



## June 2015 Report

Presented at the July 14, 2015 Library Board Meeting

### 1. STATISTICS

Circulation:	Adult	YA	Juv.	Total	Year to Date
2015	34,964	5,192	26,860	67,016	351,340
2014	33,490	4,765	23,473	61,728	362,925
2013	36,929	5,517	26,749	69,195	385,389

#### Self-Service checkouts:

	ITG	ITG #2	ITG#3	Total	% of total
2015	14,125	7,697	10,670	32,492	48.5%
2014	12,192	8,307	9,189	29,688	48.1%
2013	14,888	12,903	5,942	33,733	48.75%

#### Library cards issued:


	Adult	Juv.	Sr.	Org.	Total
2015	107	92	5	0	204
2014	103	84	7	0	194
2013	103	90	5	0	198



LINK libraries:	Loaned to	Borrowed from	Interlibrary loans
2015	19,611	19,184	67
2014	19,458	17,600	39
2013	18,195	17,849	35

	Visits	Study Rooms Use	Fax Use	WIFI
2015	32,160	484.5 hrs / 355 bookings	52 users / 143 p.	717 sessions
2014	30,463	517 hrs / 366 bookings	71 users / 192 p.	768 sessions
2013	32,172	553.25 hrs. / 394 bookings	52 users / 241 p.	596 sessions

### 2. LIBRARY PROGRAMS / TOURS / PROMOTIONAL ACTIVITIES


Date	Program	Attendance
6/1/2015	<b>Outreach Visit - Youth Center</b> : Demonstrator, Amy	13
6/1/2015	<b>CD of the Month Club</b> : Demonstrator, Brendan	30
6/1/2015	<b>Outreach Visit - Sunset Ridge Elementary School</b> : Demonstrator, Amy	495
6/2/2015	<b>Outreach Visit - Elm Lawn Elementary School</b> : Demonstrator, Amy	92

6/2/2015	<b>Outreach Visit - Northside Elementary School</b> : Demonstrator, Amy	398
6/3/2015	<b>Techno Minutes</b> : Demonstrator, Amanda Brzeszkiewicz	1
6/3/2015	<b>Techno Minutes</b> : Demonstrator, Amanda Brzeszkiewicz	1
6/4/2015	<b>Teen Techno Minutes (1hr)</b> : Demonstrator, Sam, RL	2
6/4/2015	<b>Outreach Visit - Middleton High School</b> : Demonstrator, Amy	60
6/4/2015	<b>Color Your Cares Away: Coloring for Adults</b> : Demonstrator, Sarah H., Rebecca L. 	23
6/8/2015	<b>Outreach Visit - Middleton High School</b> : Demonstrator, Amy & Rebecca	111
6/8/2015	<b>Outreach Visit - Kromrey Middle School (7th Grade)</b> : Demonstrator, Amy	265
6/8/2015	<b>Tweeting: An Introduction to Twitter</b> : Demonstrator, Amanda Brzeszkiewicz	12
6/9/2015	<b>Toddler Storytime - Superheroes</b> : Demonstrator, Svetha & Dana (SLIS Practicum Student)	24
6/9/2015	<b>Toddler Storytime - Superhero</b> : Demonstrator, Svetha & Dana (SLIS Practicum Student)	21
6/10/2015	<b>Wills, Trusts, and Leaving a Legacy</b> : Demonstrator, Panelists	40
6/10/2015	<b>All Ages Storytime: Bedtime</b> : Demonstrator, Amanda	17
6/10/2015	<b>All Ages Storytime: Bedtime</b> : Demonstrator, Amanda	28
6/11/2015	<b>Teen Techno Minutes</b> : Demonstrator, Sam, RL	2
6/11/2015	<b>Tech Thursday: Stop Motion Movies and Movie Creation</b> : Demonstrator, Brian Miles	16
6/11/2015	<b>Stacking and Blocking</b> : Demonstrator, Dimension IV	18
6/11/2015	<b>Baby &amp; Tiny Tots Storytime</b> : Demonstrator, Svetha	24
6/11/2015	<b>Baby &amp; Tiny Tots Storytime</b> : Demonstrator, Svetha	24
6/11/2015	<b>The Joy of Homebrewing</b> : Demonstrator, Ryan Browne from the Wine & Hop Shop	14
6/11/2015	<b>Tech Thursdays - Tech on the Go</b> : Demonstrator, Brian Miles, eval by RL	14

