

MIDDLETON PUBLIC LIBRARY



October 2011 Report

Presented at the November 8, 2011 Meeting
Pamela Westby

1. STATISTICS

Circulation:	Adult	YA	Juvenile	Total	Year to Date
2011	36,758	3,940	22,469	63,167	644,815
2010	38,045	4,277	22,275	64,597	679,641
2009	38,998	4,229	21,891	65,119	671,997
2008	36,795	3,633	22,610	63,377	635,652
2007	35,694	3,340	21,804	60,838	608,406
2006	34,035	3,297	17,628	54,567	566,416
2005	32,586	2,794	16,202	51,582	513,920
2004	30,233	2,318	13,999	46,550	437,042

Self-Service checkouts:

	3M	ITG	ITG #2	ITG#3	Total	% of total
2011		11,418	10,644	4,496	26,558	42%
2010 (October)	5,102	5,956	10,724	1,382	23,164	35%
2009 (October)	6,470	7,013	8,448		21,931	33%
2008 (October)	5,865	7,252	4,078		17,195	27%
2007 (October)	4,868	6,193	-		11,061	18.2%

Library cards issued:

	Adult	Juv.	Sr.	Org.	Total
2011	78	18	2	0	98
2010	87	12	2	0	101
2009	89	20	0	0	109
2008	120	45	7	0	172
2007	110	27	2	0	143
2006	87	27	2	0	116

System holds:

	Loaned to other LINK libraries	Borrowed from other LINK libraries
2011	16,928	17,289
2010	18,451	19,123
2009	19,134	19,107
2008	16,860	17,050
2007	16,295	16,209
2006	15,291	14,911

Miscellaneous:

	ILL	Visits	Study rooms use	Public Fax Use
2011	50	30,579	579.5 hours / 413 Bookings	68 users / 181 pages
2010	56	31,451	709 hours / 443 bookings	69 users / 172 pages
2009	61	30,671	346 hours / 363 bookings	46 users / 90 pages

2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES		
Date	Program	Attendance
10/1/2011	Movie Matinee: Rodrick Rules : Demonstrator, Maria Ochoa Podell	11
10/3/2011	'Tween American Girl Party: Kit and Ruthie : Demonstrator, Amanda	18
10/3/2011	Teen Advisory Committee : Demonstrator, Rebecca (with Erinn, practicum student)	5
10/4/2011	Toddler Storytime: Clothing : Demonstrator, Amanda	39
10/4/2011	Big Kids Storytime: Clothing : Demonstrator, Amanda	10
10/4/2011	All Ages Storytime - Jobs : Demonstrator, Svetha	5
10/4/2011	'Tween Knitting Club : Demonstrator, Amanda	5
10/4/2011	Wit & Wisdom of Neil Simon : Demonstrator, Heartline Theatricals	21
10/5/2011	Intro to Yoga, pt. 1 : Demonstrator, Linda Mundt	16
10/5/2011	Tiny Tots Storytime : Demonstrator, Svetha	46
10/5/2011	All Ages Storytime - Jobs : Demonstrator, Svetha	24
10/5/2011	Books & Brownies: Fever Crumb : Demonstrator, Rebecca (with Erinn, practicum)	6
10/6/2011	Baby Storytime : Demonstrator, Svetha	26
10/6/2011	All Ages Storytime - Jobs : Demonstrator, Svetha	20
10/6/2011	MASH Partnership Storytime : Demonstrator, Amanda, MASH Students	2
10/7/2011	Bilingual Spanish-English Storytime : Demonstrator, Katy Shannon	28
10/11/2011	Toddler Storytime: Bunnies : Demonstrator, Amanda	32
10/11/2011	Big Kids Storytime : Demonstrator, Amanda	13
10/11/2011	All Ages Storytime - Bunnies : Demonstrator, Svetha	18
10/11/2011	'Tween Knitting Club : Demonstrator, Amanda	6
10/11/2011	Adult Book Discussion : Demonstrator, Jenny Carr	8
10/12/2011	Intro to Yoga, pt. 2 : Demonstrator, Linda Mundt	10
10/12/2011	Tiny Tots Storytime : Demonstrator, Svetha	58
10/12/2011	All Ages Storytime - Bunnies : Demonstrator, Svetha	42
10/13/2011	MASH Partnership Visit : Demonstrator, Amanda	5
10/13/2011	Baby Storytime : Demonstrator, Svetha	36
10/13/2011	All Ages Storytime - Bunnies : Demonstrator, Svetha	28
10/13/2011	Make Your Money Talk, pt. 1 (WWBI) : Demonstrator, Deb from UW-Extension	12
10/14/2011	Intro to Twitter : Demonstrator, Walker Evans	11
10/14/2011	Bilingual Spanish-English Storytime : Demonstrator, Katy Shannon	31
10/16/2011	Teen Read Week / Teens Top Ten Raffle : Demonstrator, Rebecca, & Erinn Batykefer	7
10/18/2011	Toddler Storytime: Families : Demonstrator, Amanda	39
10/18/2011	Big Kids Storytime: Families : Demonstrator, Amanda	17
10/18/2011	All Ages Storytime - Cats : Demonstrator, Svetha	8
10/18/2011	'Tween Knitting Circle : Demonstrator, Amanda	6
10/18/2011	Computer Backup Strategies : Demonstrator, Cris Carpenter	19

