

MIDDLETON PUBLIC LIBRARY



October 2009 Report

Presented at the November 9, 2008 Library Board Meeting
Pamela Westby

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2009	38,998	4,229	21,891	65,119	671,997
2008	36,795	3,633	22,610	63,377	635,652
2007	35,694	3,340	21,804	60,838	608,406
2006	34,035	3,297	17,628	54,567	566,416
2005	32,586	2,794	16,202	51,582	513,920
2004	30,233	2,318	13,999	46,550	437,042
(2008-09 +/-)	(+5.9%)	(+16%)	(-3.5%)	(+2.7%)	(+5.72%)

Self-Service checkouts:

	3M	ITG	ITG #2	Total	% of total
2009 (October)	6,470	7,013	8,448	21,931	33%
2008 (October)	5,865	7,252	4,078*	17,195	27%
2007 (October)	4,868	6,193	-	11,061	18.2%
(2008-09 +/-)				(+ 28%)	

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

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2009		89	20	0	109
2008		120	45	7	172
2007		110	27	2	143
2006		87	27	2	116

Dynix holds:

	Loaned to	Borrowed from
2009	19,134	19,107
2008	16,860	17,050
2007	16,295	16,209
2006	15,291	14,911
	(+13.5%)	(+12.5%)

Miscellaneous:	ILL	Visits	Study rooms use	Public Fax Use
2009	61	30,671*	534.25 hours / 363 bookings	46 users/90 pages
2008	56	43,895	474 hours / 356 bookings	
2007	38	40,746	547 hours / 384 bookings	
2006	31	37,951	461 hours / 305 bookings	

*Using people counter

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
Date	Program	Attendance
10/1/2009	<u>Baby Storytime</u> : Demonstrator, Svetha	22
10/1/2009	<u>All Ages Storytime - Birds</u> : Demonstrator, Svetha	38
10/1/2009	<u>'Tween D&D</u> : Demonstrator, Jessica/Nate	3
10/1/2009	 <u>Cartoonist Leigh Rubin on Creativity</u> : Demonstrator, Leigh Rubin Program Content: Leigh showed his cartoons; talked about starting out in the business; and where he gets his ideas. Evaluation: Excellent program; Leigh is a very witty and well spoken presenter. 21 people was not a bad turn-out, but in better weather (again, heavy rain!) I think we would have gotten closer to 30. I got lots of positive comments and one request to please bring him back!	21
10/1/2009	<u>DIY - Monsters!</u> : Demonstrator, YS Staff	155
10/2/2009	<u>Bilingual Storytime: Food</u> : Demonstrator, Katy Shannon	24
10/4/2009	<u>Artist John Norback live art demo</u> : Demonstrator, John Norback (with a very helpful assist from Elizabeth & Svetha) Program Content: Mr. Norback gave a live demo of encaustic art (wax on canvas).	25
10/6/2009	<u>Toddler Storytime: Zoos</u> : Demonstrator, Amanda	25
10/6/2009	<u>Big Kids Storytime: Zoos</u> : Demonstrator, Amanda	24
10/6/2009	<u>Meriter Mother-Baby Hour</u> : Demonstrator, Svetha	11
10/6/2009	<u>'Tween Knitting</u> : Demonstrator, Amanda	11
10/6/2009	 <u>Author Michael Schuler</u> : Demonstrator, Michael Schuler	30
10/7/2009	<u>Toddler Storytime - Zoo</u> : Demonstrator, Svetha/Nate	24
10/7/2009	<u>Intro to eBay, pt.1</u> : Demonstrator, Cris Carpenter	11
10/7/2009	<u>All Ages Storytime - Zoo</u> : Demonstrator, Svetha/Nate	32
10/7/2009	<u>After School Library Club: How to Raise Your Parents</u> : Demonstrator, Svetha	15
10/8/2009	<u>Adult Book Discussion</u> : Demonstrator, Elizabeth I. Bauer, Liz W. Dannenbaum	7
10/8/2009	<u>Baby Storytime</u> : Demonstrator, Svetha	13
10/8/2009	<u>All Ages Storytime - Zoo/Circus</u> : Demonstrator, Svetha	37
10/8/2009	<u>Introduction to Excel</u> : Demonstrator, Sarah	7
10/8/2009	<u>'Tween D&D</u> : Demonstrator, Jessica/Nate	2