		
6/12/2015	<b>Duke Otherwise</b> : Demonstrator, Noah Reimer	49
6/12/2015	<b>Bilingual Spanish-English Storytime</b> : Demonstrator, Katy Shannon	22
6/13/2015	<b>Outreach Visit - Middleton Outreach Ministry (M.O.M.)</b> : Demonstrator, Amy & Travis	35
6/15/2015	<b>Family Yoga</b> : Demonstrator, Jamie Gepner	44
6/16/2015	<b>Teen Tie Dye</b> : Demonstrator, Rebecca V. 	21
6/16/2015	<b>Outreach Visit - Middleton Outreach Ministry (M.O.M.)</b> : Demonstrator, Amy & Brendan	44
6/17/2015	<b>All Ages Storytime: Monkeys</b> : Demonstrator, Amanda	22
6/17/2015	<b>All Ages Storytime: Monkeys</b> : Demonstrator, Amanda	19
6/17/2015	<b>Outreach Visit - La Petite Fourier Summer Camp</b> : Demonstrator, Amy	30
6/17/2015	<b>Community Hero: Meet a Firefighter</b> : Demonstrator, Middleton Firefighters (Brad Subera)	30

		
6/17/2015	<b><a href="#">Techno Minutes</a></b> : Demonstrator, Amanda Brzeszkiewicz	1
6/17/2015	<b><a href="#">Techno Minutes</a></b> : Demonstrator, Amanda Brzeszkiewicz	1
6/18/2015	<b><a href="#">Baby &amp; Tiny Tots Storytime</a></b> : Demonstrator, Svetha	23
6/18/2015	<b><a href="#">Baby &amp; Tiny Tots Storytime</a></b> : Demonstrator, Svetha	16
6/18/2015	<b><a href="#">Outreach Event - Splash Pad</a></b> : Demonstrator, Amy & Lisa Figge	
6/18/2015		79
6/18/2015	<b><a href="#">Garfield Fans Unite!</a></b> : Demonstrator, Amanda	44
6/18/2015	<b><a href="#">Adult Book Discussion</a></b> : Demonstrator, Jenny Carr	19
6/18/2015	<b><a href="#">Jaime Guiscafré: Spanish and Classical Guitar</a></b> : Demonstrator, Jaime Guiscafré	95
6/19/2015	<b><a href="#">Bilingual Spanish-English Storytime</a></b> : Demonstrator, Katy Shannon	29
6/19/2015	<b><a href="#">Movie Matinee - Big Hero 6</a></b> : Demonstrator, Svetha	44
6/20/2015	<b><a href="#">Krafty Kids: Pirates</a></b> : Demonstrator, Kathy R.	72

		
6/20/2015	<a href="#">Beestock</a> : Demonstrator, MadCity Film organizers	75
6/22/2015	<a href="#">Musical Mondays</a> : Demonstrator, Carolyn Cantrell	44
6/22/2015	<a href="#">Outreach Visit - Gio's Garden</a> : Demonstrator, Amy	5
6/22/2015	<a href="#">Bug Out! Insects Up Close</a> : Demonstrator, UW Department of Entomology	59
6/22/2015	<a href="#">Arts and MineCRAFTS</a> : Demonstrator, Amanda	34
6/23/2015	<a href="#">Connecting Professionally with LinkedIn</a> : Demonstrator, Amanda Brzeszkiewicz	6
6/23/2015	<a href="#">Toddler storytime - Summer</a> : Demonstrator, Svetha and Dana (practicum student)	19
6/23/2015	<a href="#">Toddler storytime - Summer</a> : Demonstrator, Svetha and Dana (practicum student)	26
6/24/2015	<a href="#">All Ages Storytime: Construction Vehicles</a> : Demonstrator, Amanda	18
6/24/2015	<a href="#">Techno Minutes</a> : Demonstrator, Amanda Brzeszkiewicz	1
6/24/2015	<a href="#">Techno Minutes</a> : Demonstrator, Amanda Brzeszkiewicz	1
6/24/2015	<a href="#">Seed Saving 101</a> : Demonstrator, Christy Marsden	20
6/24/2015	<a href="#">All Ages Storytime: Construction Vehicles</a> : Demonstrator, Amanda	15
6/24/2015	<a href="#">Outreach Visit - Arbor Lakes Apartments</a> : Demonstrator, Amy	7
6/25/2015	<a href="#">Baby &amp; Tiny Tots Storytime</a> : Demonstrator, Svetha	26
6/25/2015	<a href="#">Baby &amp; Tiny Tots Storytime</a> : Demonstrator, Svetha	32
6/25/2015	<a href="#">Mock the Movie: Twilight</a> : Demonstrator, Rebecca V.	18
6/26/2015	<a href="#">Ice Cream &amp; Cake Making for Teens</a> : Demonstrator, Sally	12
6/27/2015	<a href="#">Bilingual Spanish-English Storytime</a> : Demonstrator, Katy Shannon	27
6/27/2015	<a href="#">Family Concert</a> : Demonstrator, David Landau	52

