

MIDDLETON PUBLIC LIBRARY



May 2011 Report

Presented at the June 14, 2011, Library Board Meeting

1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2011	35,556	3,643	19,809	59,008	307,605
2010	38,070	4,046	19,391	61,507	324,367
2009	36,542	3,659	19,529	60,063	319,961
2008	35,865	4,067	19,472	59,404	305,374
2007	34,315	3,454	17,454	55,223	287,580
2006	33,261	3,054	15,585	51,900	270,989
2005	32,043	2,537	13,353	47,933	244,646

Self-Service checkouts:

	3M	ITG	ITG#2	ITG#3	Total	% of total
2011		6,378	8,741	3,065	18,184	30.8%
2010	6,128	6,154	8,761		21,043	34.2%
2009	6,142	6,871	7,126		20,139	33.5%
2008	5,211	5,487			10,698	18.0%
2007	4,965	5,450			10,415	18.9%

Library cards issued:	Adult	Juv.	Sr.	Org.	Total
2011	89	26	0	0	115
2010	71	11	1	0	83
2009	77	13	2	0	92
2008	83	21	1	0	105
2007	96	29	0	0	125

Dynix holds:	Loaned to	Borrowed from other LINK libraries
2011	15,542	15,940
2010	17,718	18,951
2009	17,033	17,383

Miscellaneous:	ILL	Visits	Study Rooms Use	Public Fax
2011	88	27,994	549.75 hrs / 388 bookings	27 user sessions / 61 pages
2010	55	27,673	672.75 hrs / 396 bookings	72 user sessions / 182 pages

Public Computer Usage:

	# of PCs logged	# of days open	Total Sessions	Total hrs.	Total printed sides	Walk-in WI-FI
2011	46	29	11,610	4,464	22,021 (+110 col.)	897
2010:	35	29	8,505	4,528	25,449 (+139 col.)	517

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES

Date	Program	Attendance
5/2/2011	<u>Origami Flowers</u> : Demonstrator, Ruthanne Bessman	26
5/3/2011	<u>Meriter Hospital Mother Baby Hour</u> : Demonstrator, Svetha	28
5/3/2011	<u>'Tween Knitting</u> : Demonstrator, Amanda	10
5/3/2011	<u>Toddler Storytime: Feelings</u> : Demonstrator, Amanda	36
5/3/2011	<u>Big Kids Storytime: Feelings</u> : Demonstrator, Amanda	33
5/4/2011	<u>Tiny Tots Storytime</u> : Demonstrator, Svetha	44
5/4/2011	<u>All Ages Storytime - Feelings</u> : Demonstrator, Svetha	29
5/4/2011	<u>School visit, Maria Goretti 6-8th grades</u> : Demonstrator, Rebecca	126
5/4/2011	<u>Wednesday Matinee Storytime</u> : Demonstrator, Sarah Goebel	9
5/5/2011	<u>West Middleton Elementary School Title I Visit</u> : Demonstrator, Svetha	7
5/5/2011	<u>Baby Storytime</u> : Demonstrator, Svetha	17
5/5/2011	<u>All Ages Storytime - Feelings</u> : Demonstrator, Svetha	34
5/6/2011	<u>Bilingual Spanish-English Storytime</u> : Demonstrator, Katy Shannon	19
5/9/2011	<u>Intro to the LINKcat Upgrades</u> : Demonstrator, Walker Evans	15
5/9/2011	<u>Teen Advisory Committee</u> : Demonstrator, Rebecca	6
5/10/2011	<u>'Tween Knitting Workshop</u> : Demonstrator, Amanda	10
5/10/2011	<u>Toddler Storytime</u> : Demonstrator, Amanda	33
5/10/2011	<u>Big Kids Storytime</u> : Demonstrator, Amanda	18
5/11/2011	<u>Tiny Tots Storytime</u> : Demonstrator, Svetha	49
5/11/2011	<u>All Ages Storytime - Favorites</u> : Demonstrator, Svetha	36
5/11/2011	<u>Books & Brownies: Maze Runner</u> : Demonstrator, Rebecca	3
5/12/2011	<u>Baby Storytime</u> : Demonstrator, Svetha	15
5/12/2011	<u>All Ages - Favorites</u> : Demonstrator, Svetha	49
5/12/2011	<u>'Tween Sharpie Tie-Dye</u> : Demonstrator, Amanda 	26
5/13/2011	<u>Intro to Blogging</u> : Demonstrator, Walker Evans	18
5/13/2011	<u>Bilingual Spanish-English Storytime</u> : Demonstrator, Svetha	23
5/14/2011	<u>PAWS to Read</u> : Demonstrator, Amanda	14
5/14/2011	<u>Intro to the LINKcat Updates</u> : Demonstrator, Walker Evans	9

