

# MIDDLETON PUBLIC LIBRARY



## August 2010 Report

Presented at the September 14, 2010 Library Board Meeting

Pamela K. Westby

### 1. STATISTICS

#### Circulation:

|               | Adult   | YA      | Juv.    | Total   | Year to Date |
|---------------|---------|---------|---------|---------|--------------|
| 2010          | 41,991  | 5,496   | 25,461  | 72,948  | 550,464      |
| 2009          | 41,208  | 5,407   | 24,424  | 71,039  | 543,268      |
| 2008          | 36,165  | 4,589   | 21,635  | 62,774  | 510,673      |
| 2007          | 38,424  | 4,495   | 23,388  | 66,307  | 490,988      |
| 2006          | 37,486  | 4,322   | 20,121  | 61,929  | 457,647      |
| 2005          | 35,849  | 3,659   | 16,934  | 56,442  | 413,415      |
| (2009-10 +/-) | (+1.9%) | (+1.6%) | (+4.2%) | (+2.6%) | (+1.3%)      |

#### Self-Service checkouts:

|      | 3M    | ITG   | ITG#2  | ITG#3 (new) | Total  | % of total circ |
|------|-------|-------|--------|-------------|--------|-----------------|
| 2010 | 6,149 | 7,218 | 11,160 | 1,533       | 26,062 | 28 %            |
| 2009 | 7,101 | 8,315 | 9,329  |             | 24,745 | 34 %            |
| 2008 | 6,171 | 6,102 |        |             | 12,273 | 19.5 %          |
| 2007 | 5,965 | 7,320 |        |             | 13,285 | 19.9 %          |

#### Library cards issued:

|      | Adult | Juv. | Sr. | Org. | Total |
|------|-------|------|-----|------|-------|
| 2010 | 110   | 44   | 2   | 0    | 156   |
| 2009 | 119   | 39   | 2   | 0    | 161   |
| 2008 | 119   | 43   | 2   | 0    | 164   |
| 2007 | 121   | 39   | 1   | 2    | 163   |

#### Dynix holds:

|      | Loaned to | Borrowed from |
|------|-----------|---------------|
| 2010 | 19,223    | 21,393        |
| 2009 | 19,036    | 20,111        |
| 2008 | 16,981    | 16,855        |
| 2007 | 17,483    | 17,122        |

#### Miscellaneous:

|      | ILL | Visits | Study rooms use            | Fax                   |
|------|-----|--------|----------------------------|-----------------------|
| 2010 | 60  | 33,755 | 567 hrs. / 395 bookings    | 77 sessions / 187 pgs |
| 2009 | 51  | 44,690 | 469.75 hrs. / 351 bookings | 35 sessions / 67 pgs  |
| 2008 | 45  | 40,812 | 440.5 hrs / 317 bookings   |                       |
| 2007 | 39  | 40,946 | 493 hrs / 374 bookings     |                       |

#### Walk-in laptop WI-FI access sessions:

2010 391\* *gateway inoperable for several days.*

## 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

| Date     | Program   | Attendance |
|----------|---|------------|
| 8/3/2010 | <u>Toddler Storytime: Favorites</u> : Demonstrator, Amanda  | 34         |
| 8/3/2010 | <u>Big Kids Storytime: Favorites</u> : Demonstrator, Amanda   | 24         |
| 8/3/2010 | <u>'Tween Say "Hi!" to Haiku</u> : Demonstrator, Amanda <b>Program Content:</b><br>We talked about Haiku, its Japanese origins, and the structure of Haiku poetry. We read some Haiku poems and then wrote our own. Each person left with a double-sided illustrated page with two original Haiku poems on it.<br><b>Evaluation:</b> This program went better than I ever could have expected! The turnout was great, considering that today is the same day as our 'Tween Finale. We had some kids come today who haven't come to any other events this summer. Very good group, willing to share and participate. I told the kids about the origami workshops that are going to happen this fall, and they were really excited!   | 7          |
| 8/3/2010 | <u>'Tween Summer Finale</u> : Demonstrator, Mark Hayward <b>Program Content:</b> Mark Hayward, Juggler, Yo-Yo-er, and All-Around Cool Guy put on a show of great tricks! We ended the night with a prize drawing.<br><b>Evaluation:</b> Mark was AWESOME! I would definitely have him here again.   | 47         |
| 8/4/2010 | <u>Toddler Storytime - Post Office</u> : Demonstrator, Angie/Svetha (observed)  | 29         |
| 8/4/2010 | <u>All Ages Storytime</u> : Demonstrator, Angie/Svetha (observed)   | 31         |
| 8/4/2010 | <u>Ice Cream Social</u> : Demonstrator, Svetha + volunteers <b>Program Content:</b><br>Digging game, back to back guessing, memory, book charades, project toilet paper (create the best dress), out of breath (balloons & straws), frozen t-shirt race, watermelon seed spitting, sack race, M&M/whipped cream race, water balloon toss, drawing of winners. <b>Evaluation:</b> Great that the weather cooperated! Frozen t-shirt game was probably the favorite, but they did great with the Project Toilet Paper as well & the water balloon toss is the boys' favorite. Kids enjoyed themselves a lot, though there was a lot of disappointment after the Grand Prizes Drawing--they worked hard this year! (only 1 winner present at Picnic.) I did a bonus drawing of 3 names that had to be present at the Picnic for prizes from our 30 prize box & they were very appreciative. A very good group, best behaved that I've had & 2 wonderful helpers that came early and stayed late. | 100        |
| 8/4/2010 | <u>'Tween Video Booktalks</u> : Demonstrator, Amanda  | 3          |
| 8/5/2010 | <u>Baby Storytime</u> : Demonstrator, Svetha  | 36         |
| 8/5/2010 | <u>All Ages Storytime - Favorites</u> : Demonstrator, Svetha  | 38         |
| 8/5/2010 | <u>'Tween Knitting</u> : Demonstrator, Amanda   | 10         |
| 8/6/2010 | <u>Bilingual Storytime</u> : Demonstrator, Katy Shannon   | 19         |
| 8/6/2010 | <u>Friday Afternoon Concert - David Landau</u> : Demonstrator, David Landau<br>Great! Dave Landau is a wonderful performer and the kids have so much fun. I'm looking forward to inviting him back next summer. I was very pleased with the concert series this summer. It was a nice way to wrap up the week   | 134        |

