytime: Fall/School</u>	27
9/22/2009	<u>Big Kids Storytime: Fall/School</u>	17
9/22/2009	<u>Mindful Eating</u> : Leslie talked about mindful eating (from the perspective of yoga and meditation). She also talked about buying locally. AND she cooked and fed us fabulous food prepared with locally grown and bought ingrediants.	11
9/22/2009	<u>'Tween Knitting</u>	4
9/22/2009	<u>One-on-One Computer Help</u> : 4 separate 30 minute sessions of one-on-one computer help.	4
9/23/2009	<u>Toddler Storytime - Fall/School</u>	40
9/23/2009	<u>All Ages Storytime - Fall/School</u>	32
9/23/2009	<u>After-School Library Club: Story in a Box</u>	7
9/23/2009	<u>Books & Brownies: Princess Ben</u>	4
9/24/2009	<u>'Tween D&D</u>	3
9/24/2009	<u>Baby Storytime</u>	23
9/24/2009	<u>All Ages Storytime - Fall/School</u>	24
9/25/2009	<u>Bilingual Storytime: Pigs</u>	34
9/25/2009	<u>One-on-one Computer Help</u>	1
9/28/2009	<u>Pajarama Storytime - Fall/School</u>	30
9/29/2009	<u>Toddler Storytime: Birds</u>	31
9/29/2009	<u>Big Kids Storytime</u>	32
9/29/2009	<u>'Tween Knitting</u>	8
9/30/2009	<u>Toddler Storytime - Birds</u>	18
9/30/2009	<u>All Ages Storytime - Birds</u>	21
9/30/2009	<u>After-School Library Club: Good For You!</u> : Guest speaker from Whole Foods presented a great program about the differences between organic and conventional foods. She brought several snacks for the kids to try. We also read I'd Really Like to Eat a Child.	9
	Number of Programs / Total Attendance	
	Children's	29 / 668
	Teens	4 / 26
	Adults	7 / 32
	Grand Total	40 / 726

3. LIBRARY EXHIBITS		
Location	Exhibit	Artist/Collector
Lobby display case		Middleton Historical Society
Picture rail	Pastels	Lori Haack

4. STAFF DEVELOPMENT: MEETINGS, PRESENTATIONS, & CONTINUING EDU.

Date	Staff	Title
9/1/2009	Pamela	Dane Co. Emergency Operations Center H1N1 Update : This was the first in a series of conference calls to communicate with local government agencies in Dane Co., regarding the H1N1 Pandemic.
9/2/2009	Elizabeth I. Bauer	LINK Circulation Services Committee Meeting : Meeting Agenda: 1. follow-up on August 2009 LINK Director's Meeting 2. follow-up on May 2009 LINK Circulation Services Meeting 3. Reduced Transportation Holds - change of setting, feedback? 4. Barcode placement on Playaways (request from MAR) 5. Mis-scanned barcodes 6. Discussion of PTYPE maximum for unpaid fines as it applies to LINK-cat. 7. Maximum number of items checked out
9/3/2009	Pamela	PLAC : Agenda items included changes to registration instruction document and granted a reprieve from delivery on Dec. 26, 2009 and Jan. 2, 2010. Reporting on proposed changes to Library Certification, Tech Day, move to new SCLS facility is on schedule, new domain names will be required, PR planning is planning to collect library user stories. Stand Up for Libraries has a database list of library supports we can access the names from Mark.
9/9/2009	Svetha Hetzler	Moving Rhymes for Modern Times : Jim Gill (Children's recording artist and author) presented ways in which to use music in programming to enhance the library and literary experience of young children.
9/10/2009	Pamela	Dane Co. Librarian's meeting : Director's meeting: update on the county funding support for 2010; guardian responsibility of lost items checked out by juveniles; patron privacy as it relates to overdue notices and other odds and ends.
9/10/2009	Elizabeth I. Bauer, Barbara Henderson, Peter Matiash, Katie O'Brien, Katie Adkins, Sara Simpson, Karen Kilroy-Sikkema, Cindy Zellers, Nate Snortum, Vranna Manor, Melissa Rader, Jennie Vosen, Pamela K. Westby, Director	Circulation Services Staff Meeting : Second Circulation Staff Meeting of the year. Agenda included: Supervisor Reports Director's Report 2010 Budget Long Range Plans Organizational Reorganization Circulation issues Next Meeting (tentative) January 28, 2010 12:30-2
9/10/2009	Liz Dannenbaum	Go Big Read Book Discussion Leader Training : Working with volunteer book discussion leaders on how to lead discussion on "In