10/9/2009	Bilingual Storytime: Family : Demonstrator, Katy Shannon	21
10/10/2009	Volunteer Appreciation Breakfast : Demonstrator, hosts Liz & Pamela	20
10/13/2009	Toddler Storytime: Careers : Demonstrator, Amanda	28
10/13/2009	Big Kids Storytime: Careers : Demonstrator, Amanda	16
10/13/2009	The La Follettes: Partners in Politics : Demonstrator, Bob Kann	16
10/13/2009	'Tween Knitting : Demonstrator, Amanda	6
10/14/2009	Computer one-on-ones : Demonstrator, Merle Watkins, UW practicum student	3
10/14/2009	Intro to eBay, pt.2 : Demonstrator, Cris Carpenter	10
10/14/2009	Toddler Storytime - Careers : Demonstrator, Svetha/Nate	21
10/14/2009	All Ages Storytime - Careers : Demonstrator, Svetha/Nate	34
10/14/2009	After School Library Club : Demonstrator, Svetha/Nate	8
10/14/2009	Books & Brownies: Graveyard Book : Demonstrator, Amanda (practicum) with Rebecca and Melissa	2
10/15/2009	Homeschoolers' Workshop : Demonstrator, Amanda	7
10/15/2009	Intermediate Excel : Demonstrator, Sarah	8
10/15/2009	'Tween D&D : Demonstrator, Jessica/Nate	3
10/15/2009	Krafty Kids - "Halloween and Pirates!" : Demonstrator, Kathy	44
10/15/2009	Baby Storytime : Demonstrator, Svetha	14
10/15/2009	All Ages Storytime - Careers : Demonstrator, Svetha	29
10/15/2009	One-on-One Computer Assistance : Demonstrator, Sarah; E. Merle Watkins, UW Practicum Student	3
10/16/2009	Bilingual Storytime : Demonstrator, Svetha	25
10/16/2009	'Tween Games Workshop : Demonstrator, Amanda	6
10/19/2009	Parent-Child Book Discussion : Demonstrator, Svetha	4
10/19/2009	Teen Advisory Committee : Demonstrator, Rebecca (with Amanda, practicum student)	4
10/20/2009	Toddler Storytime: Dogs : Demonstrator, Amanda	32
10/20/2009	Big Kids Storytime: Dogs : Demonstrator, Amanda	16
10/20/2009	Drop-in Needlework for Adults : Demonstrator, Liz, hostess	4
10/20/2009	'Tween Knitting : Demonstrator, Amanda	6
10/20/2009	Mock Newbery Book Discussion : Demonstrator, Amanda  Program Content: Introductions, explanation of procedure we'll be following, discussion of books. Evaluation: What a great turn-out! We had one teen and one 10-year-old, several librarians and library students, and several community members.	15
10/21/2009	Intro to eBay, pt.3 : Demonstrator, Cris Carpenter	7

10/21/2009	Toddler Storytime - Dogs : Demonstrator, Svetha	28
10/21/2009	All Ages - Dogs : Demonstrator, Svetha	41
10/21/2009	After School Library Club - Who Are You Calling Chicken? : Demonstrator, Svetha	9
10/22/2009	Baby Storytime : Demonstrator, Svetha	14
10/22/2009	Making Grape Vine Wreaths : Demonstrator, Becky Nickel	7
10/22/2009	All Ages Storytime - Dogs : Demonstrator, Svetha	39
10/22/2009	Parent Literacy Night Workshop : Demonstrator, Jessica Block and Nancy Karls Niehaus	11
10/22/2009	'Tween Novel in 90 Minutes : Demonstrator, Amanda	3
10/23/2009	Bilingual Storytime : Demonstrator, Katy Shannon	11
10/26/2009	Pajamarama Storytime: : Demonstrator, Amanda	17
10/27/2009	Toddler Storytime: Halloween : Demonstrator, Amanda	25
10/27/2009	Big Kids Storytime: Halloween : Demonstrator, Amanda	13
10/27/2009	'Tween Knitting : Demonstrator, Amanda	14
10/28/2009	Toddler Storytime - Halloween : Demonstrator, Svetha/Nate	20
10/28/2009	All Ages Storytime - Halloween : Demonstrator, Svetha/Nate	34
10/28/2009	After School Library Club - Monsters : Demonstrator, Svetha/Nate	11
10/28/2009	Haunted Library set up : Demonstrator, Rebecca & Amanda (practicum)	21
10/29/2009	Haunted Library : Demonstrator, Rebecca & Amanda (practicum)	200
10/29/2009	Baby Storytime : Demonstrator, Svetha	11
10/29/2009	All Ages Storytime - Halloween : Demonstrator, Svetha	31
10/29/2009	Costume Parade/Trick or Treating : Demonstrator, Svetha, Jessica, Kathy	100
10/29/2009	Accessory and Hat Making : Demonstrator, Amanda	69
10/29/2009	Advanced Excel : Demonstrator, Sarah	5
10/30/2009	Bilingual Storytime : Demonstrator, Katy Shannon	13
10/30/2009	Slightly Scary Short Film Festival : Demonstrator, Svetha/Nate Program Content: Presented 3 Films: Teeny Tiny and the Witch-Woman, The Nightmare in My Closet, What's Under My Bed ---- Slightly Scary Snacks: Popcorn in gloves with candy corn fingernails. Evaluation: Great! A nice turnout and the films were perfectly scary. The snacks were a big hit too.	23
	Number of Programs / Total Attendance	
	Children's	53 / 1286
	Teens	4 / 227
	Adults	18 / 206
	Grand Total	75 / 1719