|           |  |                 |
|-----------|--|-----------------|
|           | of library events.   |                 |
| 8/7/2010  | <b>End of SRP Teen Picnic</b> : Demonstrator, Rebecca  | 41              |
| 8/18/2010 | <b>Play Literacy Goes to a Restaurant</b> : Demonstrator, Svetha   | 37              |
| 8/19/2010 | <b>Book Discussion for Adults</b> : Demonstrator, Jenny Carr, discussion leader<br><b>Program Content:</b> In preparation of Kris Radish's reading on September 8, a discussion of "Annie Freeman's Fabulous Traveling Funeral."   | 2               |
| 8/24/2010 | <b>Gourd Decoration</b> : Demonstrator, Terri Schmit   | 14              |
| 8/25/2010 | <b>Back to School Shopping Games</b> : Demonstrator, Svetha  | 34              |
| 8/26/2010 | <b>Book Discussion</b> : Demonstrator, Jenny Carr  | 5               |
| 8/28/2010 | <b>Open Art Artist</b> : Demonstrator, Photina Ree   | 17              |
| 8/31/2010 | <b>Dennis Weidemann, author of "This Water Goes North"</b> :<br>Demonstrator, Dennis Weidemann <b>Program Content:</b> Dennis showed slides of his 2000 mile canoe trip with buddies in the 1970s and told anecdotes about the adventure. <b>Evaluation:</b> Very fun evening. Dennis is a good speaker and his story is very compelling. The audience was definitely into it and they had lots of questions at the end. I was pleased with the attendance and I was interested to note the high proportion of men (10). | 26              |
|           |  |                 |
|           | <b>Number of Programs / Total Attendance</b>   |                 |
|           | Children's   | 15 / 583        |
|           | Teens  | 1 / 41          |
|           | Adults   | 5 / 64          |
|           | <b>Grand Total</b>   | <b>21 / 688</b> |

### 3. LIBRARY EXHIBITS

| Location           | Exhibit                 | Artist/Collector |
|--------------------|-------------------------|------------------|
| Lobby display case | Wisconsin Gourd Society |                  |
| Picture rail       | Eclectic Art            | Mary Ann Inman   |

### 4. STAFF DEVELOPMENT: MEETINGS & CONTINUING EDUCATION

| Date      | Staff   | Title   |
|-----------|---|---|
| 8/4/2010  | Elizabeth I. Bauer, Peter Matias                                      | <b>SCLS Delivery Committee Meeting</b> : This meeting included a tour of the SCLS Delivery Sorting facility, reports from the SCLS Delivery Materials Handling Work Group, discussion of the 2011 Delivery Budget, and discussion of best practices for delivery sorting, pick up, and library sorting. |
| 8/5/2010  | Pamela  | <b>Get Moving Middleton</b> : Networking and presentations. I promoted the Library Day at Culver's Fundraising Event, stating that I would be serving from 3 - 5 pm and that everyone should eat there 3 times that day.  |
| 8/11/2010 | Pamela, Patrick, Elizabeth, Liz, Svetha, Amanda (in place of Rebecca) | <b>Management Team Meeting</b> : Updates to the Utility Page for improving the Circulation scheduling confusion; report on Summer   |