10/19/2011	Tiny Tots Storytime : Demonstrator, Svetha	59
10/19/2011	All Ages Storytime - Cats : Demonstrator, Svetha	38
10/19/2011	Creative Writing Group : Demonstrator, Kathy Steffen, group leader	7
10/20/2011	Baby Storytime : Demonstrator, Svetha	28
10/20/2011	Adult Book Discussion : Demonstrator, Jenny Carr	14
10/20/2011	All Ages Storytime - Cats : Demonstrator, Svetha	36
10/20/2011	Make Your Money Talk, pt. 2 (WWBI) : Demonstrator, WWBI speaker	12
10/20/2011	Science & the Afterlife : Demonstrator, author Terry Fisk	62
10/21/2011	Bilingual Storytime : Demonstrator, Katy	30
10/22/2011	Krafty Kids - Halloween! : Demonstrator, Kathy	56
10/23/2011	The Illustrated Song : Demonstrator, David HB Drake	34
10/24/2011	MASH Partnership Storytime : Demonstrator, Amanda, MASH Students	6
10/24/2011	Girl Scout Troop Visit : Demonstrator, Amanda	21
10/25/2011	MASH Partnership Visit : Demonstrator, Amanda	4
10/25/2011	Toddler Storytime: Cats : Demonstrator, Amanda	42
10/25/2011	Big Kids Storytime: Cats : Demonstrator, Amanda	12
10/25/2011	Owning an Electric Car : Demonstrator, Bob Stott from MG&E; a young woman from EnAct; and Joel, a Volt owner	23
10/25/2011	All Ages Storytime - Dogs : Demonstrator, Svetha	11
10/25/2011	Tween Knitting Circle : Demonstrator, Amanda	6
10/26/2011	Tiny Tots Storytime : Demonstrator, Svetha	52
10/26/2011	All Ages Storytime - Dogs : Demonstrator, Svetha	32
10/26/2011	Monster Party : Demonstrator, Svetha	30
10/27/2011	Baby Storytime : Demonstrator, Svetha	29
10/27/2011	All Ages Storytime - Dogs : Demonstrator, Svetha	32
10/27/2011	Make Your Money Talk, pt. 3 (WWBI) : Demonstrator, WWBI speaker	9
10/27/2011	Open Art Studio: Make a Monster : Demonstrator, Amanda	22
10/27/2011	Haunted Library Set Up : Demonstrator, Rebecca	18
10/28/2011	Bilingual Spanish-English Storytime : Demonstrator, Katy Shannon	31
10/28/2011	Open House Halloween Craft and Costume Parade : Demonstrator, Svetha & Sarah	115
10/28/2011	Haunted Library : Demonstrator, Rebecca	522
10/29/2011	Tween Scary Stories Told in the Dark : Demonstrator, Amanda	11
10/31/2011	MASH Partnership Storytime : Demonstrator, Amanda, MASH students	5
	Number of Programs / Total Attendance	
	Children's	50 / 1315
	Teens	5 / 558
	Adults	13 / 224
	Grand Total	68 / 2097

3. LIBRARY EXHIBITS		
Location	Exhibit	Artist/Collector
Lobby display case	Middleton Historical Society	Kathy Olson
Picture rail	Friends of Chernobyl – Photography	Michael Rothbarb

4. DIRECTOR'S COMMENTS

Library Highlights for October 2011

This time of year traditional involves extra evening meetings for city and county budget discussions, and 2011 was no different. As discussed last month, all city departments were asked to find their fair share of cuts and increased revenues to the operating budget to help balance the City's general budget. For the Library, it was a \$33,000+ gap. The Library Board's financial strategy was presented to the Finance Committee and Common Council, as agreed upon at the last meeting. The proposal included cutting one Page I through attrition, reduction in utilities by reducing service hours by six hours, further reductions in the book budget and audio budget and increased revenues of computer printouts through the cession of the first 10 pages are free policy.