3. LIBRARY EXHIBITS		
Location	Exhibit	Artist/Collector
Lobby display case	"The Environment"	Bhabna Pati (<i>member of the Ad Hoc Sustainability Committee</i>)
Picture rail	Pastels	Lori Hack

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

Date	Staff	Title
10/1/2009	Pamela	PLAC : SCLS 2010 budget and Resource Service Agreement with MAD. System celebration went well. Liblime contract is still in tacked, though we may be working with the independent foundation to integrate with Koha, due to the open source approach to software sharing. Due to the physical move of the SCLS offices, Dynix will be down November 20-?. Six people will be interviewed for the automation specialist position. The www.librariesforrealife.gov is up and a publicity packet was sent out to all public libraries. PLAC will likely have its last ever meeting in December, due to the new governance proposal.
10/1/2009	Pamela	City Department Head Meeting : Discussed the structural deficient that the city is facing in 2010 and 2011. City Hall Space Study Preliminary Layout Options, Planning/Bracing for Tim's (end of 2009) and Toby's (Feb. 2010) Retirements, H1N1 Preparation.
10/1/2009	Pamela	Madison Celebrates Banned Books Week! : As a panelist, Westby represented public libraries in the Madison area. NPR's Jim Fleming moderated the forum addressing information access challenges in libraries. Net neutrality, free access to the internet and youth access to information was discussed. The event was sponsored by ACLU, A Room of One's Own and SLIS.
10/5/2009	Amanda	Middleton Youth Commission : Discussion mainly focused on the Youth Center location. Several possibilities were discussed. Subcommittees were formed to work on fundraising and facilities/programming.
10/5/2009	Elizabeth I. Bauer	LINK Telemessaging Web Meeting : "Harriet" the computer generated tele-messaging program will end when SCLS LINK migrates to the new Koha interface. This was a fact finding meeting to discuss if we need a committee (LINK will be asked to make the committee official), what tele-messaging programs other Wisconsin library systems are using, and who are the available vendors. Next meeting - October 26, 2009, 1:30 (pending LINK approval)
10/6/2009	Pamela	Through the Looking Glass: Strategic Planning Made Easy : Strategic Planning can be accomplished in a day through the steps provided at this workshop. Participants worked in small groups in a mock SP session, guided by instructions from the facilitators.