5/16/2011	Family Vacations and Staycations : Demonstrator, David Spielberg and Val Steele	24
5/16/2011	School Visit: Kromrey 6th grade : Demonstrator, Rebecca	105
5/17/2011	School Visit: Kromrey ELL : Demonstrator, Rebecca	5
5/18/2011	Creative Writing Group : Demonstrator, Kathy Steffen	8
5/18/2011	Designing Your Website (for small businesses) : Demonstrator, Ben (from the Wisconsin Women's Business Initiative)	28
5/18/2011	Amazing and True Animal Stories : Demonstrator, Svetha	15
5/18/2011	Intro to the LINKcat Updates : Demonstrator, Walker Evans	5
5/19/2011	Library Adventure Club : Demonstrator, Svetha	12
5/19/2011	School Visit: Kromrey 6th grade : Demonstrator, Rebecca	21
5/19/2011	Intro to Facebook : Demonstrator, Emily Goad	13
5/20/2011	Let's Play Music : Demonstrator, Gina Weibel	101
5/21/2011	Chess Club : Demonstrator, Brad Phillips	9
5/23/2011	Elm Lawn Elementary School Visit : Demonstrator, Svetha	460
5/25/2011	Sauk Trail Elementary School Visit : Demonstrator, Svetha	280
5/25/2011	School Visit: Glacier Creek 7th grades : Demonstrator, Rebecca & Catherine Baer (Cross Plains)	210
5/26/2011	Cooking Competition for Teens: Teen Iron Chef & Edible Book Bake-Off : Demonstrator, Rebecca (with Pamela, Elizabeth & Joan Gillman as judges) 	18
5/27/2011	West Middleton Elementary School Visit : Demonstrator, Amanda	475
5/31/2011	School visit: Kromrey 6th grade : Demonstrator, Rebecca	50
Number of Programs / Total Attendance		
	Children's	29 / 1915
	Teens	9 / 544
	Adults	8 / 122
	Grand Total	46 / 2581

3. LIBRARY EXHIBITS

Location	Exhibit	Artist/Collector
Lobby display case	Summer Reading Program	

4. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

Date	Staff	Title
5/2/2011	Pamela	City Council Finance Committee meeting/CC meeting : Transfer of Library funds from the General to a Special Fund. I also attended the closed session discussion (Finance Committee) regarding the affect of the proposed State Budget Bill.
5/3/2011	Pamela	WAPL Board meeting : Last minute details for the WAPL conference; made changes to the handbook; How long should we continue to publish a newsletter?, Gave suggestions for the future goals of P2C2?; adopted a statement in opposition to the Governor's proposal to eliminate MoE.
5/4/2011	Sarah Hartman	State E-Book Summit : Forty librarians from around the state were invited to attend this summit, arranged by Wisconsin DPI, in order to discuss the various issues surrounding libraries and ebooks, then make recommendations and prioritize the recommendations so that they can be implemented by the state. The results will be presented as part of the keynote address at WAPL tomorrow.
5/4/2011	Elizabeth I. Bauer	SCLS Circulation Services Committee Meeting : The Circulation Services Committee discusses circulation issues and makes recommendations to the ILS Committee about recommended changes to current policy and procedure.
5/5/2011	Svetha	WAPL - Storytime Swap : Presented a family "Book Bistro" program. The focus was on foodie books featuring Mexcian cuisine. Others on the panel presented other program ideas for babies, toddlers, and school-aged kids.
5/5/2011	Pamela, Sarah H., Elizabeth and Sandy Smith	WAPL Conference : Over 308 librarians attended this conference. Keynote speakers (Tom Peters & Jim Fleming), networking with other professionals over a meal or in the hallway, sessions addressing topics, there was a great variety in the offerings.
5/9/2011	Amanda	ALA Every Child Ready to Read Webinar : An overview of the new Every Child Ready to Read materials, including updates and new research.
5/11/2011	Pamela, Elizabeth, Sarah H., Rebecca & Amanda	Preparing for the Performance Coaching Conversation : Presenter: Jeff Russell. Reviewed the "Great Management Cycle"; the importance of creating a vision for each position; active listening skills; mutual learning; partnership between supervisor and employee; and desired outcomes.
5/11/2011	Pamela	Library Consult : One of our non-LINK libraries is considering a new ILS product that I was familiar with will participating in a retro-conversion project at a school library in Thailand. It is a user-friendly and reasonably priced stand-alone product that may be a really good fit.
5/12/2011	Pamela	Dane Co. Librarians' Meeting/Cluster 11 & 12 : KOHA, Cost Sharing Formula, Loss of MOE and state-wide issues, Dane County Library Standards, ASUN will not be checking their items for missing parts and pieces, once they start using AMHS.

5/16/2011	Jenny Carr	Wisconsin Book Festival Libraries Meeting : Wisconsin Book Festival organizers from the Wisc. Humanities Council (WHC) lead this meeting. They shared their vision for encouraging community conversations as part of the Festival and their hope that they can partner more with libraries to better serve our collective audiences. They explained the theme of this year's 10th anniversary festival, which is "Voices." Some big-name authors who have committed to the festival this year are Dean Bakopoulos, Jeffrey Eugenides, and Myla Goldberg. The main venues will be the Overture Center and the new Union South (and area libraries?). The last half of the meeting was brainstorming ways we imagine this partnership between the festival and libraries and what WHC can do in the coming months to ensure success.
5/17/2011	Pamela	Personnel/Finance of the City Council : Financial strategy to cover the promised 3.5% increase for all non-represented employees and a 2% increase in the operating budgets for city departments.
5/18/2011	Rebecca Van Dan	PAC meeting : Policies review, launcher script, anonymity of the comments/questions form, LinkCat issues.
5/19/2011	Pamela	Beyond the Page--Library Action Team : Agenda included the contract with Dane County Libraries, calendar, grant budget review and booklet. The best news, though, was that another \$250,000 pledge was just made from a patron in Mt. Horeb. People are just loving the idea of grant for DCL that is: Cost-free, County-wide and Collaborative. MCF also announced that they would be interested in providing an additional grant to test the waters with humanities entities for 2013.
5/25/2011	Pamela	City Department Head Meeting : Budget presentation protocol, schedule of events and target dates, financial strategie for 2012 and expectations for department heads.
5/26/2011	Pamela	Cluster 11 : PTFS Summit with ILS Directors structure, rehashed the letter to Marty from DCL and the June SCLS Board agenda.
5/26/2011	Pamela and Patrick	Friends of the Library Annual Meeting : Change to the Bylaws, Election of Officers, recap of the year, plans for the coming year, financial report, and tribute to the booksorters and booksellers. Summer events include the a float in the Good Neighbor Fest Parade and Mustard Days fundraising event.
5/29/2011	Pamela	AC Meeting : Two major items on the agenda were the cost formula documents and a request to organize a summit between the ILS Directors and PTFS representatives.

