

# Stoughton Public Library

## Annual Report 2007



"The rung of a ladder was never meant to rest upon, but only to hold a man's foot long enough to enable him to put the other somewhat higher."

--Thomas Henry Huxley

I hope that no one can say that the Stoughton Public Library is "resting" and not attempting to rise to the next rung.

As you read the following reports and review the accompanying statistics, I think you will agree that the Stoughton Public Library continues to grow and expand our services to the community. However, this growth presents some challenges.

Over the past three years, we have been discussing how our space is no longer adequate for the services offered and the current population of Stoughton. Circulation, particularly use of the audiovisual collections, has increased 16 % in the last 5 years. We have increased the number of adult and youth programs by 43% in the last five years, due to increased demand by the community. All of these service increases have put a strain on the existing building. More circulation requires more room to handle the volume of incoming and outgoing reserve materials. More programming means our meeting room has increased use and sometimes prevents the public from using it for their meetings.

To help us respond to these challenges and to plan for the future, the Library Board engaged the services of Engberg Anderson Design Partnership to conduct a space needs study. This study looked at the space required for current service needs and for service needs in the next 25 years. During the spring of 2007, George Lawson interviewed Board members and staff, and held public forums to determine the future needs of the library.

The result of the study wasn't a surprise to those who work in this building. We are undersized for our current services and use. What we were surprised at was how much undersized this building was. Using nationally accepted design criteria, Mr. Lawson reported that our current building is 11,000 – 12,000 sq ft smaller than what would be expected for our population size and services offered. Projected future needs will require a building of almost 45,000 sq ft.

Faced with these challenges, the Library Board has developed a capital improvement plan that will work toward the future expansion of the library. To address some near-term issues, several necessary remodeling projects are planned for over the next several years. The remodeling projects will help us maximize our existing space and will deal with issues concerning aging carpet, furnishings and shelving.

The staff and the Library Board are looking forward to these next rungs on the ladder of progress. Your comments on these changes are always welcome and we hope you like what you see happening.

Patricia A. Chevis  
Director

## Adult Services Annual Report 2007

The Adult and Young Adult Services Department saw high use of library services, materials, and programs throughout the 2007 year. Staff members of the Adult Services Team are available during every hour the library is open to assist patrons throughout the Mezzanine and Second Floor of the library with reference questions, technology assistance, readers advisory recommendations, local history inquiries, inter system loan, obtaining library cards, and much, much more. In addition to in-person library assistance, the Adult Service staff field questions and provide assistance at the Reference Desk via telephone, e-mail, and IM (instant message).

Adult library programs continued to be well attended in 2007. The Adult Services staff offered fiction and nonfiction book discussions for adults from January through November. Programs for young adults, ages 12-18, were held in the spring and fall. The popular annual Young Adult Summer Library Program returned during June, July, and August with 50 teens reading a total of 579 books!

Overdrive, a database added to the library's on-line collection in 2006, saw much interest from patrons in 2007. Overdrive allows patrons to download and listen to digital audio books at home onto a computer and certain mp3 players. A new on-line collection addition in 2007 was the database NoveList. NoveList contains fiction reviews, book discussion guides, read-alike lists, and more. This database is a resource for all ages - in fact 30% of the database is devoted to Children's books, 63% to Adult fiction and the balance is young adult. Parameters of the LibraryOnline time management software for all library computers was revised to better allocate computer access for library patrons ages 5 and up. Library networked computers were upgraded to the XP platform, complete with USB drives and headphones. Wireless internet access is available on the Mezzanine for personal wireless enabled devices.

Three displays, one on the Mezzanine and two on the 2<sup>nd</sup> floor, highlight library programs as well as the wide variety of library materials with themes changing bi-weekly. 6 library-wide display themes were coordinated between the Adult, Young Adult, and Children's areas of the library. Ongoing marketing of currently available materials continues from display areas to the popular "new" young adult and adult collection areas. The Adult Services Team continued to complete collection assessment and development of adult nonfiction books, adult DVDs and videocassettes, audiobooks, music CDs, large print and young adult collections. A major collection shifting project of the nonfiction area is underway, with the goal of best spacing library materials to alleviate the crowding in some areas. Library collections throughout the Mezzanine and Second Floor are increasingly tightly honed and well utilized.