The only Library Capital Improvement Project that made it through the budget acceptance process was the replacement of our 20-year-old HVAC Control System.

The public hearing for the City Budget was held on November 1st. The final opportunity to discuss budget related items is November 29th.

The repairs to the flat roof areas were done by Jarin Contractors, per the proposal. After a few trips back, it appears the issues have been resolved. The new maintenance contract is renewable on an annual basis for up to five years, and covers all areas of the roof, not just those they repaired.

In preparation for the Automated Materials Handling System, the Circulation workroom is transitioning to a same day shelving model. Staff members met with Kirk and Steve from Shufler Engineering to finalize the floor plan for the RFP for the renovation of the workroom.

Staff continues to pursue increased technology and service skills through workshops and educational opportunities, such as free webinars, self-paced tutorials and formal classes. David Lincecum from ETC was a guest presenter for a staff meeting in October.

Our new Library Assistant II-Adult Service Rebecca Light will also provide four hours per week of administrative support. Rebecca is a skilled graphic artist, with a fresh perspective on library services. One of her duties will include attending Library Board meetings and assisting me with

follow-up assignments. Expect to see her at the November Library Board meeting. Along with her Reference and Adult Services duties, I have many projects, small and large, in store for her.

The response to our job posting for a new Head of Adult Services was excellent. The Selection Committee will be conducting interviews later this month.

One of the compliments we received this month was from a patron who discovered our electronic database subscription to Consumer Reports. She said she loves that she can access the information 24/7.

I will be concluding my term on the Administrative Council, as an At Large Representative for Cluster 11 and 12 at the end of this year.

5. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

Date	Staff	Title
10/5/2011	Elizabeth I. Bauer	<u>SCLS ILS Committee Meeting</u> : This is the monthly meeting of the SCLS ILS (Computer System) Committee.
10/5/2011	Amanda	<u>Charlotte Zolotow Lecture</u> : The School of Education and the Friends of the Cooperative Children's Book Center host an annual Charlotte Zolotow lecture. This year's lecture was given by award-winning graphic novelist Gene Luen Yang who talked about his writing, his career as a high school math teacher, and his experience as an Asian American.
10/6/2011	Amanda	<u>SCLS Youth Services Grassroots Meeting</u> : Youth Services librarians from all around the system came together to share ideas, materials, and success stories.
10/11/2011	Amanda	<u>Friends of the CCBC Board Meeting</u> : This was the monthly meeting of the Friends of the Cooperative Children's Book Center Board. I presented the treasurer's report and financial updates. We planned for the upcoming book sale and other events.
10/11/2011	Pamela, Jenny and Katie A.	<u>SCLS Learning Day</u> : Shortened versions of programs yet to come: Time Management, Wakaheza and communication skills (Don't Eat the Menu) with Patricia Clason.
10/12/2011	Pamela	<u>City Budget Hearing</u> : Capital Improvement Projects: Reviewed all the Library projects.
10/13/2011	Pamela	<u>Beyond the Page--Library Action Team</u> : This group is working on the NEH grant to fund humanities programs for all Dane County Libraries. Full agenda! Update on financials and Memorandums of Understanding. Preparation for the public awareness and fundraising phase: mailings, e-blasts, displays, bookmarks, website and hiring a project manager. Set timeline and determined responsibilities.
10/13/2011	Management Team, LA III and LA IIs	<u>Management Team Meeting</u> : David Lincecum gave a presentation on Leadership using a PowerPoint technique called PechaKucha. Inspired by the Japanese culture, this practice limits the presentation to 20 slides and 20