|           |   |   |
|-----------|---|---|
|           |   | Reading; Friends of the Library parade entry; Koha training workshops; origami workshops and circulating Kindles.   |
| 8/16/2010 | Pamela and Patrick  | <a href="#">Friends of the Library board meeting</a> : On the agenda: Board membership (Drake will serve as President, VP has vacancy, Allen as treasurer); presence in the Good Neighbor Festival parade; request for additional programming funds: Adult services and reception for goodwill delegation; Wine Tasting event at Barriques will take place in November. Also discussed possible logos and shelving needs for the ongoing book sale. |
| 8/17/2010 | Pamela, Liz, Patrick, Sarah, Jason                          | <a href="#">Reference Team meeting</a> : Public printing issues; Koha Training priorities for all staff=PAC, Codes & Circulation. Several training methods will be offered; progress report on RFID project; Kindles are ready, just waiting for Circ. Services; origami wkp registration will be handled by Reference Team; and discussed the need for a 2011 public instruction plan.   |
| 8/19/2010 | Pamela  | <a href="#">AC Committee Meeting</a> : Agenda included no action items, but reports from committees. Feedback from Clusters 11 & 12 on the new governance/committee work and communication was presented and discussed. Role of Directors versus Automation staff.  |
| 8/19/2010 | Pamela  | <a href="#">Department Head Meeting</a> : Introduction to the new financial methodologies that are in store for all city departments, using a more robust electronic system. Invoice management, bill posting, encumbrances, revised coding chart, POs, and remote access to electronic financial reports are included.   |
| 8/23/2010 | Pamela  | <a href="#">City Departments meetings</a> : 1. Met with John Lehman over the integration of new financial reporting, using Casselle program. 2. Discussed roposed relocation of Police Communication tower on Library property.   |
| 8/24/2010 | Pamela, Patrick, Elizabeth, Peter, Jason, Barbara, Katie A. | <a href="#">In-house RFID Meeting with ITG Rep.</a> : Discussed possible phasing plan and staging for the Automated Materials Handling operations, including additional bookdrops, conveyor belts, and asking our patrons to pre-sort returns.  |
| 8/24/2010 | Pamela  | <a href="#">Department Head Meeting</a> : 2011 Budget proposals will be fashioned as "program-based," and are due by September 9th. Schedule includes: Q&A night with CC; 3 nights of public presentations; and discussions of operational and capital outlay proposals (CIP).  |
| 8/25/2010 | Elizabeth, Barbara, Peter, Katie A., Pamela                 | <a href="#">Circulation Supervisor's Meeting with PKW</a> : Meeting with Director to discuss Koha webinars and training for circulation staff and circulation pages; discussion of page I and page II hiring to replace leaving college students; discussion of page meetings, and discussion of RFID and meeting with ITG representative.  |
| 8/26/2010 | Svetha, Amanda  | <a href="#">YSS Grassroots Meeting</a> : Brainstorming and information session. Discussed programming, collection development, and continuing education needs.  |
| 8/27/2010 | Pamela  | <a href="#">United Way Day of Caring</a> : More than 70 students participated, so some of us were matched with 2 kids. Madison Urban Ministry (children of incarcerated parents) and from Northport-Packers (a low-income housing development.) Volunteers are matched with students to enjoy: the water park, arts & crafts, a visit from Bucky Badger, games by Keva, but the favorites are fishing and the                                       |

|           |   |   |
|-----------|---|---|
|           |   | school back pack give away at the end. The kids REALLY appreciate the one-on-one time. Some mentors become committed Big Brothers and/or Big Sisters.   |
| 8/27/2010 | Amanda, Svetha  | <a href="#">SCLS Youth Services Grassroots Meeting</a> : This annual meeting is a chance for Youth Services librarians to get together and share programming ideas. We discussed summer performers, book discussion kits, potential programs, successes/struggles with the SRP, and more. |
| 8/29/2010 | Pamela & Spouse   | <a href="#">Mayor's Brunch--Good Neighbor Festival</a> : Invited guests (local, county, state & federal levels) were introduced, including Chief Justice of the Wisconsin State Supreme Court Shirley Abrahamson.   |
| 8/31/2010 | Elizabeth I. Bauer, Pamela K. Westby, Peter Matiash, Katie Adkins, Katie O'Brien, Jean Javenskoski, Jennie Vosen, Karen Kilroy-Sikkema, Cindy Zellers, Vranna Manor, Joe Goad, Sara Simpson | <a href="#">Circulation Services Staff Meeting</a> : Monthly/Bi-Monthly circulation staff meeting to discuss policy, procedure, and events that pertain to circulation.   |
| 8/31/2010 | Elizabeth I. Bauer, Pamela K. Westby, Peter Matiash, Katie Adkins, Katie O'Brien, Jean Javenskoski, Jennie Vosen, Karen Kilroy-Sikkema, Cindy Zellers, Vranna Manor, Joe Goad, Sara Simpson | <a href="#">Koha Patron Records Webinar</a> : Presentation of the first Koha (next generation ILS) webinars on Patron records, presented by SCLS Automation staff.  |
|           |   |   |

## 5. DIRECTOR'S REPORT

**Updated Wayfinding Street Sign Project was finally completed.**

### **Gardener**

During mid-August, Eric Polich was hired to take over the flowerbeds as our seasonal Library Assistant II-Gardener at 7 – 10 hours per week. A student at the University of Wisconsin, Madison, Eric has experience with plants and landscaping through his work at A & L Landscaping. A resident of Middleton, we're happy to have him on board and glad to see the new fall flower plantings!



### **Resolution Exempting the City of Middleton from the Dane County Library Tax**

City of Middleton's Common Council passed a resolution requesting exemption from the county library levy at their September 7, 2010 meeting. See Appendix A for more information.