5. DIRECTOR'S REPORT

Statistics for May 2011 are all over the map:

- The previous trend of a slight decrease in overall Circulation continued in May of 2011 with a total of 61,507 in 2010 to 59,008 in 2011, for a 4.2% drop, yet Middleton ranks third in the system behind SEQ with 77,379 and Madison Central with 60,391. The Year-to-date circulation of 307,605 was a 5.17% decrease compared to last year at this time with 324,367.

- In May of 2011, we issued 115 new library cards to patrons, a 30% increase from 88 in 2010.
- Our visitor count last month was pretty consistent with last year's with 27,673 in 2010 and 27,994 in 2011.
- Despite the frustrations and intermittent inoperability of the KOHA interface with the operations of our self-check machines, patrons continue to use the self serve option: 21,043 in 2010 to 18,184 in 2011. Self checkout accounts for 30.8% of our total circulation transactions for the month.
- Due to the poorly performing Holds module in KOHA and an unreliable Pull List, it is not surprising to see a decrease in the number of LINK shared items. The number of items Loaned to other LINK libraries dropped from 17,718 in 2010, to 15,542 in 2011. Likewise, the number of Borrowed was a decrease from the previous year (18,951 in 2010 and 15,940 in 2011.)
- Walk in laptop use of WI-FI took a big jump from 517 in 2010, to 897 in 2011.
- Study room use in May of 2010 to 2011 dropped slightly from 672.75 hours and 396 bookings, to 549.75 hours and 388 bookings, respectfully.
- Programming opportunities and the number of participants took a sharp increase from 27 events in 2010 to 46 events in 2011; likewise participation grew from 1,607 in 2010 to 2,581 in 2011. The increases were in two categories: Children (from 15 events in 2010 to 29 events in 2011); and Adult programs (from 3 events in 2010 to 8 events in 2011.)
- In May, LA II Jenny Carr worked to catch up requests from patrons that accumulated during the moratorium on interlibrary loan requests. A total of 88 items were received in May of 2011, compared to last year's total of 55 ILLs.

Facility Report:

The carpet cleaning (bi-annual) and floor buffing (annual) projects are near completion.

The Library roof will be replaced due to hail damaged sustained from the April storm. Building Inspector Scott Ellarson is handling the details for all city building roofing projects.

Police Department is preparing to add a generator to our building for the sole purpose of providing electrical back-up for their technology equipment located in the library building's lower level.

In an effort to alleviate erosion on the south side of the building, the Parks and Public Land Department

is planning a planting and landscaping project.

Middleton's Farmer's Market is again taking place every Tuesday for the summer in the east end of the Terrace Parking lot.

Long Term Technology Planning:

Provided the MUFN project for the City of Middleton isn't killed by the legislature, the Library will have the opportunity to move its PCs from local ISPs (Charter and TDS) to the City's proposed high-speed broadband connection. This would be a significant savings for the Library; and would allow Patrick more flexibility in managing the Library's internet.

Collection Development:

Since many of the reports we previously used to assist with collection development decisions are now not available in KOHA at this time, staff is not able to carry out CD tasks in the same efficient manner and has had an adverse affect on the speed of adding new titles to the system.

Spurred by patron requests, we are investigating the addition of a Newsbank, an online database. Newsbank provides articles to all major Wisconsin newspapers, including Milwaukee Sentinel Journal, WSJ, Capital Times, and La Crosse Tribune, as well as access to indexed world-wide news articles.

Professional Development Initiatives:

As Local Arrangements manager for the WAPL Conference 2011, I was pleased with the relatively high attendance and positive feedback to the programs. The bulk of my work involved meal selections and room assignments for the breakout sessions. As a WAPL and WLA boards member, I feel fortunate to have worked with extraordinary library leaders from all over the state. Keynote Speaker Tom Peters was inspirational and presented a call to action to prepare our libraries for the shift towards electronic resources. Sarah Hartman was invited to participate in a DPI Summit (held the day before the conference) to provide professional input on the role of public libraries will play in the future of eBooks.

A new professional development initiative for Middleton is being pursued by LA III Jason Boak. He began his first course in ALA's Support Staff Certification Program in May. Other support staff is

interested in taking the courses in the future. I believe that the Library will benefit from making this opportunity available for those interest in developing high level library skills that have real world application, but choose not to pursue an MLS degree.

Elizabeth and Amanda are making preparations to attend the American Library Association Conference in late June.

The WLA Conference Committee has approval both MID proposals for the annual conference in Milwaukee: *Between Storytime and the Prom: 'Tween* on Thursday (Amanda and Pamela) and *One Good Thing Leads to Another* on Friday (Pamela).

Administration:

John Lehman, Dan Nelson and I put the final touches on the creation of Fund 212 for Library Operations; with a start date of June 1st.