		
6/29/2015	<b>Heroes: Kids Who Saved the World</b> : Demonstrator, Bob Kann	33
6/30/2015	<b>Toddler storytime - Bugs</b> : Demonstrator, Dana (practicum student), Amanda and Rebecca (observed)	29
6/30/2015	<b>Toddler storytime - Bugs</b> : Demonstrator, Dana (practicum student), Amanda (observed)	33
6/30/2015	<b>DIY Corner - Summer Fun</b> (DIY) : Demonstrator, Sally	46
<b>Number of Programs / Total Attendance</b>		
	Children's	42 / 2186
	Teens	7 / 500
	Adults	21 / 436
	<b>Grand Total</b>	<b>70 / 3122</b>
	DIY/Passive Program Total	1 / 46

### 3. STAFF DEVELOPMENT: MEETINGS AND CONTINUING EDUCATION

Date	Department	Staff	Title
6/5/2015	Administration	Pamela	<a href="#">Library Development &amp; Legislation Committee</a>
6/18/2015	Other/All	Sarah H., Svetha, Jenny C.	<a href="#">collectionHQ Site Visit</a>

### 4. LIBRARY EXHIBITS

**Exhibit Case  
&  
Art Railing**

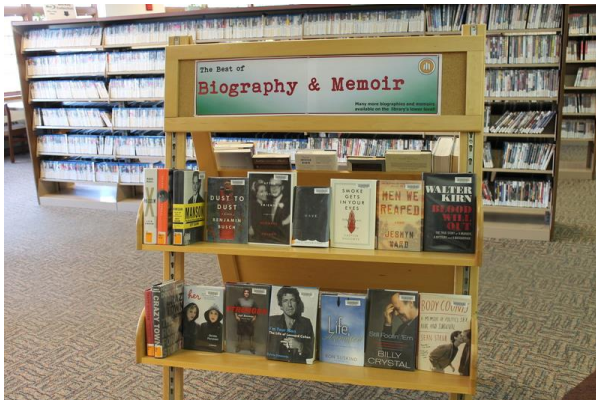


**Summer Reading Program Promotion  
By Library Staff**



**Artist: Linda Markwardt**

**Displays**



**On the average day in June 2015 at the**

**Middleton Public Library...**

**1,237 visitors**



**412 library computers sessions for 397 hours**



**278 WIFI connections**

**2.7 programs with 120 attendees**



**2,578 items were checked out with 1,250 as self-checkouts**



**2 public faxes with 5.5 pages**



**8 new library cards issued**



**754 Middleton items were sent to other LINKcat libraries**

**738 items from other LINKcat libraries were loaned by Middleton patrons**

During the month of June 2015, we held two public sessions as part of the Building

Feasibility Study and Space Needs Assessment: A visual listening session in the library stacks and a Stacking and Blocking Session in the City Council Chambers. I also collected input from library patrons via emails and in-person and interviewed Penni Klein (Public Lands) and Jill Krantz (Senior Center).

Media Maker Lab staff training on the video editing software was offered and well-attended.

As WLA Board Vice President/President Elect, I had several meetings: Library Legislative Committee, Legislative Lobbyist Evaluation Taskforce and a regular business meeting. We created and distributed a survey to the membership related to WLA's role in legislative activities, which will help as we plan for future communication to the membership and event planning. A time commitment, for sure, but a growing and learning experience well worth the investment.