City of Middleton's surplus item auction ended September 7<sup>th</sup>. The Library had 12 of the 24 items listed on the bill. Eleven of the 12 Library items brought a bid. Link to the state auction catalog is at <http://www.wisconsinsurplus.com/>

### **Energy Block Grant**

Energy Efficiency Community Block Grant under the American Recovery Act includes library lighting improvements on the main level and library parking lot. See Appendix B for the list of all the city projects included.

## Koha Training

Our current automated library system is 16 years old. Over a year ago, we (LINK libraries) signed a contract with an Koha for a new Integrated Library System (ILS).

The official launch date is scheduled for January 17, 2011, when the library would typically be closed for an inservice. Due to a rigorous development, testing module committee work and training schedule, staff has been extremely busy during the past year and will be for months to come. Every department is participating in the development and should be commended for their dedication to ensuring a high quality product for all LINK users.



Koha is an open source software library automation package. The nature of an open source product means development is steered by the community of users, collaborating together to achieve their technology goals. For this reason, Koha's feature set continues and will continue to evolve and expand based on its usership.

**Full-featured Intergrated Library System (ILS.)** Koha includes modules for circulation, cataloging, acquisitions, serials, reserves, and patron record management.

**Full text searching** Koha uses an RDBMS coupled with an external search engine to provide powerful searching.

**Library Standards Compliant.** Koha is built using library standards and protocols that ensure interoperability between Koha and other systems and technologies, while supporting existing workflows and tools.

**Web-based Interfaces.** Koha's OPAC, circ, management and self-checkout interfaces are all based on standards-compliant World Wide Web technologies—XHTML, CSS and Javascript—making Koha a truly platform-independent solution.

## 6. LIBRARIAN'S REPORTS

**Liz Dannenbaum, Head of Adult Services:**

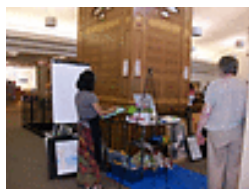
In order to publicize fall adult programs, several new displays went up on the main level:



In addition to new displays, we have been focusing on publicizing programs via the local paper; Gov Delivery; and the library newsletter. So far program registration is going well.



Along with organizing for fall, intensive weeding and updating of the investing collection, the business collection, and the career and education collection went on in August. Along with health, these three collections need to remain as timely as possible and it was satisfying to delete out of date titles and replace them with something newer.



This month we participated in Dane County's Open Art program. Our library hosted artist, Photina Ree, who demonstrated her art on the main level one afternoon and invited patrons to come learn about her techniques and inspirations.

#### **Svetha Hetzler, Head of Children's Services:**

We wrapped up the Summer Reading Program on August 7. By the end of the eight week program, 772 children between 0 and 8 years old were registered. I was pleased with this year's simplified structure.

Angie Manderfeld completed her practicum this month. Angie will be joining the Middleton Public Library staff as a Substitute Library Page II for Youth Services. Her position will be a nice addition when our department is short staffed.

Our Early Literacy Station arrived and has been in operation for almost a week. The station offers over 30 programs in English and over 30 in Spanish. Our computer workstations and end of range display also arrived and we are excited to offer more technology and eye-catching book displays.

I sent out letters to the Middleton Elementary schools and area preschools and daycares regarding upcoming fall programs and origami workshops.

In collection development, I have been working on weeding the younger non-fiction collection. The weeding project will also assist when we migrate to Koha.

This month's book display was "Back to School".

#### **Elizabeth Bauer, Head of Circulation Services:**

I just celebrated my 17<sup>th</sup> year of service at Middleton Public Library; there used to be a time when circulation could count on there being a "lull" in August, after the summer reading program



and before school and fall programming, when we could catch up on shelving and shelf reading; that is no longer the case as I watch all four self check machines in use and lines of patrons waiting for service at the circulation desk. It is gratifying that our library has such heavy usage but keeping up is sometimes daunting. The 3M self check machine (installed in 1998) is not compatible with the new Koha system we are migrating to, in January 2010, and we will sorely miss it!

The circulation staff met on August 31<sup>st</sup> to discuss circulation issues (and to have one of our infrequent face to face gatherings of all the circulation desk staff), and to attend the first of a series of webinars introducing the next generation Koha system. All circulation staff will be attending webinars, in September, on patron records and placing holds, circulation, Koha codes, and Koha PAC (public access computers for the public). In late October and November Barbara Henderson, Library Assistant II for Circulation Services, and I will attend hands on training for the new Koha system and will set up hands on Middleton staff training in November.

In August, I attended an SCLS Delivery Advisory Meeting which included a tour of the SCLS delivery sorting facility (fascinating to view the “middleman” between the libraries), volunteered at Culvers for the “Support the Middleton Origami Project” day, and attended a meeting with Patty Wanniger from ITG to discuss automated materials handling using RFID technology.

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

A new staff LINK workstation has been added in the lower level. It is in Liz’s office, but it is shared for any staff member who needs it. The addition relieves congestion on the other workstation in the Tech Services area.

A portable RFID tagging station has been set up; consisting of a netbook, barcode scanner, RFID antenna, and UPS to power the cart when not plugged in. It is being used to tag our existing collection. The Reference collection has been tagged, as well as a range of non-fiction.