Jaime Vachè  
Public Services Librarian

Children's Services  
Annual Report 2007

The Children's Department has been busy this year.

We've determined the final plan for the redesign and are excited to begin. Anticipation is always the best part of a project like this, right?

Once again our Summer Library Program was fun with the mystery theme of "Get a Clue @ Your Library." We had lots of Nancy Drews and Sherlock Holmes out there and the top reader read almost 200 hours! It was the first time we had a presence in the Syttende Mai Parade on Saturday, so perhaps that stirred more interest.

Our Mother Goose Storytimes for babies and toddlers solidified this year with regular attendance and increasing numbers of participants. This program serves as a model to parents for reading and speaking to their children in ways that promote proper brain development for pre-reading and language skills. It is also intended to provide a social experience for babies and toddlers, as well as their parents. Many parents new to town, with children of similar age, have met and formed playgroups and participated in other social activities. It's fun to see that community feeling form! We thank the Kiwanis for their ongoing financial help with this.

We also want to thank the Stoughton Optimists, for their support in beginning an after-school movie program for children between the ages of 9 and 12. It is still a wobbly undertaking, with few participants, but we are certain it will firm up as we learn how to make it more appealing to this age group. Every new endeavor goes through some growing pains, but we are learning.

Reflecting on 2007, I have to say-"It's been a very good year!"

Cathie Burns  
Children's Librarian

Fund 15 (unaudited)

	2007	2006
<b>Revenues</b>		
City of Stoughton	\$495,661.78	\$482,750.28
Dane County (operating and facility reimbursement)	\$189,990.00	\$190,446.00
South Central Library System		
SLP performer payment	\$0.00	\$0.00
SLP net lender payment	\$0.00	\$0.00
Green County (cross border payment)	\$298.00	\$315.00
Copier	\$3,686.25	\$3,838.63
Fines	\$23,937.13	\$22,612.60
Miscellaneous Donations	\$135.74	\$183.65
<b>Total</b>	<b>\$713,708.90</b>	<b>\$700,146.16</b>
<b>Expenditures</b>		
Personnel	\$525,337.50	\$499,816.21
Materials		
Print	\$46,454.94	\$48,422.23
Periodicals	\$7,103.88	\$7,186.73
Audiovisuals	\$15,558.84	\$14,106.24
LINK payments	\$42,990.93	\$42,798.88
Equipment replacement/repair	\$6,227.84	\$9,274.47
Utilities	\$26,490.31	\$23,393.80
Supplies	\$6,938.63	\$8,118.49
Insurance	\$0.00	\$0.00
Facility maintenance/supplies	\$15,636.52	\$14,062.88
Programming/dues	\$1,003.56	\$735.00
Training/travel/misc.	\$2,706.70	\$2,918.67
Capital improvements	\$14,202.09	\$24,724.31
Planning Dept Services	\$3,057.16	\$4,588.25
<b>Total</b>	<b>\$713,708.90</b>	<b>\$700,146.16</b>

Fund 17 (unaudited)

	2007	2006
Balance January 1, 2007	\$267,010.33	\$449,965.26
Revenues		
Friends	\$14,500.00	\$12,000.00
Gifts/Memorials	\$80,944.06	\$1,945.00
Grants	\$10,684.00	\$2,850.00
Interest	\$14,213.34	\$18,619.49
Miscellaneous	\$15.00	\$2,561.90
Total	\$120,356.40	\$37,976.39
Expenditures		
Friends- Materials	\$7,590.89	\$11,448.18
Furnishing/Equipment	\$514.07	\$91.57
Programming	\$1,415.96	\$2,332.04
Miscellaneous	\$0.00	\$0.00
Grant- Materials	\$2,144.44	\$2,764.46
Furnishing/Equipment	\$156.00	\$37.75
Programming	\$879.88	\$1,251.74
Training	\$902.00	
Gift/Memorials	\$2,034.99	\$1,970.99
Undesignated-Furnishings/Equipment	\$0.00	\$0.00
Programming	\$0.00	\$0.00
DirectorSearch/Retirement	\$0.00	\$774.94
Remodeling/Space Needs	\$68.50	\$343.39
Volunteer/DonorRecogn.	\$224.13	\$514.75
Training	\$326.26	\$242.69
Misc.	\$5,838.34	\$33.75
Refund/Bank Fees	-\$25.00	\$0.00
Building Fund	\$2,720.10	\$199,125.07
Total	\$24,790.56	\$220,931.32
Balance December 31, 2007	\$362,576.17	\$267,010.33