## **6. LIBRARIANS' REPORTS**

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

The 9 public access stations outside of the computer lab on the lower level have been replaced with the same PC type and configuration as the new PCs in the lab; except the lack of a touchscreen. They do have "hand-me-down" 19 inch monitors, replacing 17" ones. These stations were formerly thin-clients, connecting to a desktop environment on our PAC server. This move frees up resources on the server, so it can later host the express stations and a future email server.

The aged Tween Game PC was replaced with a similar PC setup as the row of other Children's PCs in that area. It has the same software installed as the others, along with some games targeted for older children. Two older notebook PCs were re-fit for the staff at the Help Desk, to aid when there are two staff members at the desk during the busy Summer Reading Program.

9 new tablet PCs were also set up and added to our pool of circulating tablets. They have an updated software image, including more kid-friendly games and Skype; along with the ebook,

magazine, news, and other entertainment software.

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

In June, Svetha was offered a position as Library Director at Sun Prairie Public Library and we held a number of meetings to discuss how we could best distribute the hours in Youth Services.

I worked on organizing staff to cover Children's programs and the summer Help Desk schedule and am grateful to everyone on our YS team for quickly offering to cover so many extra desk hours and programs. I also worked on preparing for the Children's programs I will be covering, the upcoming Teen programs, supervised the subs until Amy officially starts in July, and started working with Dana, our practicum student. (Dana did a great job with her first solo storytime!)

For programming this month, we borrowed 7 iPads from SCLS this month in anticipation of our Comic Book Making program and I worked on downloading the Comic Life app from our account to each of them and our own iPads, and testing the capabilities. The Tie Dye program was popular this year—perhaps because in part because it was such a nice day after 3 days of rainy weather. The Mock the Movie program required a learning curve for the software, and I was grateful for Patrick's help in setting things up—the teens really enjoyed texting funny comments to the screen! Sally worked hard on preparing for her Cake & Ice Cream Making program for teens which was very popular and Kathy had a huge turnout for her Krafty Kids: Pirates program. Kathy also trained with me on learning Power Point this month to assist with lobby slides.

Summer Reading Program Registration has been going very well—we have over 200 registered for the Teen program, over 500 in Childrens, and over 500 in Tweens. Amy and I visited in the High School in early June—she set up in the LMC and I set up in the Lunchroom. Although many were shy, the button-maker drew some over, and quite a few former and current volunteers stopped by the table to hear about our summer programs.

Earlier this month, I continued the Teen Non-Fiction weeding, trained two new teen volunteers, and updated our Teen website links. I attended a portion of the CVMIC workshop on Coaching

Employees, and attended the Stacking and Blocking Workshop to brainstorm ways of reconfiguring library space.

Displays: Heroes, Secrets Unmasked, They Did What? History that didn't make your textbooks, Smooth Sailing: audiobooks for summer road trips.

**Sarah Hartman, Head of Technical Services**

June started with our Color Your Cares Away: Coloring for Adults program, which Rebecca Light and I co-hosted as one of our regular series of adult craft programs. Coloring to promote creativity and ease stress is a very popular activity right now, and coloring books for adults are hitting the best-seller lists. Our program was well-attended and well-received, and we have plans to offer coloring books and markers for in-library use next month.

We added just over 2,000 items this month, representing an increase of 385 items added as compared to last month. This is the fourth month of 2015 during which we added over 2,000 items. We began receiving DVDs for the new Serendipity DVD collection, so I created new linking and processing documentation for that. I also revised existing documentation for the children's graphic novels to reflect that we are now separating the new books from the general collection. In addition, my department prepared 34 new children's Playaway Launchpad tablets for circulation.

Jason Boak and I hired a new Page II for Technical Services, Jennie Vosen, previously a Page II for Circulation, who will be a great addition to our team. She has started training with Kathy Hutchison. Jim Ramsey and I also screened and interviewed for an open Page II for Reference position. I did the initial training of our top pick, Jenny Sessions, and am confident that she will also be a great addition to our team.