10/6/2009	Pamela	<u>Governance Task Force</u> : The Task Force reviewed and edited documents for the new governance: talking points for directors, FAQ (based on the questions from the September meeting), new service agreement, letter to public library board presidents, and cluster assignments. The documents will be sent out this week and hopefully the agreements will be signed by the individual member libraries by December 31st.
10/7/2009	Pamela	<u>Green Team Committee Meeting</u> : Reviewed the survey results from business owners and individuals. Discussed how to proceed with selecting indicators, targets and action steps. Set a date for a public meeting.
10/8/2009	Pamela	<u>WORT Radio Program planning session</u> : Planning session with SCLS staff and small group of member directors to create an outline for radio program on WORT-Madison's Access Hour. The program, "Put a Little Library in Your Life," will introduce listeners to public libraries in the Madison area: offerings, funding sources, community benefits and volunteerism will likely be covered during the hour on 89.9FM.
10/8/2009	Pamela	<u>LINK Meeting</u> : LINK is the governing body for the current ILS, followed by the Koha demo. New ILS testing will begin as early as November of this year.
10/8/2009	Pamela, Patrick, Liz, Rebecca, Elizabeth, Amanda, Svetha, Sarah	<u>In-Service Organizational Meeting</u> : Final details of the upcoming in-service: schedule for the day, assignment of duties and housekeeping details.
10/8/2009	Jessica	<u>MALC</u> : SCLS Multitype Advisory Library Committee meeting.
10/9/2009	Amanda	<u>Wisconsin Book Festival- YA Author Panel</u> : This was a panel of Wisconsin Young Adult authors. I introduced the panel and facilitated the Q and A portion of the event.
10/10/2009	Amanda	<u>CCBC Friends Book Sale</u> : This was the semi-annual CCBC Friends Book Sale. As the treasurer, I helped with set-up on Friday and staffed the sale all day Saturday. The bulk of what we sell is discarded from the CCBC, so many are brand new, current-year titles. The sale is open to the general public, but Friends members get a \$1 discount on books.
10/11/2009	Amanda	<u>The Fine Art of Children's Book Illustration Panel</u> : This was a panel, facilitated by KT Horning (director of the Cooperative Children's Book Center). It included Wisconsin children's book illustrators such as Kevin Henkes and Lois Ehlert.
10/11/2009	Amanda	<u>Wendell Barry</u> : Wendell Barry was speaking as part of the Wisconsin Book Festival.

10/12/2009	Pamela	<u>Department Head Meeting</u> : Finance committee commissioned Dpt. Heads to find savings in 2010 staff expenses, as a backup plan for the current offer with the city's collective bargaining units. Deadline for negotiations is Dec. 11th.
10/12/2009	All Staff	<u>In-Service: All staff</u> : Relience Change Wkshop, Update on H1N1, Deferred Comp., Technology Demo by reference team.
10/12/2009	Amanda	<u>CCBC Friends Board Meeting</u> : This was the monthly meeting for the CCBC Friends Board, on which I serve as treasurer. I gave the monthly financial report and presented preliminary numbers from our fall book sale.
10/14/2009	Pamela and library board member Hans Hilbert	<u>Finance Committee Meeting</u> : 2010 budget: minimal tx hike, cuts to operations budget and staff budgets. Committee voted on plan. Capital outlay next week.
10/15/2009	Pamela	<u>NEH Challenge Grant organizational meeting</u> : MCF will work with Dane County public libraries to create a humanities endowment totaling \$2 million within the next five years. The funds may be used to support ongoing program activities (materials acquisition and event programming in the humanities) or one-time capital expenditures (such as construction and renovation, purchase of equipment.) Grant deadline is May 1, 2010.
10/19/2009	Pamela	<u>Dane Co. Finance & Personnel Committee</u> : 2010 budget includes funding public libraries at the full 100%, but not delivery costs. If delivery is not funded a new cost-based formula will need to be created and build directly from SCLS to the Dane Co. libraries.
10/20/2009	Elizabeth	<u>Wisconsin Library Association Conference-2009</u> : I attended the business meeting for the WLA Circulation Services Roundtable, which I am secretary, and introduced the speaker for the CSRT sponsored session on "Humor in the Workplace". Also toured the exhibit hall and attended a number of sessions, the more interesting and applicable to our library, Intellectual Freedom Challenges, Difficult conversations and how to handle them, serving Older Adults and Baby Boomers, Humor in the Workplace, and Listening to Others. Also got good readers advisory suggestions at the Notable Books Marathon and Best Books for Teens and Children.
10/20/2009	Pamela and library board member Hans Hilbert	<u>City Council Finance Committee meeting/CC meeting</u> : 2010 budget. Council agreed to an energy performance contract with Johnson Controls, which addresses building and lighting efficiencies through upgrades. Expenses would be paid through the savings realized, a 35% rebate from Focus on Energy and a federal stimulus grant.
10/21/2009	Pamela and library board member Hans Hilbert	<u>Finance Committee Meeting</u> : Presented our two capital outlay projects: Space needs and self service checkout station. Request for a more solid estimate on the space needs (to create building documents for a new Cardinal Room and to prepare for RFID) Committee reviewed all requests, but decisions will be made next week.