## Library Collection

	2007	2006	2005	2004	2003	%change 2006-07
<b>Items Added</b>						
Books	4044	4008	4300	4283	4724	0.90%
Periodicals	1880	1966	2010	2055	2084	-4.37%
Videos	6	6	40	168	296	0.00%
DVDs	658	895	699	569	396	-26.48%
Audiobooks	126	200	176	113	208	-37.00%
CDs	131	171	190	240	141	-23.39%
Software	53	17	0	10	19	211.76%
Other	56	5	4	34	20	1020.00%
<b>TOTAL</b>	<b>6954</b>	<b>7268</b>	<b>7419</b>	<b>7472</b>	<b>7888</b>	<b>-4.32%</b>
<b>Items Deleted</b>						
Books	3465	6429	4515	10572	17611	-46.10%
Periodicals	1825	2161	3111	1793	2800	-15.55%
Videos	556	832	536	665	568	-33.17%
DVDs	160	96	72	38	33	66.67%
Audiobooks	167	259	62	186	552	-35.52%
CDs	49	207	137	113	80	-76.33%
Software	4	202	101	48	28	-98.02%
Other	76	44	50	43	92	72.73%
<b>TOTAL</b>	<b>6302</b>	<b>10230</b>	<b>8584</b>	<b>13458</b>	<b>21764</b>	<b>-38.40%</b>
<b>Total Items Held</b>						
Books	58019	57564	59664	59790	66171	0.79%
Periodicals	3125	3003	3076	4134	4207	4.06%
Videos	3360	3907	4737	5263	5715	-14.00%
DVDs	3083	2548	1754	1127	605	21.00%
Audiobooks	1813	1804	1865	1769	1760	0.50%
CDs	1695	1630	1691	1651	1554	3.99%
Software	96	47	248	349	387	104.26%
Other	261	241	276	320	330	8.30%
<b>TOTAL</b>	<b>71452</b>	<b>70744</b>	<b>73311</b>	<b>74403</b>	<b>80729</b>	<b>1.00%</b>

## Library Statistics

	2007	2006	2005	2004	2003	%change
<b>Circulation by patron type</b>						
						2006-07
Adult	173,920	161,778	167,272	158,819	142,359	7.51%
Young Adult	10,839	10,628				1.99%
Juvenile	89,251	90,386	87,474	91,256	93,461	-1.26%
TOTAL	274,010	262,792	254,746	250,075	235,820	4.27%
Resident	170,045	162,940	157,939	153,039	145,871	4.36%
Nonresident	103,965	99,852	96,807	97,036	89,949	4.12%
Town of Dunkirk	21,548	21,155	19,374	21,094	20,274	1.86%
Town of Dunn	13,561	13,446	13,912	14,118	12,996	0.86%
Town of Pleasant Sprgs	30,261	29,217	27,431	27,439	24,739	3.57%
Town of Rutland	10,328	10,637	11,561	11,167	9,820	-2.90%
Other Dane Co	20,218	18,530	17,486	17,115	9,865	9.11%
System	1,622	1,375	1,384	1,407	1,160	17.96%
State	6,383	5,433	5,656	4,574	4,136	17.49%
Out-of-state	45	59	3	122	29	-23.73%
TOTAL	274,010	262,792	254,746	250,075	235,820	4.27%
<b>Circulation by media type</b>						
Books	148,873	146,857	138,834	142,082	135,678	1.37%
Periodicals	7,521	6,124	8,969	9,112	9,152	22.81%
Videos	24,661	29,771	40,852	46,903	51,618	-17.16%
DVDs	60,110	50,562	38,441	24,926	12,881	18.88%
Audiobooks	10,463	10,802	10,606	9,479	8,717	-3.14%
CDs	20,020	17,574	15,601	15,231	11,924	13.92%
Software	1,156	682	1,246	1,978	2,188	69.50%
Other	1,206	420	197	364	3,662	187.14%
Total	274,010	262,792	254,746	250,075	235,820	4.27%