Our public walk-in Wi-Fi firewall/router has been replaced with a new system. It now is a PC running “pfSense”, an open source firewall/router/captive portal. It promises to be less glitchy than our old system, and best of all, it’s free.

#### **Rebecca Van Dan, Head of Young Adult Services**

The Teen Picnic went very smoothly this year with excellent teen volunteers and a very polite group, even with over 40 kids at the event. We did break our record for Summer Reading sign-up (just barely!) with 314 teens registered. Winners of the Grand Prizes and the Writing and Drawing Contests were very excited, and many people have stopped to look at the Writing/Drawing Contest book at the Help Desk.



There is not much to report for the rest of August, as I escaped to the Pyrenees for a family vacation for 2 weeks, but since returning, we have been trying to squeeze a few more teen volunteers into our schedule, we've done a good amount of publicity for upcoming programs in Sept/Oct., hammered out program details for a discussion of "Mockingjay," and caught up on email. The Department of Public Instruction has also requested I help them evaluate LSTA grant applications, which I will be doing in September.

### **Sarah Hartman, Technical Services Librarian**

In August I finished preparing the two Kindles for circulation: loading content, de-registering the devices so the devices won't be linked to the library's credit cards during checkout, labeling and packaging everything, and creating a generic record in LINKcat. The record lists all authors and titles of the loaded content and can be searched using the general keyword search. The Kindles began circulating August 23.

RFID tagging has continued, with all new books being tagged as they arrive. We have also started tagging existing collections: adult reference and nonfiction. Most of what has been accomplished so far as been done as a side task during desk shifts, but we'll see more progress as we fully dedicate staff time to the task. We are using a shelf-reading chart to keep track of our progress.

I have started work on new processing slips for new materials, a project made necessary by the migration to Koha (changes in collection codes) and desirable due to wasted space on the current slip. Upon consultation with Jason Boak in Acquisitions/Serials, I have decided to make three different slips for adult, teen, and children's. They will be different colors, and they will be half the size of the current slip. There will no longer be a separate slip for paperbacks. I will be consulting with all staff who use the processing slips as I come closer to finalizing the designs, to make sure they are as effective as possible.

### **Amanda Struckmeyer, Youth Services Librarian**

The Summer Reading Program ended on August 7. We had a great response to this year's program, and we're already planning for the summer of 2011!

This month, I carried out an aggressive weeding project in the juvenile nonfiction area. At the DIY station, I generated and maintained five sports-themed activities.

'Tween fall program offerings are now available online and in brochure format at the Help Desk. This fall, I am offering a series of workshops especially for homeschoolers, in addition to our regular programming.

My biweekly newspaper column, "Booking It," was written and submitted to the *Middleton Times Tribune*. I also continued my work as the treasurer for the board of the Friends of the Cooperative Children's Book Center. I visited UW Madison's School of Library and Information Studies as a panel member at a seminar for new students.

On the national level this month, I reviewed one new book for *School Library Journal*. I continued to serve Priority Group Consultant for the Association for Library Services to Children (ALSC), a division of the American Library Association. Between conferences (January and June), this involves communicating with committee chairs and the ALSC Board of Directors to answer questions, assist with procedures and planning, and oversee committee activity.

**7. OTHER LIBRARY RELATED NEWS**


**Friends of the Library sponsored a float in this year's Good Neighbor Festival Parade: *Endless Summer***  
Which fit well with our  
***"Make a Splash, Read!" Summer Reading theme for 2010***



**Library Board Activities:**



**Members of the Library board, Friends of the Library Board, Volunteers & Staff Volunteered their time for the Library Day at Culver's Fundraiser. *Thank you!***



Middleton Public Library presents:  
**Japan For The Day**

Featuring 20 Japanese Performers:  
Sword-fighting, Dancers and Drummer from the  
Chiba-Wisconsin Goodwill Delegation  
In partnership with by Wisconsin-Chiba, Inc.  
and the Middleton Public Library

Monday, September 20<sup>th</sup> at 6:30-7:15 p.m.  
Library Archer Rooms on the Lower Level

Register by calling the Reference Desk at 608-827-7403.

If you need accommodations to attend this  
program, please call 827-7403 two weeks in advance.

Middleton Public Library  
7425 Hubbard Avenue • Middleton WI 53562  
608-827-7403 • mid@scls.lib.wi.us • www.midlibrary.org

A member of the South Central Library System

**South Central Library System**



**South Central Library System** System Celebration 2010  
Helping Libraries Serve the Public

## 8. AGENDA ITEMS

### Request from the Police Department to locate a Communications Tower on Library Property (Action Item)

#### *Project Synopsis Police/City Hall Data Connectivity Prepared by Tom Adler*



**History and purpose of project:** In April of 2010, the City of Middleton Police Department moved from its long time location at the Middleton City Hall, 7426 Hubbard Ave, to a new and modern facility at 7341 Donna Drive. This new building provided the police department with much needed space. In addition, the move to the new building allowed for the modernization and expansion of several critical public safety computer data, radio, and other technology systems used by the department.