		Defense of Food." Also participating in a practice discussion.
9/16/2009	Pamela	City Budget Hearing : Qualitative facts regarding the 2010 library budget: rising circulation, increased activity and community relevance. Decrease in county revenue will result in a 20% reduction to the book budget, unless the city were to make up the difference.
9/17/2009	Pamela	AFLAC : Employee options for flex accounts, employee disability and medical accounts.
9/18/2009	Pamela	SCLS Technology Governance Conference II : Reviewed and discussed documents: Clustering, Chages and Descriptions of the Gov. Bodies, Cost Distributions, Shared Automated Resources Agreement. Majority of the concerns were related to adequate representation of libraries of all sizes. Questions were gathered and will be addressed in an FAQ. Listening sessions will also be available to library board members.
9/21/2009	Pamela	Listening Session with Paul Kinne : Citizens asked questions of their representative. Budgetary clarification and street signs were discussed.
9/23/2009	Rebecca Van Dan	UEPR (Link) : Blu-ray DVDs on Don't Miss Lists, adding Pulitzer Prize winners to Don't Miss lists, change in newspaper indexes, Telecirc phone change, alerts for fines in "My Account" pages.
9/29/2009	Pamela	City Council Finance Committee meeting : 2010 Budget
9/30/2009	Svetha/Jessica	CCBC Shorts Webinar : Profile of Halloween books, old and new. Profile of new and noteworthy non-fiction, fiction, and picture books.
9/30/2009	Pamela and Patrick	Software Demonstration : Demonstration of the payroll software program that the city is considering. The city is currently researching the possibility of getting a new payroll company for their payroll services. The name of the company is Triangle. The software incorporates Time & Labor (online time clocks that enter the information into payroll, time off tracking), payroll (tracking certain time to certain job accounts is possible as well), and human resources. Tom (the owner and creator) is also willing to add features that his software does not have to make things easier for everyone.

5. STAFF MEETING SUMMARY REPORTS

Circulation Services Meeting - Highlights

- Reviewed the procedures for handling cash
- Some possible changes to the patron card application forms
- How to process UMS accounts
- Circulation priorities
- New organizational chart

Reference Team Meeting - Highlights

- Programming: Sign up for programs sluggish; attendance at Drop In Needlework poor. However a fair amount of early interest in October computer classes;(eBay is filled). Merle will teach a computer class on digital photobooks;Jenny one on Intro to Power Point. There will be three sessions on Excelas well.
- Fax machine doesn't take multiple one-dollar bills. It will take \$5 bills, \$10 bills and \$20 bills; No solution; Patrick will do new signage for fax machine once this issue gets solved.
- Discussion about need for more computer stations on main level for families and people who need to work together.
- Johnson Controls did a walk through the library as part of a citywide
- Building assessment and suggested the library could use: a new boiler, upgraded furnace controls, energy efficient lighting and solar energy sources.
- Online databases: the library will experience cost savings by not renewing our subscriptions of Chilton's and Literature Resource Center, since Badgerlink now offers comparable databases = ARRC via BadgerLink and Literary Reference Center (also via BadgerLink).

Management Team Staff Meeting - Highlights

Adult Services – Fall programming registration is slow, but has just started. The computer one-on-ones have filled up.

Children's Services – Youth Services program sign up has also had a slow sign up start.

Information Technology – The server upgrade went well. Staff computers are using the cable modem as TDS no longer offers SMTP service for outgoing emails.

Collection Development Accounts - \$15,000 was removed from the book budget in 2009.

Friends of the Library - Staff is to prepare requests for Friends funding support by the November meeting.

Organizational Chart & Long Range Plans - Postings for a half time reference services, and a half time circulation services positions will be out by October 1st.

Basic Spanish for Librarian - Training will be offered by Rebecca. As Rosetta Stone Software can no longer be circulated due to licensing, we may set up a station or laptop with the software installed for in-library use.

6. LIBRARIANS' REPORTS

Liz Dannenbaum, Head of Adult Services

September's program attendance was down, likely due to nice weather, late Labor Day and the general concern for contracting the H1N1 Virus in public spaces.