		seconds. Everyone is a leader. The greatest leaders didn't just carry on the traditions of the past, but were innovative and creative. Creativity is best found in solitude and contemplation. As leaders, it is important to find ways to create moments of solitude in order to bring that creativity to our lives and our work.
10/16/2011	Jason Boak	Library Technology : 8 week course(8/22-10/16/11) which provided a survey of hardware, software, and social media being applied in the library setting. Technical considerations of network security and guidance for policy-making were discussed. Technology purchasing/budgeting were also considered.
10/18/2011	Sarah H.	SCLS PAC Development Committee Meeting : Discussion and planning of development for the Koha PAC: facets, dropdown limits on main search page, additional limits, and relevancy ranking.
10/19/2011	Jason Boak	ILS User Group Meeting : Several talks and discussions on open source software and Koha use/development. Tips for searching in LINKcat were presented as well as information/resources for making sure staff stay up to date and involved in development.
10/21/2011	Svetha	CCBC Shorts Webinar : CCBC Shorts Webinar. Focus on Read On Wisconsin book selections.
10/22/2011	Amanda	Friends of the Cooperative Children's Book Center Book sale : The Friends of the CCBC held its annual fall book sale as part of the Wisconsin Book Festival. As the Treasurer, I volunteered all day at the sale.
10/24/2011	Pamela and Svetha	Wisconsin Library Community Gathering : This was a visioning session hosted by WILS, using a quadrant model: Utopia (growth & reinvention), Great Expectations (missed opportunities), The Origin of Species (innovation under stress) and Inferno (stagnation and decline). WILS is hoping to be a player in facilitating the movement of the Wisconsin library community toward adaptability. I was asked to speak briefly about our Tween initiative, as an example of innovation and adaptability.
10/25/2011	Amanda	MASH Partnership Meeting : I met with Bryn Orum, the reading teacher at Middleton Alternative Senior High, to discuss how our partnership is going and where we want it to go in the future.

6. LIBRARIANS' REPORTS

Liz Dannenbaum, Head of Adult Services

We were delighted to welcome Rebecca Light to the Reference Team this month. Rebecca brings great computer and public service skills to this new position; already she is proving herself to be a great addition.

Liz and Pamela have been organizing adult programs & publicity for January, February, March, April, and May so that the new Head of Adult Services, who will begin in January, has some time to learn the ropes before taking on this particular task.

Jenny Carr took a UW-Madison SLIS class on “Gaming in the Library.” She came away with a lot of good ideas for offering our adult patrons gaming classes in the future.

Elizabeth Bauer, Head of Circulation Services

Circulation Desk and Staffing:

We have reached, and passed the six month anniversary of Koha; some of the more annoying features have been addressed, but some of the most critical functionality still needs to be fixed. The circulation staff has settled into a level of comfort with what we currently have, but sincerely hopes that several things will be fixed, sooner than later.

We continue to be busy; we were especially busy on Friday, October 28th with programs, the haunted house, and trick or treating; it was wonderful to see.

Circulation Services will have a staff meeting, in early November, to discuss Koha issues and staff schedules; we are contemplating alternative schedules, in the event that the library's open hours are reduced in 2012.

Staff Room renovation update:

Barbara Henderson, circulation supervisor, is spearheading the process of moving supplies and consolidating shelving in the staff workroom, in anticipation of automated handling equipment and personnel moves. The page staff is doing a wonderful job of going with the continual changes, and Barbara, Peter Matiash, and Katie Adkins all should be commended for their planning and dedication to providing a smooth transition, with the least amount of stress possible.

Rebecca Van Dan, Head of Youth Adult Services

October has been a bit crazy, with lots of budget questions and side projects to keep every second busy. In preparation for the destruction of my office for the RFID conveyer belts, I started organizing all my program materials into boxes and hauling them down to storage. Barbara and I moved things around in the Archer Room closets so that more shelving could be brought down, and I sorted through the Haunted House materials to make sure all props had fresh batteries and were in working order. Contact was made with the Key Club to request volunteers again this year for the Haunted House and contact was also made with all art teachers in the middle schools and high school to promote a special MLK photography event in January.

Kathy and I worked closely this month to clarify her new duties. Kathy learned ordering on Ingram very quickly and took over mending items without any problems. She received a wonderful written comment from a patron this month who praised her ability to teach and also led a very successful Krafty Kids program. Kathy also took on a teen volunteer this month, and we had 2 other teen volunteers who started this month. To make the transition easier, I wrote up a mending guidelines document and we went over volunteering guidelines and expectations. Our practicum student, Erinn, created a special contest this month for Teen Read Week, with nomination forms for the Teens Top Ten and a very colorful display. Erinn was also hired as a YS sub to take over Rebecca Light's position, who was hired as an LAll for Reference.