For the operation and support of many of these systems, the police department relies upon the services and resources of the City of Middleton's Information Technology (IT) department, located at city hall. The police department uses various computer networks to connect to other city departments and to external public safety agencies. These other public safety agencies include the cooperative MPSIS entity, the Dane County 911 center, and the State of Wisconsin Department of Justice.

When a new, geographically separate police facility was planned (that would be remote from the IT infrastructure headquartered at city hall), we realized that a reliable and secure data connection would be needed between the two buildings. As part of the construction specification for the new police building, a high capacity wireless data link was to be provided. This data link was to be designed by the building architect and their consulting engineering firm, and installed by the General Contractor and their sub-contractors as part of the new building expense.

The architect and their engineer proposed to connect the two buildings with a pair of tower-top mounted wireless "laser" devices. The device at the new police department would be mounted on a new tower located there, and the corresponding device at city hall would be mounted on the existing radio tower located at the northeast corner of the building. Unfortunately, the consulting engineer for the architect did not adequately plan this installation, and shortly before our move, we discovered that the firm's plan would not work. Not only did the distance between the two buildings exceed the design range of the laser device they were proposing to use, but more significantly, large tree(s) blocked the line of sight path between the two radio towers. Without a line of sight path, a connection could not be made.

The police department asserted that the architect and their engineer were obligated to remedy the situation. Over the course of several meetings with them, alternatives to provide connectivity between the buildings were explored, including:

- cutting down tree(s) located along the direct line of sight path between the buildings
- several relay or "two-step" schemes, using intermediate structures between the buildings
- the purchase or leasing of fiber optic cable between the buildings
- raising one or both towers to provide a line of sight path, above the tree tops

After considering the costs and merits of all of these options, it was determined that replacing the communications tower at city hall was the most feasible, and also provided the best combination of reliability, performance, and economy. A tower top microwave device, more suitable to the job, was also identified to replace the originally proposed laser device

A slightly taller tower would also improve radio communications for the three (3) public safety radio base stations that were to remain at city hall.

**Initial tower location plans:** Once the replacement city hall tower solution was agreed upon (it was not possible to add on to the existing tower due to structural limitations), we moved forward with the project. The initial plan called for replacing the existing tower with a self supporting model. This is required for stability of the microwave device, and also eliminates the need for guy wires, which support the current tower and attach to the city hall building.



The current tower location, unfortunately, proved to be a very challenging area to work within. The area is inaccessible to heavy equipment such as large excavators and concrete trucks. Smaller digging equipment, concrete pumping, and hand labor would be required, adding to the expense. The more significant obstacle however proved to be the presence of major "main-line" utilities (MG&E and TDS) in an adjacent utility easement. These would interfere with the tower foundation location and would have to be relocated. At worst, it might not even be possible to relocate them. At best, it would be very expensive.

An alternate location, at the northwest corner of city hall, was also considered. This location, while offering somewhat easier equipment access, had similar shortcomings plus some other unknowns, causing it to be no better (and perhaps worse) than the original location.

**Library alternative tower location plan:** Given the severe restrictions and challenges to locating a self supporting tower anywhere on the city hall property, we explored the possibility of locating the tower on a nearby property, and from there making the needed wiring connections to city hall. This is how the Middleton Public Library came to our attention as a potential site.

The library location (along the east wall closest to the southeast corner of the building) offers much easier equipment access. The site is also adjacent to an industrially zoned rail corridor, and is more removed from (and less visible to) single family residences, potentially making it less objectionable to the neighborhood.

A further benefit of this site, curiously, comes in the form of one of its drawbacks. Since the site is across the street from the city hall IT equipment, we will need to install a conduit underneath Hubbard Avenue between the basements of the two buildings. Because of this, in addition to providing the needed connection from the tower back to city hall, it would also allow the library to connect to city hall computer and telephone resources.

**Current status without connectivity:** The police department is today functioning without the benefit of a reliable data connection to city hall. This negatively impacts the department's public safety mission. It is critical that we remedy these problems and shortcomings as soon as possible:

-Off site data backups from the police department to city hall are not being done. Off site data backups are needed for redundant preservation of critical police evidence (video and audio recordings) as well as police reports and data.

-Off site data backups from city hall to the police department are not being done. Off site data backups are needed for redundant preservation of critical city hall financial and other computerized records.

-The operation of several police department computer systems is extremely slow, as we are currently using a temporarily installed slow speed connection to connect back to servers located at city hall.

-City hall employees cannot access certain capabilities of their new IP based phone system

-There is no high speed police department and EOC (Emergency Operations Center) data access to city hall. This reduces efficiency of operation for personnel during normal operation and in the event of an emergency.

**Tower design and safety:** The police department is working with General Communications, an experienced and reputable local communications services provider, as the general contractor for this project. The tower itself, the foundation, and all other components are conservatively engineered for the required loading, as well as for the specific site and soil conditions encountered. All design and installation blueprints for the proposed tower have been reviewed and certified/stamped by a Wisconsin licensed professional engineer.

No funds from the library budget are being requested for the installation of this tower. Also, since the tower would be used for city hall and police department needs, we do not anticipate that the library budget would be responsible for any future maintenance or repair costs.