Dane County Board of Trustees will be revising the Standards during the next 12 months.

Trustee Appointments

At the June 7, 2010 Common Council Meeting, Mayor Sonnentag appointed two new library board members for a three year term to beginning July 1st. They are as follows:

Lisa Helmuth and Anne Irish.

Personnel:

We're pleased to welcome Linda Schmidt-Ronne as our Library Gardner for the summer of 2011!

Linda has a background in landscaping design. She wasted no time getting started with spring clean-up and planting, watering, feeding and weeding, focusing on perennials and a low maintenance choices. In addition, Linda has made arrangements to provide care for the garden during her planned vacation. It's great to see the green and blooming plants come to life again!



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

Congratulations, Courtney Prest!

Congratulations to Courtney Prest, recipient of the 2011 Friends of the Middleton Public Library Scholarship!

The Friends' Scholarship is awarded each year to a Middleton High School student who has worked or volunteered at the Library and who meets academic criteria. The scholarship selection is administered by the Local Scholarship Program of Middleton High School.

We extend our best wishes to Courtney as she pursues her higher education goals.



Shown in the photo with Courtney are her parents Sherrie and Rod Prest, at the May 18 Senior Scholarship Awards Program at Middleton High School. Courtney has worked as a Page at the Library for the past year and has been active in many school activities. She is a member of the National Honor Society, DECA, Youth Frontiers, and Key Club.

Courtney will be attending the University of Wisconsin-Eau Claire where her tentative plans are to major in education. In her application she comments, "I have learned that with a little bit of confidence and believing in myself I can overcome any obstacles that I may encounter in the next chapter of my life when I enter college."

6. MANAGEMENT TEAM AND LIBRARIANS' REPORTS

Patrick Williams, Head of Information Technology

Three large screen monitors were installed on our lower level express stations, and the computer in study room "B" for aiding patrons with low/poor vision. Likewise, a large print keyboard was put in

study room “B”, as well as a trackball for mobility aid.

Our old impact printers for hold-slips and receipts were retired. Faster thermal printers have been installed.

An automated payroll application was created to gather the online timesheet/timecard data from the staff and generate a spreadsheet for submittal to the city.

43 old computers, and other obsolete/broken computer hardware in storage were parted out, and the rest e-wasted.

Svetha Hetzler, Head of Children’s Services

We wrapped up our spring programs this month so that we could focus on school visits to promote the summer reading program. I visited Sauk Trail and Elm Lawn Elementary Schools. Early next month, I will be visiting Sunset Ridge Elementary School. Earlier in the month, I visited with students and parents in the Title I program at West Middleton Elementary School. This program targets “at-risk” students.

I also visited Meriter Hospital’s Mother-Baby hour for my quarterly early literacy visit. I took part at this year’s WAPL event and served on the panel for the “Storytime Swap”. It was a nice opportunity to share and exchange successful programming ideas.

We have been concentrating on organizing our Summer Reading Program, from prizes to program planning. As an alternative prize, we will be offering the opportunity to be a donor. I have collaborated with Michael Dowling from the ALA Haiti Relief Fund and Adopt-A-Library Program so that our patrons will have the opportunity to choose a donation card for the Pyepoudre Library as a prize.

The summer flyers, in English and Spanish, are now available in the library and on our website. Patrons may also call or visit the library to sign up for any of the listed events.

This month, we had several book displays: flowers & gardens, bicycling, mothers, and summer blockbusters. Booklists were created for all of Middleton’s Pre-K themes. They are available through

our staff Koha page.

The bulk of the month has been spent on navigating Koha and Linkcat. Kathy and Sarah spent some time training with Sarah Hartman on linking paperback books. We are also spending time assisting patrons with the transition and making notes of problems and inconsistencies with the new system. We are hoping that new and continued developments will improve the efficiency of the system.

Rebecca Van Dan, Head of Young Adult Services

May has been a whirlwind of school visits, and I was especially happy this year to hear from a private school that hadn't responded in the past and from Glacier Creek, which has had a few teachers respond in the past, but never with such a large group of kids. (This year it was coordinated by a reading specialist who also had the librarian from Cross Plains speak.) Looking at statistics from last year, the number of teens I've spoken to at the schools has close to doubled. (264 students in May 2010, 517 in May 2011.)

The Cooking Competition also took a lot more planning than I had anticipated--probably not something I should have tried for the first time during my busiest month, but the Teen Advisory group was so excited by the idea of a Teen Iron Chef competition that I wanted to squeeze it in as soon as possible. Also, the organization of the Youth Services Department changed a bit this month, with Amanda's position more accurately reflecting her professional responsibilities. With this change came discussion about division of duties, with the decision that I will be supervising our three summer Youth Services pages. I put together a Treasure Chest schedule to reflect their hours, created informational sheets for them regarding expectations and duties, and with Svetha and Amanda, we will have an Orientation Day in June to prepare them and other desk staff for how the Summer Reading Program will be run.

In May, I also trained one new teen volunteer, attended a training session about conducting staff evaluations, started a new Serendipity collection for popular teen books, and attended a PAC meeting to discuss ways to improve the new LinkCat interface. I collected materials and prizes for summer programs, created slides for the lobby display, and made sign up sheets and guessing/prize slips. We are also looking to expand the shelving for the Teen hardcover collection and will be working soon to shift Adult books slightly to make more shelf space.