10/22/2009	Svetha, Jessica	<u>CCBC Shorts Seminar</u> : Collection Development with a focus on Halloween books.
10/23/2009	Pamela	<u>Department Head Meeting</u> : Budget 2010 departmental savings, revenues and cuts. Work session to find ways to close the city of Middleton's budget gap without losing basic services. Status of the negotiations with bargaining units for union employees were discussed and the impact to non-union employees.
10/26/2009	Pamela, Liz, Sarah, Jenny	<u>Adult Services meeting</u> : Reviewed final drafts of position descriptions and further defined expectations for new hire in reference, who will focus on technology, public instruction, service desk, collection development and bibliographies and Library 2.0.
10/26/2009	Elizabeth	<u>LINK Telemessaging Meeting</u> : LINK has approved this sub-committee to look into a replacement for the current telemessaging system, when we move to Koha. We discussed what other Wisconsin library systems are doing about notices and if they use a telemessaging system. Assignment for next meeting - search the web for telemessaging products.
10/27/2009	Pamela, Patrick, Liz, Sarah, Jenny and Merle	<u>Reference Team meeting</u> : Agenda included reports, timeline for new hire and volunteer project for Friends.
10/27/2009	Pamela and Amy Gannaway	<u>Annual Conference with SCLS rep</u> : SCLS questionnaire, member survey and quick library tour.
10/28/2009	Amanda	<u>CCBC Shorts Webinar</u> : The CCBC librarians presented outstanding holiday books for children, as well as a few general outstanding new books.
10/28/2009	Elizabeth	<u>CCBC Shorts Webinar</u> : I attended both September and October CCBC Shorts Webinars; one discussed Halloween books and the other Holiday Books. A handy feature is a discussion of what the CCBC librarians are reading. September's webinar had recommendations on fiction books with a character who has a disability.
10/28/2009	Pamela	<u>Ad hoc meeting with 2 Friends of the Library Board</u> : Met with Cheri Teal and Pauline to discuss the end of the year letter. Cheri also brought Kate Zimmerman and Kathy Nix.
10/28/2009	Pamela	<u>City Council Finance Committee meeting</u> : Staff benefits for 2010 and staff cutbacks: still in negotiations with unions, but we are getting closer to a resolution. The city's proposed capital outlay budget includes an additional self checkout station for the library. The space needs study was removed from the list by the finance committee. Their proposal will go before the Common Council on Nov. 3rd.

10/30/2009	Pamela	Meeting with the artists : Met with Shirwil and Ruthanne to review the budget for the proposed project. Shirwil will be at the indoor art committee meeting on the 10th at 5:30 p.m. They brought samples of the origami, using newsprint, craft paper and household paint. Framing will be constructed out of molding, painted black and gator foam will be the background material. The designs will give the pieces dimension and complement the existing colors. They are stunning!

5. DIRECTOR'S COMMENTS

Library Use Highlights for October 2009

The circulation of all library materials showed a favorable year-to-date change by 5.72% over 2008. Teen materials showed the greatest increase with a 16% over last year. Adult material circulation is on a steady upward climb, by 5.9% over last year. The children's collection showed a significant decrease of -3.5%, with the picture book collection accounting for the entire decrease. The library's three **self-check stations account for 1/3 of the circulation transactions. The number of materials loaned to and borrowed from other LINK libraries** showed a drastic increase by 13.5% in items loaned and 12.5% in items borrowed to other LINK libraries. Another area of growth is **interlibrary loan**. Our library patrons requested 38 in October of 2007, 56 in October of 2008 and 61 in October 2009.

Evidence of the demand for quiet study space is evident in the growing usage of our four **study rooms** on the lower level. Rooms with PCs are the most popular. Last month we logged 534.5 hours of use, a 12% over last year. This calculates to an average of 178 hours of study space per day.

Program attendance was extremely busy during October, with programming targeted for users of all age levels. MID hosted 75 programs last month and over 1,719 people participated.

October 2009 Public Computer Usage*

- Number of Computers Logged: 35
- Number of Days Open: 30
- Total Sessions: 8,540 : Total Hours Used: 4,572 : Total Printed Sides: 22,115

Wisconsin Library Association's Annual Conference was held in Appleton, WI. See Liz's report on Sarah Hartman's presentation at the conference. Elizabeth Bauer also attended and met with others on the circulation committee. The slow city budget process pushed back the capital outlay project reviews, thus the conference overlapped with the P & F meeting. I canceled my reservations and plans to attend WLA to speak at the city and county budget meetings.