## **Finances:**

- a. Updated *Join The Fold* financials will be available at the meeting.
- b. The Proposed Budget for 2011, as presented at the August meeting and Capital Improvement Requests (CIP) will be discussed at the meeting. Library Trustees will receive handouts at the meeting. **(Action Items)**

**Director’s Evaluation:**

Wisconsin’s Department of Public Instruction publication: *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* can be found at <http://dpi.wi.gov/pld/handbook.html> and includes a section titled, *The Trustee Essential #6: Evaluating the Director* found at: <http://dpi.wi.gov/pld/te6.html>.

**Proposed Closed Dates for 2011: (Action Item)**

|                         |   |
|-------------------------|---|
| Saturday, January 1     | New Year’s Day  |
| Monday, January 17      | In-service closed all day   |
| Sunday, April 24        | Easter  |
| Sunday, May 29          | Closed Sundays until 9/11   |
| Monday, May 30          | Memorial Day  |
| Monday, July 4          | Independence Day  |
| Friday, August ?        | Staff Community Service Day closed half day for <i>United Way Day of Caring</i> |
| Monday, September 5     | Labor Day   |
| Wednesday, November 23  | Thanksgiving Eve/close at 6 p.m.  |
| Thursday, November 24   | Thanksgiving Day  |
| Saturday, December 24   | Christmas Eve   |
| Sunday, December 25     | Christmas Day   |
| Sunday, January 1, 2012 | New Year’s Day  |

## Appendix A: Resolution Requesting Exemption from County Library Tax



### Resolution Requesting Exemption from County Library Tax

WHEREAS the Dane County Board has established a county library and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS the Dane County Library Board has determined that the library serving the city/village of Middleton meets the minimum standards of operation established by County Board Resolution 269, 2007-2008 in compliance with Section 43.11 (3) (d) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city which levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of property in the city or village for the current year, and

WHEREAS the city/village of Middleton will appropriate in 2010 and expend in 2011 an amount in excess of that calculated above,

NOW THEREFORE BE IT RESOLVED that the city/village of Middleton hereby requests of the Dane County Board of Supervisors that the city/village of Middleton be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that confirmed copies of this resolution be forwarded by the city/village clerk to the following party:

DIRECTOR  
Dane County Library Service  
201 W. Mifflin St.  
Madison, WI 53703

Date Passed: \_\_\_\_\_

Vote: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title of Person signing

2009 LEVY RATE

\$0.0003161979

|                    | 2010<br>Equalized    | Minimum Municipal<br>Appropriation<br>for 2011<br>to exempt | 2010 Municipal<br>Appropriation<br>source:<br>DPI Annual Report | 2010<br>Appropriation as a %<br>of the 2011 minimum |
|--------------------|----------------------|---|---|---|
| BELLEVILLE V       | 190,593,900          | \$60,265  | \$212,587   | 353%  |
| BLACK EARTH V      | 99,188,400           | \$31,363  | \$79,861  | 255%  |
| CAMBRIDGE V        | 137,496,000          | \$43,476  | \$62,683  | 144%  |
| CROSS PLAINS V     | 326,804,400          | \$103,335   | \$215,799   | 209%  |
| DEERFIELD V        | 169,827,200          | \$53,699  | \$125,699   | 234%  |
| DEFOREST V         | 769,790,000          | \$243,406   | \$402,967   | 166%  |
| FITCHBURG          | 2,401,312,900        | \$759,290   |   |   |
| MADISON C          | 21,755,821,900       | \$6,879,146   | \$12,165,259  | 177%  |
| MARSHALL V         | 174,537,700          | \$55,188  | \$153,455   | 278%  |
| MAZOMANIE V        | 136,377,950          | \$43,122  | \$73,849  | 171%  |
| MCFARLAND          | 749,115,500          | \$236,869   | \$380,779   | 161%  |
| <b>MIDDLETON C</b> | <b>2,286,311,100</b> | <b>\$722,927</b>  | <b>\$1,002,096</b>  | <b>139%</b>   |
| MONONA C           | 1,049,694,400        | \$331,911   | \$424,357   | 128%  |
| MOUNT HOREB V      | 587,917,100          | \$185,898   | \$417,833   | 225%  |
| OREGON V           | 837,102,100          | \$264,690   | \$419,059   | 158%  |
| STOUGHTON C        | 960,618,200          | \$303,745   | \$504,352   | 166%  |
| SUN PRAIRIE C      | 2,370,690,200        | \$749,607   | \$1,191,348   | 159%  |
| VERONA C           | 1,222,789,100        | \$386,643   | \$620,826   | 161%  |
| WAUNAKEE V         | 1,264,779,200        | \$399,921   | \$587,038   | 147%  |
| EDGERTON           | 297,303,500          | \$94,007  |   |   |