Merle Watkins from the University started a 120 hour Reference practicum and the staff has been very impressed by her contributions so far.

We have position descriptions in place for the new LA II positions and a schedule for interviewing and hiring planned.

The Go Big Read events on campus were very successful & 8000 people came to hear Michael Pollan (the book is NOT dead!).

We are continuing to weed the adult collection rigorously.

Rebecca Van Dan, Head of Young Adult Services

We had 3 new teen volunteers start this month, as well as our new practicum students Melissa and Nate. All volunteers and practicum students seem to be doing very well. Melissa has been working on weeding the teen paperbacks and Amanda (Lanyon-LeSage) on weeding teen AV, with collection development in popular teen non-fiction and anime dvds. Amanda has also created a few displays for the Teen table (Teen fiction about Africa & Updated Fairy Tales to highlight titles that have fewer circs.)

For teen programming, we had a play-writing contest this month, as well as a Wii Olympics that was very popular with the boys. Teen Advisory had a few new members this month, and planning is underway for the Haunted House and a teen-produced play.

In Sept., I also drafted a copy of our Teen Proposed Program Expenditures for 2010, created flyers for Nov/Dec programs, caught up a little with ordering materials, reserving rooms/updating calendars, and have been coordinating with a Social Studies teacher at the High School for a display during Human Rights week that will highlight books on social issues.

Svetha Hetzler, Head of Children's Librarian

Collection Development

The following collections were evaluated for weeding:

- Paperbacks
- Folk and Fairy Tales
- Pop-Up Books
- Parenting Collection
- Graphic novels
- Software/Computer Games

Book Displays:

- Storytime Themes
- Fall
- Pets (in coordination with the DIY activity)

Readers' Advisory Services

Booklists:

- Halloween Books

Publicity

- The web-site was updated with the fall programs.
- September's edition of *MID-KIDS* was created.
- Letters and publicity materials were sent to the elementary schools
- Publicity was sent to the *Middleton Times Tribune*
- Special fliers for September and October programs

Professional Development

SCLS YS Workshop: Moving Rhymes for Modern Times with Jim Gill

Outside Meetings/Other

- "Booking It" column to the *Middleton Times Tribune*; bi-monthly
- Friends of the CCBC meeting
- Friends of the Middleton Public Library Meeting
- YS Funding request was finalized for 2010
- CCBC Webinar (CCBC shorts archived from Sept. 23)

Practicum Studies Supervision

- Nate Snortum began his practicum studies in youth services and will be covering three aspects: customer service/readers' advisory service, collection development (audio books and music for children) and programming. He has been a great addition to the team.

Books for Babies Grant

All the materials were received and will be processed for distribution.

Patrick Williams, Head of Information Technology

A thermal "people counter" device was installed above the main entryway to count traffic coming into the library. The first full week of data collection, Mon 9/21 – Sun 9/27, counted a total of 6,785 people entering the library.

The software that manages patron's print jobs was enhanced to speed up printing PDF documents, and to allow for duplexing.

Elizabeth Bauer, Head of Circulation Services

Circulation Services had a staff meeting September 10, 2009; Pamela discussed the organizational chart changes in January 2010 and the 2010 budget. The self service holds area is becoming very crowded; as a temporary solution, Barbara purchased eight more small bins that we can utilize for patrons with more than five holds, to free up shelf space. The long term solution will be to do a major shift throughout the shelving area, a move that will confuse the patrons who have memorized where their holds are, but the shelving was designed for expansion, so as holds continue to increase, the shift may become necessary.

Returns have increased as well; we are now removing "Big Bertha" the return bin from the returns room on Saturday evening, even with the return of Sunday hours, because the book drop becomes jammed before staff arrive on Sunday. A long term solution will have to be found for this as well because picking up all the material from the foam pads is hard on the circulation and page staff, in terms of strain on backs and arms.

Continuing kudos to the page and circulation staff; the numbers listed in the monthly circulation report are all items that our staff pack, unpack, check in, check out, and shelve; it is a lot of hard, physical work that the staff does with every shift - a huge thanks to all of them.

Compliment from Mike Davis

I've always been impressed with this publication, but I simply marvel at the level of Children's, Tween and Young Adult programming at the Library. It's quite remarkable, and I must admit that I'm jealous of Middleton's youth. I wish I'd had such opportunities at the Library in my hometown when I was growing up. My compliments to you and your crew!