Facility: We discovered the emergency exit door on the west side (facing the parking lot) was in disrepair, due to severe rust damage. Since the door was both difficult to open and close, it was a security threat to both the building and to those visiting the building. A new commercial-grade steel door was ordered and installed to remedy the problem. The cost, including the wiring of the alarm mechanism, was \$2,000. Johnson Controls Facility Report is available on the city website. Several upgrades were identified for the library building.

Staffing: Interviews for the LA II positions have started. Notification is scheduled for December 1st.

6. LIBRARIANS' REPORTS

Liz Dannenbaum, Head of Adult Services Librarian

A very busy & successful month.

Time was spent discussing & preparing for the staff reorganization in 2010; changes in space allocation have already begun. We received many applications for the new LAII for adult services position and we began reading and evaluating those.

Two new adult volunteers were trained to help with shelving; we got a new newsletter written for November-December; and our practicum student Merle Watkins created a wonderful new book display based on the success of "Julie & Julia."

Sarah Hartman attended the 2009 WLA conference, where she was part of a multi-type library panel presenting on the relationship between resource sharing and collection development, how the two can collaborate, and what impact a movement toward digital resources in collections has on resource sharing, both now and in the future.

Rebecca Van Dan, Head of Youth Adult Services Librarian

Displays: "Award-Winning teen novels", "Dystopian Fiction", "Vampires", "Werewolves", "Zombies". We also coordinated with the High School to do a Human Rights display near the elevator in conjunction with "Human Rights Week" and a series of speakers the High School is hosting that week.

Collection: The addition of a new CD spinner in the Teen Section helped immensely to free up space. (DVDs and Popular Teen Non-Fiction had been too tight to shelve, but with the spinner we were able to use the old CD shelving for much needed extra space.) In October, we worked a lot on weeding. Practicum students Amanda and Melissa worked on weeding of the DVDs, CDs, paperbacks, and older non-fiction, and I also weeded the graphic novels, hardcover fiction, and Opposing Viewpoints series. We also shifted the Teen fiction collection to gain more space.

Bookmarks: Amanda (practicum) created a "Werewolves & Shapeshifters" bibliography this month and I created one called "Gentle Reads for Teens."

Outreach: In addition to the HS display, I was also interviewed by 2 library school students this month (in regards to outreach with the schools and audiobooks) and completed a survey for Columbia University in regards to teens and the Internet. (information resource management).

Svetha Hetzler, Head of Children's Services Librarian

Collection Development

The following collections were evaluated for weeding and acquisitions:

- Geography & History
- Audio Books and Kits
- Music CD's
- DVD's
- Software/Computer Games – including programs for the new 'tween games computer
- Created a "+" and "++" non-fiction collection to distinguish 'tween non-fiction from Pre-K-grade 2 non-fiction materials
- World Language materials are now inter-shelved according to format (i.e. with other DVDs, CD-Roms, books, and kits)

Book Displays:

- Storytime Themes
- Hispanic Heritage Month
- Monsters (in coordination with the DIY activity)

Readers' Advisory Services

Booklists:

- Thanksgiving Books
- Marley & Me Read-A-Likes (in coordination with Parent-Child Book Discussion)

Publicity

- The web-site was updated with the November/December programs.
- Letters and publicity materials were sent to the elementary schools, PTO presidents, and Gov.Delivery
- Publicity was sent to the ***Middleton Times Tribune***
- Brochure and special fliers for November and December programs
- Contributions to the ***Bookworm*** Library Newsletter
- “Booking It” column to the ***Middleton Times Tribune***; bi-monthly

Practicum Studies Supervision

- Nate Snortum continued his practicum studies in youth services this month, honing his programming and customer service/readers’ advisory skills. He has generated a spreadsheet for recommendations for acquisitions for the audio book and music collection.

Books for Babies Grant

We have daily visits to the library from patrons picking up their gift bags for their newborns.

Elizabeth Bauer, Head of Circulation Services

No report.

Pat Williams, Head of Information Technology

All 14 of our computer lab PCs have been replaced using this year’s computer replacement budget plan, as well as donated money. The new PCs are very small, inexpensive, and have been firmly mounted underneath the computer lab desk top, facing out, for easy access to the USB ports and headphone jack.

The new PCs are very energy efficient. The old PC towers they replaced metered an average 64.1 KW Hours per month (per PC) and were left on all the time. The new PCs turn on and off by themselves, and so metered an average 4.93 KW Hours per month.

While not having huge processing power, they outperform many of the dinosaurs they replaced; and are perfectly suited for the tasks needed like web browsing and word processing. They also have a much needed file explorer, useful for the ever popular USB flash drives, as well as other security enhancements.