Elizabeth Bauer, Head of Circulation Services

I would like to say that everything is fine, but that is not the case. The levels of stress and anxiety have, somewhat, subsided however we seem to have just adjusted to daily issues. The migration has been fraught with a variety of complications. Besides the difficulties of slowness and non-intuitive searching methods, circulation functions, that appeared to work during the sandbox testing phase, have disappeared, work intermittently, or seemed to get fixed, but immediately affect another area of circulation.

We began May with the self check machines showing a variety connection issues; our statistics will reflect that; self check statistics are substantially down. We have, and continue to deal with, unhappy patrons, slowed work processes, and frustration with incorporating or trying to figure out work-arounds to, what should be basic circulation functions. Work room processes have been majorly affected as well, as pages struggle to stay on top of the work flow. With the commencement of summer reading and the upcoming switch to use of RFID, we are more apprehensive than usual about the summer work flow.

Despite this, the circulation and page staff remain as positive as possible, given the stressful circumstances, and continue to provide the excellent customer service and materials handling we pride ourselves on. We have to believe that Koha issues will be dealt with, and we can start planning, and implementing, new work processes, as we approach the challenges of summer reading circulation, RFID implementation, and the late fall installation of automated materials handling equipment. We knew that there would be migration issues, but did not know the extent or magnitude of these issues.

In other areas, Peter Matiash and Barbara Henderson, Circulation Supervisors attended a one day staff support conference at UW-Milwaukee, in late May. One session was focused on RFID and materials handling, which Milwaukee Public Library has, and they spoke to several colleagues about these topics. I attended the Wisconsin Association of Public Libraries (WAPL) Conference in early May; most topics focused on the bleak financial future of library funding, the world of E-technology and library response, and reader advisory sessions. It was an excellent conference with many thought provoking ideas. I will be attending the American Library Association (ALA) Conference in New Orleans, in late June, and will

report on this next month.

Thank you for your appreciation and continued support of the staff of the Middleton Public Library. Our mission is to make a positive difference in our community, and you help us achieve that goal.

Liz Dannenbaum, Head of Adult Services

Reference staff became more familiar and comfortable with the new LINKcat as the month went on, but there are still plenty of frustrating issues and all collection maintenance tasks (adding titles, weeding titles, getting new titles ready for circulation) take longer than they used to. Some reference tasks, like placing a hold on a magazine for a patron, are very cumbersome indeed.

Spring programming for adults concluded and we began publicizing our summer programs. Sarah Michaelis, the spring semester's UW-SLIS practicum student, was hired as a Reference Desk substitute and Emily trained her in closing procedures.

We added two new people to the volunteer shelver roster and I updated the volunteer sign in sheet to include information about emergency contacts.

Sarah Hartman, Technical Services Librarian

TS staff has worked very hard this month on the back log of materials from the migration. By the end of the month, everyone who links new materials had received the necessary training. As there are some cataloging functions that do not work or are missing altogether, training will have to be done on a continuing basis as these problems are addressed.

I am still sending many comments and questions to SCLS staff through the official online form, but replies are rare. It has been frustrating to see that the manuals, hands-on training, and online video tutorials on which we have been told to rely sometimes provide incorrect information. It's true that some improvements have been made and many more have been promised, but there is still a long way to go in the cataloging module. Until we have full and reliable functionality, we will continue to do the best we can with what we have.

Communication among staff at Middleton has been excellent throughout the migration, and I would like to thank everyone in all departments for helping each other as we discover new problems and formulate solutions.

Amanda Struckmeyer, Youth Services Librarian

Summer program sign-ups are in full swing. Svetha and I are visiting the elementary schools in Middleton to further promote the program and make contact with teachers and students. I have continued to solicit and organize prize donations from local businesses. We have a new prize structure this year, which I think will work really well for everyone.

My newspaper column, "Booking It," was written and submitted to the *Middleton Times Tribune*. I continued to serve as the staff liaison to the newspaper. I also continued my work as the treasurer for the board of the Friends of the Cooperative Children's Book Center.

I had the chance to serve on the city's Canstruction team, which was part of a very large food drive for Middleton Outreach Ministry. Our team included two library employees, a police officer, and several City Hall staff members. While our canned-goods sculpture didn't win any trophies, we donated almost 2,000 cans of food to MOM!

The annual Wisconsin Public Television auction is one of my favorite events of the year, and this month I organized a team of library staff (and some family members!) to volunteer on the phone bank as a group. This is a great opportunity to gain visibility and to help WPT, all while growing closer as a staff. Look for us on the air on Sunday, June 5!

On the national level this month, I continued my work as a Priority Group Consultant for ALA's youth division (ALSC). The American Library Association's annual conference is held in June, and I am coordinating meeting times, locations, and agendas with the ALSC office and committee chairs. I also continued mentoring a new librarian through ALA's MentorConnect program.



Thank you to Marjorie Kozich and Sandy Smith for their leadership and kindness while serving on the library board of trustees. We appreciate their continued commitment to the Library!

8. Agenda Overview

Presentation of Slate of Officers by the Nominating Committee

President: Rusty Shoemaker-Allen

Vice President: Christopher Clay

Secretary: Stephanie Hammes

Request to carry over of unused vacation hours for Katie O'Brien

Per Library Personnel Policy VIII (C), Library Board must approve staff request to carry over hours for more than 6 months into the following year.