I participated in two workshops related to the Building Feasibility Study. The stacking and blocking workshop and the visual listening session were both very interesting and valuable to attend. It is great to see everything coming together. Also this month, I hosted our collectionHQ representative for her site visit, which follows the completion of three training

webinars. Norene spent a morning here learning about our library and answering questions about the collectionHQ product.

**Jim Ramsey, Head of Adult Services**

Every month seems like it flies by quickly, but for one reason or another June seemed especially brief this year. We had a busy month of adult programming that included our first-ever homebrewing workshop, an “adult coloring session,” a pair of technology classes on Twitter and LinkedIn, and a musical performance that drew almost 100 attendees. July and August tend to be slower months for adult programming, but we always pick up the pace after Labor Day.

We held the first two sessions in our series of #TechThursdays classes for adults this month, including a class on mobile devices and one on Google applications. Brian Miles, a technology instructor with the school district, has graciously offered his time to teach these classes, and they’ve proven very popular. Due to scheduling and space constraints, the classes this summer will be held in the computer lab, but I would like to bring Brian back to the library later this year or in early 2016 to teach some larger-capacity classes in the Archer Rooms.

We also launched our annual Adult Summer Reading Program this month. As in past years, we ask participants to read 40 hours and document their progress on a reading log. Returning the completed reading log gets them entered in a drawing at the end of the summer. So far, we’ve given out more reading logs this year than any of the previous summers—almost 150, by my last count.

I completed a weeding project in the Dewey Decimal range 600-619 (Medicine, Nutrition, and Health) this month. According to our circulation statistics, books from this range consistently rank among the top subject areas for adult non-fiction checked out by our patrons, so it’s important to constantly add new titles and delete older, out-of-date titles. Because the field of medicine is always changing, books about health have a notoriously short shelf-life (A librarian rule-of-thumb holds that a medical book is outdated after 5 years, but it varies from topic to

topic). I didn't have much time to devote to non-fiction weeding in the first half of 2015, so I'm hoping to accomplish more later this year.

Jenny Carr planned and hosted a Seed Saving workshop on June 24th which served as a capstone of sorts to our Seed Library project. This was the first time our library attempted a seed lending library, and thanks to Jenny's hard work, it was a huge success. As I reported last month, over 400 seed packets have been checked out. It will be interesting to see how many packets are returned at harvest time, but regardless, the program was a worthwhile one that we will almost certainly continue next year.

We welcomed a new staff member to our reference team this month: Jenny Sessions, a recent SLIS graduate, started training as our newest Page II at the end of June. Jenny grew up coming to the Middleton Public Library and worked here as a Page I after graduating college. She will work two weekly shifts at the reference desk in addition to covering shifts as needed.

**Brendan Faherty, Head of Circulation**

June arrived, and with it, the Summer Reading Program. With kids out of school, the Circulation Department has seen our usual increase in activity throughout the month. Self-checkout numbers remain fairly steady, hovering around 60% of our total circulation. Of course, with the sizable increase in overall circulation, the raw self-check numbers have increased as well. And circulation staff has been busy as well—the week of June 7-13 saw our total circulation reach 16,827 items. That total represents the largest single week in nearly two years, which is all the more impressive considering kids were still in school for half of that week. Kudos to all the Circulation staff working so hard to get patrons' items checked out quickly!

After interviewing several worthy candidates for our two open Page II-Circulation positions, I am pleased to announce the former Page I's Lori Esenther and Tiffany Reichard have been promoted to the Front Desk. Both have started their training and are progressing rapidly. We are excited to have such excellent internal candidates to keep in the organization. In addition, being back to a full staff at the Circulation Desk helps with our flexibility to cover staff vacations

and schedule changes as we head in to the fall.

Of course, moving Lori and Tiffany out to the service desk creates a void in the back room, so Barbara Henderson has been interviewing potential Page I's and expects to make a decision in the next week or so. With luck, our new Page Is will continue our long tradition of excellence and promotion through the ranks here at the library.

The CD of the Month Club continues to be popular with members, and we are up to 31 patrons. Feedback continues to be positive and informative.

Planning continues for the annual WLA Conference in Middleton this fall. We are currently fitting all the programs into the time grid and figuring out which rooms at the Marriott will host which programs, based on audience size and demand.