7. SOUTH CENTRAL LIBRARY SYSTEM (INCLUDING LINK)

The South Central Library System Budget for 2010 was set. Member fees (including LINK) for Middleton were up slightly, but within our current budget estimate. SCLS offices will be closed November 19-23 for the move into the new building. A number of SCLS libraries, including Middleton, were chosen to participate in an ALA survey related to technology. Changes to the EBSCO databases, such as Auto

Repair Center, Consumer Health Complete, and Library Reference Center will mean a savings in database costs for Middleton. The new Agreement to Participate in a Shared Automated System with SCLS was distributed to all member libraries, with the intention of starting the new Governance council, January 2010. The election process for the cluster representatives began in October.

8. DANE COUNTY LIBRARY SERVICE

2010 Dane County budget includes 100% support to public libraries. Outreach services will continue, as the hiring freeze was lifted on the library personnel. Amendment P&F #1 “increase library expenditures by \$19,350 to restore the book budget to 2009 funding level and to cover inflationary cost increases of 3% in the library’s rent and delivery service contracts” was reviewed, but no action taken at the Personnel and Finance Committee meeting on November 4th.

9. AGENDA ITEMS

2010 Proposed Library Capital Outlay Budget

The Finance Committee recommended the library’s capital request for a self checkout station. At the November 3rd meeting, the Council authorized publication of the City’s 2010 operating and capital outlay budgets for public hearing on Tuesday, December 1, 2009 at 7:30 p.m.

Priority	Year	Project/Equipment/Furnishings Requests	Cost
1	2010	Self-checkout machine	\$20,000
1	2010	Space needs & efficiency study (building & construction doc.)	\$10,000
3	2010	Cardinal room remodeling	\$50,000
2	2011	RFID Implementation Project – Phase One	\$42,000
	2012	RFID – Phase Two	\$131,000
	2012	Self-checkout machine	\$20,000

2010 Proposed Revised Library Budget

Middleton Public Library Operating Budget

Account		2009 Revenues	2010 Anticipated Revenues
	City Support	\$ 1,066,097.00	\$ 1,037,480.58
204-4372-00	Dane County Library Service		
	<i>Operating Reimbursement Program</i>	\$ 542,569.00	\$ 580,543.00
	<i>Facility Reimbursement Program</i>	\$ 96,153.00	\$ 102,303.00
	Total Revenue	\$ 1,704,819.00	\$ 1,720,326.58
		2009 Expenses	2010 Proposed Expenses
	Operating Expenses: personnel		
100-5511-110	Salaries	\$ 859,003.00	\$ 859,003.00
100-5511-190	Staff Benefits	\$ 276,728.00	\$ 276,728.00
	Total Staff expenses	\$ 1,135,731.00	\$ 1,135,731.00
	Operating Expenses: Non-personnel		
100-5511-210	Office Supplies	\$ 30,000.00	\$ 30,000.00
100-5511-230	Books	\$ 190,588.00	\$ 187,000.00
100-5511-232	Periodicals	\$ 18,000.00	\$ 18,000.00
100-5511-233	A/V	\$ 79,000.00	\$ 79,000.00
100-5511-250	Postage	\$ 4,000.00	\$ 4,000.00
100-5511-260	Advertising and Printing	\$ 1,000.00	\$ 1,000.00
100-5511-270	Telephone	\$ 9,000.00	\$ 10,100.00
100-5511-300	Delivery Fee *		\$ 10,345.58
100-5511-310	LINK services	\$ 76,000.00	\$ 76,000.00
100-5511-330	Electronic Books	\$ 5,000.00	\$ 5,000.00
100-5511-340	Building Maintenance	\$ 66,000.00	\$ 70,000.00
100-5511-410	Equipment Maintenance	\$ 27,000.00	\$ 27,000.00
100-5511-440	Training and Development	\$ 3,000.00	\$ 3,000.00
100-5511-450	Mileage	\$ 500.00	\$ 700.00
100-5511-470	Utilities	\$ 56,000.00	\$ 59,450.00
100-5511-490	Programming	\$ 4,000.00	\$ 4,000.00
	Capital Outlay		
	Total Expenses	\$ 1,704,819.00	\$ 1,720,326.58

SCLS Technology Agreement

The Agreement to Participate in a Shared Automated Resources System is the contract directly with SCLS, that supports the new governance structure for SCLS member libraries, will be reviewed. It replaces the old LINK consortium contract and includes representation of both LINK and non-LINK libraries.