Review of Capital Outlay Requests for 2012-2017

Current projects include: RFID project, VOIP phone system

Not funded, but requested: Self checkout station, Restoration of Cardinal Room,

Projects to consider: Replacement of HVAC system, photovoltaic panels

Beyond the Page Agreement:

Dane County Libraries are collaborating with Madison Community Foundation to establish an endowment fund that will provide long term funding for the humanities. Those serving on the Library Action Team include: Julie Chase – DCL, Brian Simons – Verona, Tracy Herold – Sun Prairie, Susan Santner – Oregon, Margie Navaree Saaf – Madison, Pam Bosben – Cross Plains and Pamela Westby – Middleton. (See Appendix A.)

Policy proposal: Circulation Policy

Request to approve the proposed revisions to the policy, as presented. See separate attachment.

Policy proposal: Social Media Policy

Request to approve the proposed policy, as presented. (See Appendix C.)

Review of the Library Board Bylaws

Please find the Bylaws on our website at

http://www.midlibrary.org/library/staff/Documents/Adm-Library_Board_Bylaws.pdf

Review of current Library Staffing Structure

See Appendix D for the Library Organizational Chart and Appendix E for the Employee Chart of Benefits.

Appendix A



2 Science Court
P.O. Box 5010
Madison, WI 53705-0010

Phone: (608) 232-1763
Fax: (608) 232-1772
www.madisoncommunityfoundation.org

May 24, 2011

To: Dane County Library Directors

From: Madison Community Foundation Staff
Kathleen Woit, Tom Linfield, Amy Overby, Bob Sorge, Darcy Kobinsky

Subject: Memo of Understanding – Beyond the Page NEH Endowment Campaign

Dear Dane County Library Directors:

Excitement about the Beyond the Page, NEH Endowment Campaign is building. MCF staff have met with most of you individually, with the hope that all initial visits will be wrapped up by the end of June. Thank you all for taking the time to meet with us. Initial visits have been extremely rewarding and productive.

Have you heard? Our MCF 'asks' have yielded a total of \$500,000 in pledges to the campaign already! So please keep in mind as you move forward, this is a great opportunity that library supporters are excited about and happy to give toward.

Enclosed you'll find a copy of the *Memorandum of Understanding* for the Beyond the Page – NEH Endowment Campaign. We ask that you read it carefully and share it with your Library Board and Friends group. Please sign it and have a representative from your Board and your Friends group sign it, then return it to MCF in the enclosed, self-addressed envelope. (If you don't have an active Friends group, simply write 'not applicable' on that line.)

If you have any questions or comments, please feel free to contact the MCF staff or anyone on your Library Action Team. To reach Darcy, the campaign coordinator, please send your email to: dkobinsky@madisoncommunityfoundation.org or call (608) 232-1763.

Note that your **Library Action Team** is made up of the following members:

- Julie Chase, Dane County Library Service
- Tracy Herold, Sun Prairie
- Susan Santner, Oregon
- Brian Simons, Verona
- Pam Bosben, Cross Plains
- Margie Navarre-Saaf, Borrower Services Manager-Madison
- Pamela Westby, Middleton

Thanks again for your enthusiasm. We're all very excited to work on this worthy project.

A handwritten signature in black ink that reads "Darcy Kobinsky".

Darcy Kobinsky
Beyond the Page Campaign Coordinator

p.s. I'll send you a final copy for your files when all signatures have been gathered.



Memorandum of Understanding

This agreement between Madison Community Foundation (MCF) and Dane County's 28 libraries is meant to clarify the expectations of all participating organizations during the library humanities programming endowment challenge campaign, undertaken in response to a \$350,000 challenge grant from the National Endowment for the Humanities (NEH).

- **NEH Challenge Grant:** The NEH challenge grant is for \$350,000. The challenge is 3:1, meaning that for every \$3 we raise, NEH will provide \$1. The NEH challenge will be met with \$1,050,000 cash raised by July 31, 2014.
- **Campaign Goal:** depending on the success of the silent phase of the campaign (to be carried out in 2011), MCF and the Library Action Team (LAT) will establish a public goal for the public phase of the campaign (spring, 2012 – spring, 2013).
- **Silent Phase:** It is vital that we hold off on all broad-based fundraising until the silent (major gifts) portion of the campaign is complete (estimated date 12/31/11). Until we have raised at least half our goal we will continue the silent phase with little information reaching the broader public.
- **Pledges:** All gift pledges should be for three years or less, in order that all cash gifts are received no later than July 31st, 2014.

Madison Community Foundation agrees to:

- A. Provide leadership team to undertake development campaign
- B. Work with each individual library to raise major gifts.
- C. Provide all campaign administrative operations, including donor tracking database and tax receipting.
- D. Provide gift reporting to the NEH.
- E. Provide funding for campaign and promotional materials (\$40,000 in 2011)
- F. Communicate monthly with all libraries through the Library Action Team.

Public Libraries agree to:

- A. Assemble their own project team to lead local fundraising efforts.
- B. Meet with MCF staff for an initial donor prospect brainstorming meeting.
- C. Raise \$10,000 towards the NEH challenge, in small gifts (\$1,000 or less), by July 31st, 2014.
- D. Work with MCF staff to identify, solicit and thank major donors.
- E. Raise awareness of the campaign and its progress with their constituents, and promote the campaign and humanities endowment fund through library promotional vehicles (newsletters, web site, press releases)
- F. Communicate with, and provide information to, the Library Action Team (LAT).

Kathleen Voit, President (date)
Madison Community Foundation

Library Director (date)

Library Board Representative (date)

Friends Group Representative (date)



Middleton Public Library Social Media Policy

The Middleton Public Library uses social media to maintain a community-focused presence in our users' online lives. Social media provide an avenue for users to communicate with staff, discover library services and resources, and learn about upcoming events and library news.