A teen programming budget for 2012 was drawn up this month and sent to the Friends group. We also looked at the Gaming Computer table in the Teen section and looked at options for replacing it, adding it to the Friends' Wish List. We received a nice compliment from a teacher in California who uses our teen website links and we double-checked these links to make sure they were all still current. We kept statistics at the Help Desk for the third week in October and management staff met to discuss the posting, applications, and timeline for the Head of Adult Services Librarian position. On Pamela's recommendation, Svetha, Amanda, Jenny, and I also met to coordinate a Martin Luther King Day program in January. In addition, I requested a weeding report for the Teen section, updated our Teen Services bookmark, created a card to advertise the library's facebook page and gov delivery, and we received the bibliography bookmarks created in Sept. Displays this month: Banned Books, Zombies, & Books that Offer Great Costume Ideas.

Svetha Hetzler, Head of Children's Services

We continued our fall programs this month which included morning and afternoon storytimes, bilingual Spanish-English storytimes, krafty kids, a monster party, and an open house Halloween craft and costume parade. I've been pleased with the consistent and steady turnout at our programs. Our Tiny Tots program for 1 and 2 year olds continues to be very heavily attended. I have been pleased with the Tuesday afternoon storytime. The word seems to be spreading, we even have a few new "regulars" thanks to this time offering.

Alex Hinrichs is continuing her practicum. Her skills at the help desk continue to grow and I've been impressed with her thorough work.

I'm attended my first in person meeting with the South Asian Book Awards Committee. We are in the process of narrowing down titles for consideration. We also discussed possible criteria changes for next year's submissions. Currently the award is focusing on children's and young adult literature - fiction and non-fiction.

I am working on program plans for January and February and hope to finalize details early in November.

I attended a CCBC archived webinar. The focus was on picture books and novels from the "Read On Wisconsin" book selections.

We have been very busy cataloging, processing, and checking in many books from last month's order. Sarah Goebel's display of Monster books tied in with this month's Monster DIY activities. Sarah also created sign to promote our October and November programs.

Patrick Williams, Head of Information Technology

Two staff computer stations in the technical services area have been replaced. One was on the South Central Library System network, but has been moved to our own internal network. Both new stations now sport Windows 7 and are used for KOHA access, RFID tagging, and many various barcode and spine label printing.

The library has subscribed to the "Bookletters" service. Bookletters provides tools for website content management, and allows for staff to easily create, edit, update and publish information to our website. The service also has various self-updating "widgets", which will display updated book lists, such as best sellers, and award winners; and has direct links for patrons to access the items in our catalog.

RFID equipment, barcode scanner, and receipt printer were added to an existing stand-alone staff station at the circulation desk. The station is now equipped to perform all manner of circulation related tasks.

Sarah Hartman, Head of Technical Services

As part of the hiring committee for the new Head of Adult Services, during the latter portion of the month I helped evaluate application materials, select candidates to interview, and compose draft interview questions. Interviews will be held in November, and I am looking forward to meeting the candidates. I am beginning to work on documentation and training materials to assist in the transition.

Jason has completed another course for his Library Support Staff Certification Program, this time on library technology. He is now halfway through the program, and we are looking forward to discussing how we might be able to implement some of the things he learned in this most recent course. So far Jason has found his coursework for the various classes useful and applicable to his position here, and he is looking forward to continuing the program.

As always, we are continuing to catalog and process a very large amount of new materials for our patrons. Kudos to the Technical Services pages who have been working very hard to get things done accurately and efficiently. Thanks also to the members of other departments who assist in linking duties. Without them we wouldn't be able to keep up.

Amanda Struckmeyer, Head of Youth Services

Fall programming is going really well; we've extended our knitting circle for two additional months. The early literacy partnership with the Middleton Alternative Senior High has taken shape and is proving to be rewarding for all involved. This is a nice way to bridge the age groups.

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.

Pamela and I developed a presentation for the Wisconsin Library Association annual conference in November. Our presentation focuses on 'tween programming and the importance of working with these young patrons.

On the national level this month, I continued my work as a member of the Association for Library Services to Children (ALSC) Legislative Committee. I also reviewed one book for *School Library Journal*.

7. SOUTH CENTRAL LIBRARY SYSTEM MEMBER NEWS

All contracts and agreements with the Madison Public Library, the SCLS Resource Library, have been finalized and recommended for approval by the Administrative Council. All costs of the 2012 agreements remain at 2011 levels.