SOUTH CENTRAL LIBRARY SYSTEM

System Celebration was held on September 24th.

Madison Community Foundation received the Partnership Award.



Two years ago Madison Community Foundation announced a five-year project that will provide a total of \$742,500 to the public libraries across Dane County. "Public libraries play a critical role in our society," said Kathleen Voit, Madison Community Foundation president. "This initiative builds on the community foundation's long-term support for libraries."

In 2007, Madison Community Foundation awarded \$27,500 to each of 12 libraries to build a specific collection to serve its unique community. In turn, these collections benefited the entire system through interlibrary loan and collaborative efforts to make people aware of the new materials and the topics. In 2009, this project was extended to the remaining 15 libraries in the county, including the Dane County Bookmobile. Each of these library agencies will receive funds over three years in order to provide library users countywide with specialized materials in a subject field each has chosen. To date, more than 13,000 items have been added to the shared collection using Madison Community Foundation funds. Of these titles, nearly 30% are unique. Total circulation since 2007 of grant-funded materials is 41,380, and currently there are nearly 30,000 holds on the 13,000 items.

The Dane County Library Directors joined together in nominating the Madison Community Foundation for this special award. Their long-term support of public libraries and their generous contribution to collections is especially deserving of the SCLS Partnership Award.

A fundraising reception in honor of Peter and Ann Hamon will be held from 5:30 PM to 7:00 PM on Wednesday, November 11th in the atrium of Promega's world renowned BioPharmaceutical Technology Center in Fitchburg.

As you know, Peter served as SCLS's long-time Executive Director and Ann as a staff member with the Wisconsin Reference and Loan Library. Between the two of them they have served on dozens of committees, boards and working groups over a life-time promoting library services and causes.

2010 DANE COUNTY LIBRARY Budget Update:

The current county budget includes 100% support to public libraries, but does not include the cost of delivery and county outreach services. A fee structure, charging directly to Dane County libraries does not currently exist. Therefore, we only have estimates at this time.

2010 CITY Library Budget Proposal:

All options are on the table. The finance committee is looking to close a budget deficit of over \$1 million. Department heads have been commissioned to look for 10% decrease in non-personnel operating expenses and to expect cost saving measures for staffing, such as increased contributions towards health insurance, reductions and layoffs.

Library Use Highlights for September 2009:

- **Total circulation activity was up by 3.5%** over last year's September circulation. Adult collections activity increased by 10%; Likewise, the Teen collection spiked by 8%; children's collections took an 8% dive. We suspect that families were cautious of potential health warnings during this first month back at school.
- Year to date **circulation is up by 6.5%**.
- **Self checkout use** in September 2009 accounts for **34%** of our circulation.

- The number of items we **requested** from other libraries surpassed that which we **loaned to other LINK libraries, from 18,525 and 19,201** respectfully. The sharing of resources between LINK libraries is a prime example of what is happening across the country.
- **Small meeting room use** stayed at a steady 486 hours this past month. I suspect that if more rooms were available we would see corresponding increases in usage.

Building: The Middleton Police Department will no longer offer monitoring services. Preparations for system takeover, new disarmament keypad and glass breakage detectors (for the lower level windows) will be completed and ready by the end of the year. Cleaning contract was renewed at a reduced rate for 2010.

Displays:

Owners of the Bindley Collection art gallery recently donated a metal art sculpture “Circle of Friends” by Wisconsin artist Nana Schowalter to the Library. Schowalter is a passionate gardener specializing in outdoor sculpture since 1990 and has a background in fine art, earning an MFA degree from the University of Wisconsin-Madison in 1987, with an emphasis on sculpture.



Pictured here are gardener Deb Nelson with Dennis and Colleen Bindley.

Personnel: Search for two Library Assistant II positions began this month with the posting of the following ad.

Due to the implementation of a new organizational chart, the following positions are available. Candidates wishing to apply for both positions must do so separately.

Library Assistant II-for Circulation Services

Middleton Public Library is seeking an experienced, responsible and energetic person interested in joining our team as a Library Assistant II-Circulation Services.

Responsibilities include: providing customer service at a very busy circulation desk, performing general operational procedures, and participating in all aspects of staff supervision for Library Assistant Is, Library Page IIs, and Library Page Is. The position also serves as circulation supervisor on assigned evenings and weekends.