Facebook content

The library's Facebook profile may include the following:

- Basic library information, such as hours, location, and contact details
- Photos and videos of the library building, staff, and special events
- Schedules of upcoming events
- Readers' advisory tools and featured resources from the collection
- Links to the library's OPAC and other resource-discovery tools
- Other appropriate Facebook applications developed by library staff or a third party

Original posts and comments

Library staff and users can make original posts and comments on the library's Facebook Wall. Comments are responses to original posts. These guidelines also apply to content that the library posts via any other social media tools.

Posts made by library staff may include library announcements, links to resources, and relevant news from outside the library. Staff should not post commercial, religious, and overtly political content, unless Library related. Staff should respect copyright laws when posting someone else's work, attributing it to the original author and linking to the work's original publication.

The library strives to allow users to express themselves freely, but reserves the right to remove irrelevant, offensive, combative, commercial, religious, overtly political, or plagiarized user posts and comments.

Privacy

The links between the library's Facebook profile and users' profiles can create a positive sense of community. However, as users post more of their personal information online, the library must take a responsible approach to the privacy of both users and staff.

- The library does not post any of its users' personal information without their permission.
- The library does not post photos or video of users without their permission.
- The library does not tag users in photos and video without their permission.
- Staff can choose to be tagged in photos and videos. If so, they may wish to set their profile to friends-only viewing. While staff have the right to free expression on their personal pages, they should be aware that library users may arrive at a staff member's publicly visible page via a photo tag, and are encouraged to aim for a certain level of decorum in their personal content.

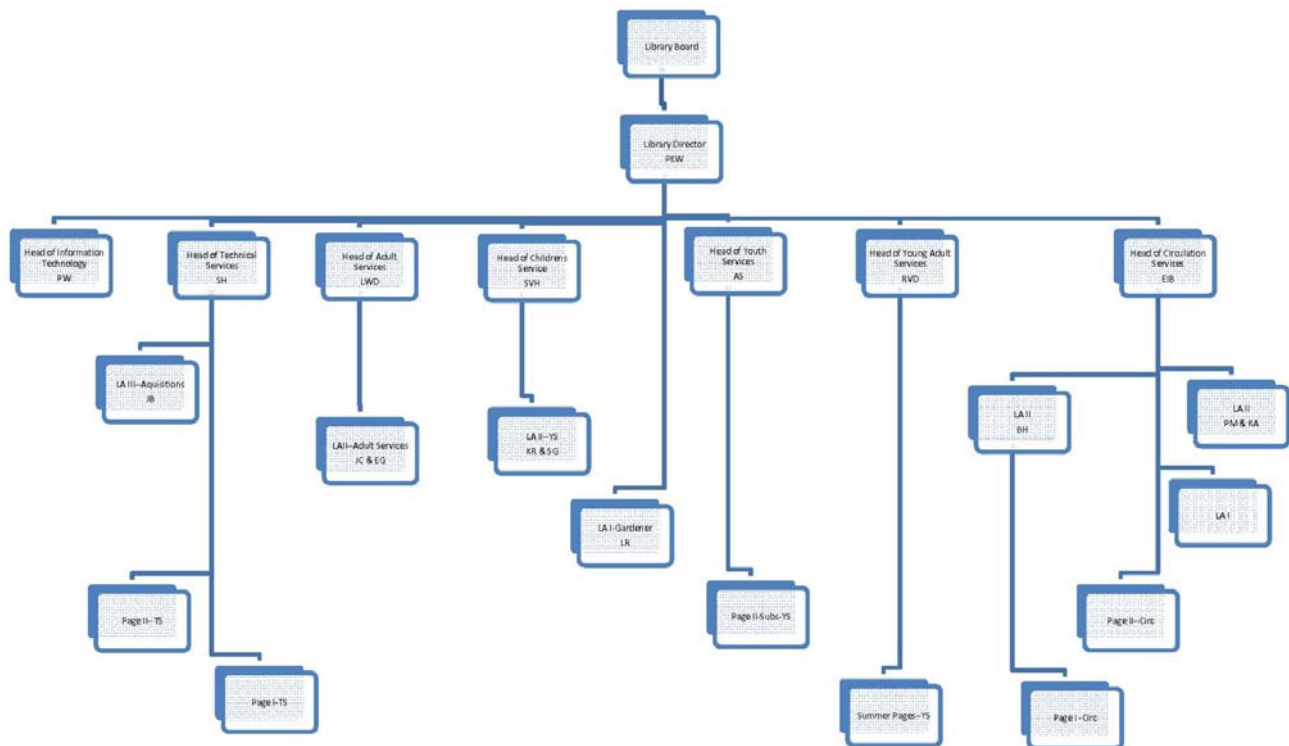
Other pages

The library may connect to the social media pages of other groups and individuals, for instance by

“liking” a page on Facebook, “following” a user on Twitter, etc. Staff should exercise judgment in deciding which pages are appropriate to connect to in this way. The library does not use social media to imply endorsement of political figures or beliefs, religious organizations, or commercial entities.