The Administrative Council will be composed of cluster representatives based on geography and population ranges. The AC replaces The Public Library Advisory Council (PLAC.)

Indoor Art Committee Report

Report from the committee from their meeting with one of the artists designing will meet in the lower level staff room with artist Shirwil Lukes to review the budget for an Origami Mural, with a community education component.

MIDDLETON PUBLIC LIBRARY ORIGAMI MURAL Project Description

- The finished project will be a permanent origami mural installed on the Middleton Public Library wall above the circulation desk.
- Ruthanne Bessman, renowned paperfolder artist and Shirwil Lukes, master scenic designer will collaborate in the design and execution of this project working with the library board and engaging the community
- Origami workshops will be presented during this time period for the community. Participants will learn a sample decorative model to take home and will create additional models, which will be included in the mural.

Mural Concept

- The 5ft X 29ft mural will be permanently installed on the wall above the circulation desk in the Middleton Public Library, and designed specifically for that space.
- The mural will consist of a series of varied size rectangles that flow across the wall, reminiscent of books on a shelf, each with its own story to tell.
- The color palette of the mural will be in harmony with the interior of library
- Hundreds of individual units folded from coordinated paper colors will be used to complete this unique mural resulting in a highly textured and engaging piece.

Community Outreach

- A community of all ages will be involved in the excitement of making something that will be permanently at home in the Middleton Public Library
- Origami workshops will introduce community members to the accessible and affordable art of paperfolding
- Workshops will emphasize the process of paperfolding, not just the end result, but the participation in a shared experience. To the beginner as well as the professional paperfolder, the joy in this art form comes from the sharing of knowledge with other paperfolders, in addition to the art of giving "life" to a piece of paper.

Staff Work Space

The Cardinal Room was commandeered for the director's office. (*We are already feeling the effects of the absence of the Cardinal Room, as in the case of the November library board meeting and upcoming Friends of the Library Board meetings.*) Head of IT has moved into the Director's office and the lower level space for Technical Services is cleared for their move.

We'll review the bids from local contractors to relocate cabinets from the main level to the lower level for the new Technical Services area.

Request for Proposals

Middleton Public Library Is now accepting Proposals for a Cabinetry Relocation Project

October 16, 2009

Objective: The Middleton Public Library is seeking bids for a cabinet relocation project: Existing cabinets in the main level Technical Services Room (TS Room) removed and reinstalled on the lower level in the designated space.

Scope: Project involves cabinetry and finishing work, and electrical work.

Description: Existing cabinets in the TS Room are to be relocated to a space of similar size on the lower level, with the exception of the sink cabinet and the unit adjacent to the right. These are to remain in place and be finished, as needed. Project includes preparation of the lower level space, including electrical modifications. By keeping the same basic configuration of the current space, the new work space in the lower level will maintain its functionality and efficiency, and still be aesthetically pleasing to the eye.

After the removal of the cabinets, the west wall in the main level (TS Room) is to be finished including, but not limited to: filling holes/patching, painting, baseboard replacement and carpet tiles, as needed. The library will provide matching carpet tiles and matching baseboard supplies.

The freestanding or "island" unit is to be uninstalled and set on gliders; with repairs made to the underlying floor, as needed.

To set up an appointment for a walk-through or for answers to your questions, contact Pamela K. Westby at Pamela@scls.lib.wi.us or by phone 608-827-7425.

Submissions should include contact information. Price quotes must include all work, supplies, fees and insurance, unless stated as a provided by the Library. Project is subject to approval by the Middleton Public Library board and city officials.

Dates: Deadline for submissions is November 5, 2009 by 5 p.m. to Pamela Westby 7425 Hubbard Avenue, Middleton, WI 53562 or by email at Pamela@scls.lib.wi.us

Notification Date: of Middleton Public Library board action is November 11, 2009.

Project Completion date: is December 15, 2009.

December Gathering

An Open House Retirement Party for LA III Christine Smith is scheduled for Tuesday, December 8th from 4 to 5:30 p.m. in the Archer Rooms, followed by our December Library Board meeting.

Traditionally, the December library board meeting is when we invite the mayor, city administrator, members of the common council, county representatives and the Friends of the Library Board to join us. The main purpose of this gathering is to have an informal discussion of library and other municipal issues with city officials. A 6 p.m. start time will accommodate those city officials who want to attend the Plan Commission meeting.