Our promotional display this month ties in with the Summer Reading Program, as we are asking patrons who their favorite Superheroes are. So far, Batman seems to be the most popular, though 'mom' and 'dad' are getting quite a few votes as well. The monthly Literary Birthday Bookmarks continue to be popular with patrons, as well as the selection of titles by those authors.

Finally, June saw the debut of our new Serendipity DVD Collection. So far, we have 54 copies of extremely popular current releases, ranging from *Big Hero 6* and *Paddington* to the 4<sup>th</sup> season of *Game of Thrones*. The new collection has proved as popular as expected, with no more than two or three DVDs sitting on the shelf at any given time. Hopefully, as we continue to bulk up this collection, we will be able to provide an even better selection and library experience for our patrons.

**Amanda Struckmeyer, Youth Services Librarian**

In June, our Summer Reading Program began, and we hit the ground running! We're offering a phenomenal slate of programs for all ages this summer, and patrons are really excited to be at

the library. Our Summer Reading Program consists of two parts: events (library programs), and reading incentive programs, which are offered for all age groups. Our reading incentive sign-up is going really well; our staffing structure this summer has yielded a smooth registration process for this very popular program. In terms of events, we've had enthusiastic attendance and positive feedback on all of our events so far. I hosted an all-ages birthday party for Garfield the cat (complete with lasagna!) and a Minecraft-themed arts and crafts evening program. The University of Wisconsin-Madison Department of Entomology's Insect Ambassadors group offered a hands-on, informative presentation for young insect lovers. Brian Miles presented Tech Thursdays for 'tweens, which have been very popular and well-received. Our summer storytime session began in June; I am hosting Wednesday all-ages storytimes. This month's storytime themes included construction vehicles, sheep, and monkeys.

This month's collection development was focused on hardcover juvenile fiction, H-P. Collection HQ reports were very helpful in this process! It's nice to see some spaces opening up on our shelves, and I know our shelveers appreciate it, too. Having space on our shelves also allows for easier browsing, and it makes face-out displays possible; face-out displays are a great way to encourage patrons to check out materials!

I continued working on creating Discovery Kits for all ages (geared toward 'tween through adult audiences). These will include musical instruments, cooking tools, art projects, and more. Sarah Hartman and I met to discuss the best way to catalog and package the kits, and I worked with Jason Boak on the logistics of purchasing the materials.

Sarah Hartman and I also worked together to begin including graphic novels in the Juvenile New Books display. I think this will bring extra attention to this unique collection. We have many graphic novel enthusiasts in the community, and having a specific location for our new graphic novels will make browsing more efficient.

I attended the American Library Association's annual conference in San Francisco, California, where I met with ALSC's Services to Special Populations and Their Caregivers committee, attended a variety of rich programs, explored the exhibit hall, and learned about new books on

the horizon.

I assisted with promotion for the Beestock event, and with the promotion of our well-wishing scrapbook and open house for Svetha Hetzler. I continued to serve as the library staff's liaison to the *Middleton Times-Tribune*. I participated in the SCLS Mock Caldecott title suggestion cycle, and in the SCLP Summer Reading Program for library staff. This program introduces a different online resource each week. It's a great way to explore some of our resources in a guided, in-depth manner. So far, we've looked at Ancestry Library, NoveList, and EBSCOhost. I'm looking forward to learning more and exploring additional resources!

**Amy Perry, Outreach Services Librarian**

## **7. AGENDA OVERVIEW**

### **Report from Dimension IV:**

- **Collection Needs and Space Needs Assessments**
- **Results of the Stacking and Blocking**
- **Results of the visual listening**

### **Facility Objectives integrated at Strategic Plans 2015-18: (action item)**

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## **Overview of 2015-2018**

### **Goals & Objectives**

**Goal area 1: General library operations.** The library provides area residents with optimum access to its services and programs by anticipating and meeting the diverse library needs of the community and providing a highly qualified staff.

Objective 1: Continue improvements in customer service.

Objective 2: Create a greater sense of inclusion and sense of community spirit

Objective 3: Integrate food and beverage offerings

Objective 4: Retain our great staff

Objective 5: Be able to recruit and retain great future staff members

Objective 6: Provide effective training and development

**Goal area 2: Access to materials and information.** The library affords area residents of all ages ready access to a broad collection of materials in a variety of media that record our knowledge, ideas, and culture, offers guidance and encouragement in their use, and provides access to reliable and easily available sources of information and reference.