Appendix C

Middleton Public Library Organizational Chart 2011



Appendix D



CITY OF MIDDLETON BENEFITS SUMMARY

Vacation	<p>1-2 yrs= 12 days 3 yrs = 13 days 4 yrs = 14 days 5-8 yrs = 15 days 9 yrs = 18 days 10-13 = 20 days 14 yrs = 21 days 15 yrs = 24 days 16 yrs = 25 days 17 yrs = 26 days 18 yrs = 27 days</p>	<p>Carryover - Employees can carryover a maximum of 240 hours into the next year.</p>
Longevity Pay	<p>3 yrs = 1% 7 yrs = 2% 11 yrs = 3% 15 yrs = 4% 19 yrs = 5% 23 yrs = 6%</p>	<p>Payments made annually on December 1.</p> <p>Upon retirement, the employee shall receive longevity pay on a pro-rata basis at the time of retirement.</p>
Deferred Compensation	<p>Employees contribute pre-tax dollars to a 457 retirement account through payroll deduction.</p>	
Retirement	<p>WRS - City pays both the employee and employer contribution ~ <u>Each employee should fill out a beneficiary designation</u></p>	
Paid Holidays	<p>New Year's Day Memorial Day Independence Day</p> <p>(3) Floating Holidays</p>	<p>Labor Day Thanksgiving Day Day after Thanksgiving</p> <p>Christmas Eve Day Christmas Day New Year's Eve Day</p>
Sick Leave	<p>1 day per month (12 per year)</p>	<p>Upon retirement, unused sick leave is converted and placed in an escrow account to pay for insurance premiums until gone (city plan or other). Upon death of employee (active or retired) unused leave will be converted for spouse and/or dependents to use.</p>
Bereavement	<p>5 days for immediate family 3 days for extended family</p>	
ERA (Flex Plan)	<p>The Employee Reimbursement Account is administered by AFLAC. Participants can earmark a part of their pre-tax gross salary to pay certain IRS-approved expenses such as the employee's portion of medical premiums, dependent care expenses, and most out-of-pocket medical expenses not reimbursed by insurance (ie co-pay, eye glasses). Open enrollment is in the fall of every year.</p>	
EAP	<p>Employee Assistance Program - The program is designed to assist in the prevention, early identification, and resolution of personal issues. EAP might be helpful in addressing health, marital, family, financial, alcohol and other drug, emotional, stress, and other personal concerns. Employees may consult with the EAP by contacting 608-252-1320, 24 hours, 7 days a week. All services are CONFIDENTIAL and at no cost to the employee.</p>	

**See reverse for Insurance Benefits

Nonrepresented



CITY OF MIDDLETON 2011 INSURANCE BENEFITS

Insurance Type	Plans to Select From	Cost to FT Employee	Cost to PT Employee S/F	Can I apply after Open Enrollment Period and/or Change my benefits?
Health	<p>*City pays 105% of the lowest monthly premium for Single and Family Coverage. *Employee contribution - 3% of base pay for Family, 1.2% of base pay for Single.</p> <p>Dean Group Health P. Plus Unity + Employee Contribution</p> <p>Effective the first of the month following 30 days of continuous employment i.e. Hire date of 3-12-04 = Ins. date of 5-1-04</p>	<p>\$0 \$5.57/14.18 \$0 \$0</p> <p>Family- 3% of base pay Single- 1.2% of base pay</p>	<p>269.10/670.85 272.90/680365 264.55/659.45 257.25/641.12</p>	<p>1. Yes, during Dual-Choice enrollment in October of every year (currently insured only) 2. Yes, if a qualifying event occurs such as divorce, marriage, birth of child, death, loss of other health coverage 3. Coverage can be elected at any time under the Standard Plan (with 180-day waiting period)</p>
Dental	Delta Dental	\$0	\$20.88/41.75 \$57.83/82.27	1. Yes, if a qualifying event occurs such as divorce, marriage, birth of child, death, loss of other health coverage
Vision	Employee Two Plans to choose from Comprehensive or Materials Only Effective date is your date of hire.	\$9.91/9.34 \$18.68/17.79 \$29.31/27.91	\$9.91/9.34 \$18.68/17.79 \$29.31/27.91	1. Open Enrollment occurs every year.
Life	City pays for 100% of the employees' basic premium. Supplemental and additional units 1, 2, 3, and Units 1 or 2 of Spouse/Dependent coverage are an additional cost to employee.	MN Life	see staff see staff see staff see staff see staff \$1.75/\$3.50	1. Yes, after initial enrollment opportunity has passed, an employee may apply or add units at any time through evidence of insurability *Employees who are 70 before becoming eligible are only employees eligible for the 70 and over additional plan. *Late enrollees may not apply after age 55 for basic.
Disability	City pays for 100% of the 180-day plan and .25% of the remaining plans. The percentage is based on your WRS reported monthly salary - see below. i.e. 3,500 x .525% = \$18.38 for the employee portion of the 60-day plan. Effective the first of the month following 180 days of continuous employment i.e. Hire date of 3-12-04 = Ins. date of 10-1-04 The monthly benefit amount is 75% of your WRS reported monthly salary. Maximum benefit payable is \$4,000 and \$7,500 if you have supplemental coverage (earnings greater than 64,000).	30 Day 60 Day 90 Day 120 Day 180 Day	.75% .525% .375% .225% 0%	1. Yes, after initial enrollment opportunity has passed, an employee may apply or change to a shorter elimination period through evidence of insurability (this may require a physical examination) * You can change to a longer elimination period at any time

** Voluntary cancellation of all insurances can occur at any time
** To figure your WRS monthly salary = Previous year's earnings rounded to next thousand/12 = monthly salary
** PT employees = permanent PT employees that work 20-29 hours per week
Nonrepresented