## Appendix B: Energy Block Grant Worksheet from Johnson Controls

**JCFacts™**  
**Facility Improvement Measure Data Worksheet**  
**City of Middleton, WI**  
 Middleton, WI  
 09/20/2010  
 Saving and Payback Analysis

| Building | FIM No.       | FIM Description  | Total Project Estimated Cost | Grant/ Estimated Amount | Estimated Annual Project Savings | Simple Payback Period | Annual Utility Savings |                 |                | Total Annual Utility Savings | Annual Operational Savings |                | Total Annual Operational Savings | Simple Payback Incl. operation |
|----------|---------------|--|------------------------------|-------------------------|----------------------------------|-----------------------|------------------------|-----------------|----------------|------------------------------|----------------------------|----------------|----------------------------------|--------------------------------|
|          |               |  |                              |                         |                                  |                       | Natural Gas            | Electricity     | kWh            |                              | Material                   | Labor          |                                  |                                |
| x        | CH-1          | City Hall - Exterior lights upgrade                      | \$11,534                     | \$722                   | \$1,010                          | 10.7                  | \$0                    | \$1,010         | 10,628         | \$1,010                      | \$0                        | \$0            | \$0                              | 10.7                           |
| x        | CH-2          | City Hall - Interior Lights upgrade                      | \$9,693                      | \$784                   | \$972                            | 9.2                   | \$0                    | \$972           | 10,230         | \$972                        | \$0                        | \$0            | \$0                              | 9.2                            |
| x        | PL-1          | Public Library - lighting upgrade (Phase start)          | \$9,611                      | \$650                   | \$1,222                          | 7.4                   | \$0                    | \$1,222         | 12,858         | \$1,222                      | \$0                        | \$0            | \$0                              | 7.4                            |
| x        | AT-1          | Airport Terminal - interior lighting upgrade             | \$16,787                     | \$1,777                 | \$2,021                          | 7.4                   | \$0                    | \$2,021         | 21,273         | \$2,021                      | \$0                        | \$0            | \$0                              | 7.4                            |
|          | WD-1          | Pump station - lighting upgrade                          | \$0                          | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
|          | PWG-1         | Public works garage - lighting upgrade                   | \$0                          | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
|          |               | <b>Street Lights</b>                                     | \$0                          | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
| x        | Architectural | SL-1 Architectural downstrom LED lights (H1 beacon)      | \$88,505                     | \$185                   | \$416                            | 212.2                 | \$0                    | \$416           | 4,382          | \$416                        | \$200                      | \$1,600        | \$1,800                          | 39.9                           |
| x        | Shelberg      | SL-2 Retrofit LED for dimming - 20'w lights              | \$19,577                     | \$77                    | \$173                            | 112.5                 | \$0                    | \$173           | 1,825          | \$173                        | \$250                      | \$1,600        | \$1,850                          | 9.6                            |
| x        | Parking lot   | SL-3 (Shelberg) and (City Hall) Retrofit for parking lot | \$25,194                     | \$217                   | \$532                            | 46.9                  | \$0                    | \$532           | 5,408          | \$532                        | \$300                      | \$320          | \$520                            | 23.7                           |
|          | City Hall     | SL-4 Intersections and street high yellow                | \$0                          | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
| x        | Flemans Park  | SL-5 Street Lights/ Fixtures                             | \$4,912                      | \$88                    | \$199                            | 24.4                  | \$0                    | \$199           | 2,091          | \$199                        | \$120                      | \$320          | \$440                            | 7.6                            |
|          |               | <b>Other energy upgrades</b>                             | \$0                          | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
|          | CH-3          | total kW solar PV system                                 | \$0                          | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
|          | PL-2          | total kW solar PV system                                 | \$0                          | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
|          | PL-3          | Replace existing boiler with new high efficiency boilers | \$0                          | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
|          | PS-1          | insulate HW storage tank (PS & EMS)                      | \$0                          | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
| x        | Pump Station  | WD-2 total VFD on booster pump (S1 HP)                   | \$11,490                     | \$2,500                 | \$9,208                          | 6.0                   | \$0                    | \$9,208         | 96,400         | \$9,208                      | \$0                        | \$0            | \$0                              | 6.0                            |
| x        |               | M & V Cost   | \$5,500                      | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
| x        |               | Development/ Engineering                                 | \$25,000                     | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
| x        |               | Performance Bond   | \$3,003                      | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
| x        |               | Performance Service Agreement                            | \$0                          | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
| x        |               | Risk   | \$1,163                      | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
| x        |               | FIM  | \$33,475                     | \$0                     | \$0                              | --                    | \$0                    | \$0             | 0              | \$0                          | \$0                        | \$0            | \$0                              | --                             |
|          |               | <b>Totals</b>  | <b>\$306,464</b>             | <b>\$6,977</b>          | <b>\$14,782</b>                  | <b>20.30</b>          | <b>\$0</b>             | <b>\$14,782</b> | <b>155,289</b> | <b>\$14,782</b>              | <b>\$730</b>               | <b>\$3,840</b> | <b>\$4,610</b>                   | <b>15.47</b>                   |
|          |               | <b>Grant/Life / Safety Amount</b>                        |                              | <b>\$6,977</b>          |                                  |                       |                        |                 |                |                              |                            |                |                                  |                                |
|          |               | <b>Capital Investment</b>                                |                              |                         |                                  |                       |                        |                 |                |                              |                            |                |                                  |                                |
|          |               | <b>Total Project Cost</b>                                | <b>\$299,487</b>             |                         |                                  |                       |                        |                 |                |                              |                            |                |                                  | <b>3,253.98</b>                |

\* Based on blended average rate of \$0.095/kwh