Objective 1: Continue improvements to programming and the collection

Objective 2: Enhance lifelong learning and literacy opportunities

Objective 3: Engage all of our citizens in diverse offerings

**Goal area 3: Technology.** The library offers broad access and service through emerging electronic resources and provides formal and informal instruction in their use. The library uses technology to increase efficiencies and optimize the delivery of services to the public.

Objective 1: Integrate flexibility for rapidly changing technological advances

Objective 2: Provide for rapid digital and online expansion

Objective 3: Leverage technology for greater staff productivity

Objective 4: Increase technology offerings for patrons, including interactive displays

Objective 5: Expand data security, reliability and privacy

Objective 6: Provide enhanced technology training programs

Objective 7: Accommodate live feed broadcasting

**Goal area 4: Facility Needs.** The library facility offers optimum use of space and furnishings to provide convenient location, a pleasant atmosphere, easy and safe access, adequate space and efficient quality services.

Objective 1: Convenient location and pleasant atmosphere

a. Maintain “ideal” presence downtown

- b. Facilitate a welcoming, safe and inviting “feel”
- c. Integrate defined noise-level appropriate library facilities
- d. Fully integrate natural light with artificial illumination

Objective 2: Provide enhanced accessibility: easy and safe access

- a. Enhance biking and walkability
- b. Provide adequate parking
- c. Improve patron flow and workflow throughout the facilities and outdoor spaces
- d. Integrate a drive-up bookdrop into the RFID sorting system
- e. Provide appropriate sightlines for the collection, computers, etc.
- f. Enhance facility-related staff productivity and efficiency

Objective 3: Efficient quality services

- a. Provide more flexible studio/creation spaces
- b. Maintain long-term expansion opportunities
- c. Facilitate more large group meeting and study rooms
- d. Facilitate more enhanced creative programming space
- e. Provide enhanced Friends’ services and space needs
- f. Integrate local history services and space needs
- g. Integrate community kitchen facilities
- h. Provide enhanced spaces for children, tweens and teens
- i. Provide appropriate staff work space

**Goal area 5: Programming and Community Relations.** The library offers programming for all ages on a broad spectrum of topics including cultural events and public instruction. The library develops partnerships with school libraries, businesses, civic groups, volunteers, and other organizations to meet the developmental needs (social, intellectual and recreational) of its users, to enhance its visibility and to strengthen its leadership role in providing information access and delivery to the community.

Objective 1: Define and integrate “community center” components

Objective 2: Offer learning opportunities that support a wide array of learning styles

Objective 3: Provide enhanced performance-type functions

Objective 4: Enhance wellness, nutrition, and educational offerings

Objective 5: Accommodate current and future service and program partnering

Objective 6: Enhance and fully integrate volunteerism

**Goal area 6: Sustainability.** The library embraces and recognizes environmental management as an important component to the operations of the library. The library strive to encourage and promote sustainable development and environmental stewardship.

Objective 1: Establish sustainability goals and meet or exceed them

Objective 2: Reduce energy usage

Objective 3: Provide interactive energy-usage demonstration displays

**Goal area 7: Finances.** The Middleton Public Library Board of Trustees believes the library plays an essential role in the quality of life of our citizens and is an important function; and that the library should be supported through public funding. Therefore, revenue should only be used to fund optional additional services or new, start-up services.