Starting pay is \$16.96, with 5% increase after successful completion of 6-month probationary period, with excellent pro-rated benefits and a start date of January 2, 2010.

This position requires a Bachelor's degree, at least 2 years of supervisory experience, excellent communication skills, advanced computer knowledge and strong customer service skills. Public library experience is required.

Library Assistant II-for Reference Services

Middleton Public Library is seeking a detail-oriented, energetic person, with strong interest in joining a team of highly qualified librarians as a 20 hour a week Library Assistant II-Reference Services.

Responsibilities include: answering reference questions, helping patrons in the computer lab and with online resources; assisting with copy cataloging; collection maintenance; creating booklists; and using Library 2.0 applications.

Starting pay is \$16.96, with 5% increase after successful completion of 6-month probationary period, with excellent pro-rated benefits, and a start date of January 2, 2010. Schedule includes shifts from Tuesday through Saturday at 1 p.m.

This position requires a Bachelor's degree, a background in reference services, advanced knowledge of computers and emerging technologies. Candidates should have strong customer service skills. Public library experience is required.

Please send resume, cover letter and contact information for three references to Pamela Westby at Pamela@scls.lib.wi.us or mail to
Pamela Westby, Director
Middleton Public Library
7425 Hubbard Avenue
Middleton, WI 53562

Applications must be received by **5 p.m. on Sunday, November 1, 2009.**

General library info may be found & position description is available at <http://www.midlibrary.org>. The Library is an **Equal Opportunity Employer.**

Why after hours? It was extremely popular when we offered the program 2 years ago and we had a lot of requests again this year. I also feel strongly about offering "non-materialistic" incentives as prizes. The after-hours party is received with much enthusiasm as it is a special time set aside specifically for kids who have reached their winter reading goal. It is also a very inexpensive way to reward the patrons.

Will we be using the main library? We may depending on the size of the group. If it is a very large group, I will need to use the Archer Room for dining and the film. If it is a small enough group, we won't use the Archer Room at all and can gather in the storytime room for most of the events. Last time we used the main library and the storytime room only. In any case, we won't be in the adult reference/lower level. I will keep the kids in one level regardless of the size - either the Archer Room or the Children's Area/Storytime Room.

Why is it important to have the event during off hours? The off hours will be a special way to recognize the efforts of the kids that have participated and reached their winter reading goal. For those patrons who have participated and reached their goal but cannot make the date or don't wish to attend, we will have a selection of other prize incentives. This program is only for children 5 years and older. A special permission slip will need to be signed by parents.

Flagpole

At last month's meeting the library board revisited the motion to remove the flagpole. The topic was deferred until the October meeting, in an effort to verify state requirements. (State statute does not require local governmental buildings to display a flag.)

A new flag has been pledged by the VFW and a donation of \$2,000 from the Friends of the Library has been offered to install a top of the pole light. Action is needed to rescind the previous motion. Then, the Board can accept the gift.

Indoor Art Committee Update

The committee will meet prior to the regular library board meeting and report at this meeting to review the proposal and report to the full board.

Staff Space Needs

The current state of main level employee work space is congested. The two departments that are most impacted are Youth Services and Circulation Services. A third department, Technical Services, is also housed on the main level and occupies a single room.

Along with the storage of files, programming materials and supplies, two full-time YS staff share an office, two part-time YS staff share a cubical, and two other full-time staff (one from YS and one from Circulation) share an office.

This configuration interferes with privacy for those who directly supervise other staff.

This is an old problem. We recently brainstormed a short term solution that requires minimal expenses, using our existing furniture and space.

The Director's office would be moved to the Cardinal Room, serving a dual purpose, as Director's office/Board Room/Staff meeting room. Slight retrofitting would be required to accommodate the director.

Moving Technical Services (TS) to the lower level would open up space for YS and Circulation on the main level. All members of the service desk teams would have workspaces in near physical proximity.

Management Team members will take a leadership role in making the physical move of furniture and supplies, and network connection.

The benefits of these physical moves will be realized by all departments. Locating members of the same department in the same proximity is likely to increase workflow efficiencies and departmental communication; relieving the workspace congestion will allow for a healthier environment.

No motion is required to reassign the Cardinal Room; however, as the main users we would appreciate your support.

Staff would also be grateful to have your support on relocating the existing TS cabinets to the lower level.