## Library Statistics

Facility Use	2007	2006	2005	2004	2003	%change 2006-07
Meeting Room Use						
Carnegie Meeting Room	261	105	170	163	133	148.57%
Conference Room	536	343	178	139	NA	56.27%
Study Room	30	16	58	35	NA	87.50%
Public Computer Use	44772	48438	45006	16,993	13,048	-7.57%
Library Visits	165573	162733	159591	146,256	141,356	1.75%
Wireless	1994					

## Services

Reference questions answered	10582	9360	7930	8424	5304	13.06%
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## Programs

Childrens - number given	121	105	88	100	90	15.24%
Childrens - attendance	3153	3160	3027	3607	3153	-0.22%
Young Adult - number given	10	8				25.00%
Young Adult - attendance	117	171				-31.58%
Adult - number given	31	21	26	12	23	47.62%
Adult - attendance	339	483	701	275	563	-29.81%

## Kvamme Library Use

Genealogy Requests	NA	NA	NA	44	50	
Use of Materials *	NA	NA	NA	50	101	

\*Based on voluntary completion of survey

## Operations

Acquisitions						
Orders created	3572	4403	4098	4243	4125	-18.87%
Items received	4430	5393	4363	4281	4180	-17.86%
Cataloging						
BIB Activity	955	2195	1621	2916	4166	-56.49%
Holdings activity	11875	18402	15366	33322	34049	-35.47%
Serials						
Items received	2059	2118	2146	2198	2201	-2.79%

Library Board and Staff (as of December 31, 2007)

Board

President	Nancy Keeney
City Council Representative	Larry Weiss
County Representative	Judith Luschen
	George Craig
	Bill Cress
	Erlene Killeen
	Rebecca DuBey
	Pam Wilson
	Linda Muller

Staff		Hrs per Wk	Training Hrs
Director	Patricia Chevis	40	54.25
Adult Services	Jaime Vache	40	60.5
Childrens Services	Cathie Burns	40	24.5
Technical Services	Marilyn Granrud	40	16.5
Circulation Services	Sarah Bukrey	30	12
Library Assistant II	Diane Fossum	20	40.5
Library Assistant II	Amy Hynek	22	16.5
Library Assistant II	Jan Skube	20	10
Library Assistant I/II	Jane Groshan	40	8.5
Library Assistant I	Joyce Buckley	20	2.5
Library Assistant I	Amanda Grell	20	1.5
Library Assistant I	Beth Frankwick	20	0.5
Admin. Assistant	Debbie Myren	15	0
Shelver	Carol Hutcheson	15	0.5
Shelver	Wendy Jenson	9	0.5
Student Shelver	Rebecca Hanson	9	0
Student Shelver	Kayleen Hannigan	9	0
Student Shelver	Klare Solberg	9	0
Student Shelver	Anna Rodriquez	9	0
Custodian	Steve Groshan	25	0
Total FTEs		11.3	248.75

Staff participation in training

Director	54.25
Supervisors	113.5
Staff	81
Total	248.75

## Volunteers for 2007

Brush, Marcy	36
Kilen, Nancy	59
Koch, Susan	79
Maul, Mary	117
Novak, Carol	101
Odland, Rita	55
Potter, Mary Ann	104
Schlegel, Cynthia	12
Weitzel, Chris	67
Elders from Mormon Church	80
Total Adult Hours	710

### Student volunteers during SLP

Apel, Zoe	24
Boland, Lisa	20
Clerkin, Nick	14
Demuri, Rebecca	10
Fons, Sarah	21
Fossum, Jennifer	28
Griffin, Elisabeth	27
Groshan, Derek	70
Hedstrom, Kai	10
Heinrichs, MacKenzie	9
Hynek, Maddie	19
Lange, Alison,	11
Melland, Tim	30
Mellert, Colleen	18
Nebel, Max	44
Pasquelone, Laura	13
Schulz, Zach	18
Swenson, Kasey	7
Wentorf, Elizabeth	16

Total Student Hours 409

**TOTAL VOLUNTER HOURS 1119**