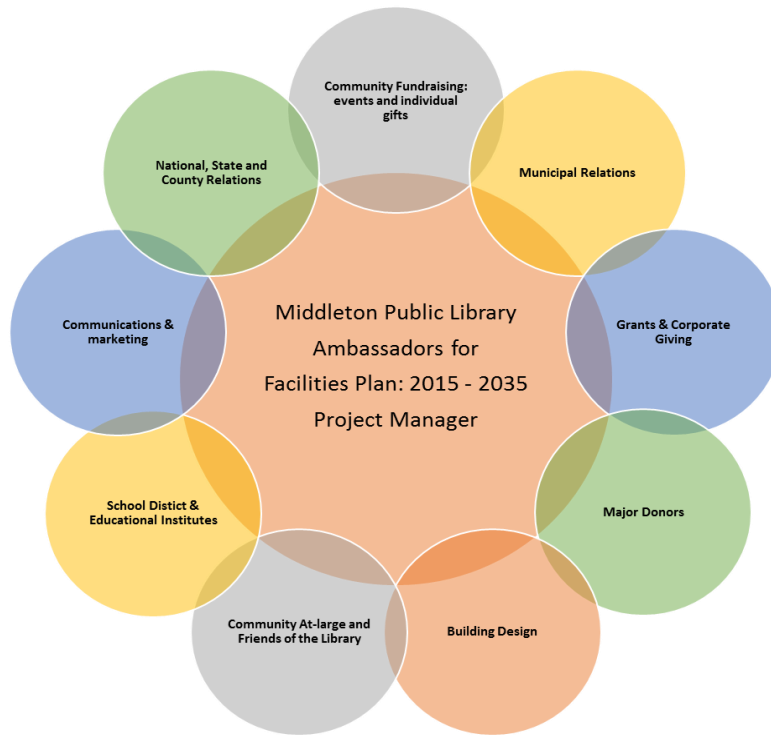
Objective 1: Increase fund raising via gifts and grants

Objective 2: Define and implement effective cost management

Objective 3: Increase revenue sources through space offerings.

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**Review Building Feasibility Community Taskforce Model, as presented at the May meeting:**



**2016 Budget Library Departmental Budget Requests**

Capital Outlay Improvement (CPI) request, as discussed last month:

Library Capital Improvement: 2015 - 2019 Project Title	Total Project Cost	Priority
Replace Carpet	65,000	1

**Operating Budget: Appendix A**

**Staffing requests:** separate documents included in your packet

**Personnel Committee Recommendations:** Proposed update to Director’s position description and Goal setting for coming year (action item)

Appendix A: Operating Budget: Highlighted cells indicate changes to last month’s version								
MIDDLETON PUBLIC LIBRARY OPERATING BUDGET							End of May	Proposed

Account Name	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2015	Budget 2016
OFFICE SUPPLIES	28,096	34,871	26,575	24,820	29,700	12,570	24,820	24,820
BOOKS	145,103	151,486	158,623	148,306	172,923	71,540	158,306	158,306
PERIODICALS	19,564	18,281	18,316	17,565	17,413	82	18,000	18,000
AUDIO	84,454	91,408	81,910	61,200	81,417	31,336	81,200	81,200
POSTAGE	751	1,310	710	791	198	112	791	791
ADVERTISING & PRINTING	829	1,586	794	2,165	3,613	758	2,165	2,165
TELEPHONE	9,340	10,025	10,420	10,520	9,293	4,573	10,500	10,000
LINK SERVICES	74,344	74,147	74,205	74,196	78,523	71,927	74,196	74,196
OUTSIDE SERVICES	-	2,986	-	40	759	-	-	-
ELECTRONIC RESOURCES	4,383	7,732	15,468	24,572	29,568	38,793	34,572	38,793
BUILDING MAINTENANCE	61,659	51,965	56,888	67,784	61,638	19,299	60,982	60,982
EQUIPMENT MAINTENANCE	29,808	28,661	32,359	37,026	41,897	16,923	46,000	46,000
COPIER LEASE/MAINTENANCE	-	19,385	19,366	10,466	9,096	4,679	10,466	10,000
MILEAGE	440	814	1,491	2,834	1,720	411	2,000	2,000
UTILITIES	47,440	47,477	50,788	53,438	52,358	20,465	53,700	52,358
PROGRAMMING	-	-	-	444	400	-	-	-
TRAINING & DEVELOPMENT	4,360	9,803	8,836	11,521	9,282	2,253	10,000	10,000
SALES TAX - PD.	60	-	-	-	-	-	-	-
CAPITAL OUTLAY	-	1,509	29,675	6,923	19,277	*22,785	6,923	6,923
TRANSFER OUT	-	-	2,700	-	-	-	-	-
<b>TOTAL</b>	<b>\$510,631</b>	<b>\$553,446</b>	<b>\$589,124</b>	<b>\$554,611</b>	<b>\$619,074</b>	<b>\$318,507</b>	<b>\$594,621</b>	<b>\$596,535</b>

*\*In June, this was reassigned to 204 accounts (building feasibility study)*