Prairie du Sac held their ground breaking for a new library, the Ruth Culver Community Library, and are planning for an opening next summer.

The Kraemer Library and Community Center in Plain has hired Carolyn Forde as their new director. She begins work on November 7. Leah Fritsche, Assistant Director of the Deerfield Public Library, has been chosen to succeed Kaia Fry as the Director of the Deerfield Public Library. Brodhead Library is advertising for a new director since Gloria Rosa will be retiring in early 2012.

Last May, a summit between LINK members and PTFS representative was held here at MID. As a group, we agreed to there were four urgent development priorities: speed, relevancy, ability to access last patron information and holds/fines. Some progress with the speed and holds/fines has been made, but problems continue to linger. The interface between Koha and the collection agency is not functioning properly and Circulation staff is forced to manually prepare bills.

As directed by the SCLS Board, staff members continue to serve on the various committees and to test new developments. In September, I sent a memo to the ILS Committee encouraging members to seek more aggressive ways to improve development rate. The October ILS Committee meeting minutes indicate that ILS staff will encourage PTFS to dedicate more staff to handle our needs.

The minutes also reflect the committee would like to see an emphasis be placed on the Acquisitions module, in time for the 2012 budget cycle. Additional development funds of \$12,000 funds will be used to advance this development. Though this module is an important tool for collection development, MID has never fully used the Acquisitions Module.

8. AGENDA ITEMS

RFID Project: Next Phase: Renovation bid materials will be presented at the meeting.

South Central Library System Agreement: Document was reviewed with the City's legal counsel. Recommend approval. See Appendix A.

Addendum to the ILS Contract with SCLS: Document was reviewed with the City's legal counsel. Recommend approval. See Appendix B.

Consideration of the Social Networking Policy: Final approval from the City's legal counsel was received. Please see Appendix C.

Contingency Fund Policy: City of Middleton's Finance Department has reviewed. See Appendix D.

Report from the Bylaws Sub-committee: The committee will provide information at the meeting.

Possible December Holiday Reception with City Council Officials: December 13th at 5:30 p.m. This has been a tradition in recent years.

9. APPENDICES

APPENDIX A

Agreement between the South Central Library System and the Middleton Public Library

In order to furnish the residents of the South Central Library System (SCLS) area the best possible access to library materials and services, and in compliance with Chapter 43 of the Wisconsin State Statutes, the Middleton Public Library and the South Central Library System enter into the following agreement:

As required by 43.24 (2) Wisconsin Statutes, SCLS shall provide the following services to member libraries and their patrons:

1. Interlibrary loan of materials among all participating public libraries.
2. Backup reference and interlibrary loan services from SCLS and resource library, including the development of and access to specialized collections.
3. Agreements with member libraries to provide, to any resident of SCLS, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference and remote database access authorized under s. 43.15 (4) (c) 4.
4. Referral or routing of reference and interlibrary loan requests from libraries within SCLS to libraries within and outside the system.
5. In-service training for participating public library personnel and trustees within SCLS.
6. Rapid and regular delivery and communication systems for participating public libraries.
7. Service agreements with all adjacent library systems.
8. Professional consultant services to participating public libraries and counties.
9. Promotion and facilitation of library services to users with special needs.
10. Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
11. Planning with DLTCL and participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources.
12. Provides other services as required by Chapter 43.24 (2) (i) of the Wisconsin Statutes. To be eligible for SCLS membership, and the services described above, participating libraries agree to meet the following requirements:
 1. Be established under Chapter 43.
 2. Be located in a county that participates in SCLS.
 3. Be authorized by its municipal governing body or county board to participate in SCLS.

4. Agree to participate in SCLS and its activities, to participate in interlibrary loan of materials with other SCLS libraries and to provide, to any resident of SCLS area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This subdivision does not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's electronic database only to its residents.
5. Employ a head librarian holding current public library certification from the Department of Public Instruction and whose employment requires that he or she be present in the library for at least 10 hours of each week the library is open to the public, less leave time.
6. Honor valid borrowers cards from other SCLS libraries and those libraries in other systems with whom SCLS has intersystem agreements, except as otherwise specified in statute.
7. Loan materials for specific title and subject requests to other SCLS libraries through SCLS interlibrary loan programs.
8. Accept the return of materials borrowed from other participating SCLS libraries for pickup by SCLS delivery service, and permit local materials to be returned to other participating system libraries.
9. Maintain and provide accurate service and financial records as required by the SCLS Board and DLTCL.
10. Be open at least 20 hours each week or, if the library existed prior to June 3, 2006, at least the number of hours each week that the library was open to the public in 2005, whichever is fewer.
11. Annually spend at least \$2,500 on library materials.
12. Agree to other requirements of Chapter 43 as they pertain to SCLS member libraries,

This agreement shall be in effect from the time it is signed by all parties, and is subject to amendments as may be mutually agreed upon. It shall continue in force unless terminated according to Wisconsin Statute 43.18.

 Library Board President Date

 SCLS Board President Date

 Library Director Date

 SCLS System Director Date

APPENDIX B

Addendum to Agreement to Participate in a Shared Automated Resources System for 2012

This Addendum is made this _____ day of _____ between the South Central Library System (hereinafter referred to as SCLS) and the Library Board of Trustees or other applicable governing body of _____ (hereinafter referred to as the Library), and modifies the Agreement to Participate in a Shared Automated Resources System" (the "Agreement") previously executed by both parties in 2010. Capitalized terms in this Amendment will have the same meanings as in the Agreement unless otherwise defined herein. Except as specifically modified in this Addendum, the Agreement remains in full force and effect.

SCLS and the Library agree as follows:

1. The amount of Library's share of costs for 2012 due under the Agreement will not be determined by the formula set forth in section 6 of the Agreement. Instead, SCLS and the Library agree that the amount of the Library's share of costs for 2012 will be based on the cost formula approved by the Administrative Council (AC) in 2011. The Library's share of costs for 2012 will be invoiced, due and payable as per section 9 of the Agreement.
2. Appendix A. Member Libraries: The Fitchburg Public Library will be added as a member library.
3. Nothing in this Addendum or the Agreement precludes SCLS and Library, or SCLS and any other library or libraries participating in the ILS, from agreeing to separate and additional projects, programs, or services to be provided by SCLS. In such an event, SCLS and, as applicable, the Library or other library/libraries receiving the particular projects, programs, or services will enter into a separate agreement setting forth the terms and fees applicable to the same.
4. This Addendum supersedes and replaces the *Addendum to Agreement to Participate in a Shared Automated Resources System* executed in 2010 to cover costs for the year 2011.
5. This Addendum, together with the Agreement, represents the complete agreement of the parties with respect to the subject matter hereof, and supersedes any written or oral communications relating to the same unless expressly incorporated herein by reference.

APPENDIX C

DRAFT Middleton Public Library Social Media Policy

The Middleton Public Library uses social media to maintain a community-focused presence in our users' online lives, as it applies to the Library's mission statement Social media provide an avenue for users to 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

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

Posts made by library staff shall assist with the Library's mission statement, "to make a positive difference in the community;" and may include library announcements; promotion of free thought, speech, press, dissemination of knowledge, instruction and study; links to resources; and relevant news from outside the library. Staff shall not post commercial, religious, and overtly political content. Staff shall respect copyright laws when posting someone else's work, attributing it to the original author and linking to the work's original publication.

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, library staff must take a responsible approach to the privacy of both users and staff.

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. Library staff reserves the right to remove any comments, “likes” or tags.

APPENDIX D

DRAFT Middleton Public Library Contingency Fund Policy

The Governmental Accounting Standards Board’s (GASB) Statement No. 54 is a fiscal management tool that contains specific fund balance categories in response to the need for resource stabilization and the impact of obligations upon current and future fund balances. These obligations might include legal mandates and the recognition of the budgetary impact to finance future replacements.

In response to GASB Statement No. 54 the Middleton Public Library’s Contingency is established in Fund 212, Library Operations to serve as a safeguard against unforeseen and emergency expenditures and to withstand the impact of unrealized revenues. Rather than simply have all uncommitted dollars in the fund balance, two specific financing source reserves are established; 1) reserve for operational continuance 2) reserve for replacements.

The Library Director shall recommend to the Library Board for their review and approval, the appropriate designated amounts for each of the two reserves. The Library Director shall also recommend to the Library Board for their review and approval the amount of money to be used from each reserve and the specific purpose of such use. Due to the nature and purpose of these reserves an affirmative a super majority vote (6-3) rather than a simple majority vote (5-4) of the Library Board is required for any action involving the Library Operations Fund 212 contingency.