

MILTON PUBLIC LIBRARY
MILTON, WI 53563

BOARD OF TRUSTEES
September 24, 2014
7:00 p.m.

AGENDA

1. Call to order
2. Approval of Agenda
3. Approval of Minutes: August 27, 2014
4. Approval of Expenditures for September 2014
5. Director's Report
 - a. President's Report on ALS activities
6. New business:
 - a. Discussion and possible action: 2015 library closings
 - b. Expansion Update
7. General Items
8. Next meeting: Wednesday, October 22, at 7:00 p.m.
9. Motion to Adjourn

Adjournment.

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
AUGUST 27, 2014**

Call to Order: The meeting was called to order at 7:07 P.M. by President Bill Wilson. Present: Wilson, Rose Stricker, Jen Schuetz, Director Brooks, Anissa Welch. Absent: Annette Smith, Deb Dean, Tim Schigur. Guest: Lynda Clark

Approval of Agenda: Sticker moved approval of the Agenda, seconded by Schuetz. Motion approved unanimously.

Approval of Minutes: Welch moved approval of minutes of the meeting of July 23, 2014 meeting as distributed, seconded by Stricker. Motion approved unanimously.

Approval of Expenditures: Director Brooks offered brief comments regarding a few specific items such as an interpreter for book club meeting and indicating that most were routine. Acceptance of the expenditure report was moved by Schuetz and seconded by Stricker. The motion was approved unanimously.

Director's Report: The library teen program attendance increased 14% and door count increased 15%. The UW student intern successfully completed her 120 hours of practicum. The intern program worked out very well and we will likely get another placement next year.

Arrowhead Library System Report: ALS 2015 budget is looking good. The ribbon cutting ceremony was well attended including a DPI dignitary.

New Business:

- a. Discussion and action on 2015 Budget Recommendation: Stricker moved to recommend budget to Milton City Council and seconded by Schuetz. Passes unanimously.
- b. Discussion and action on Donation Policy moved by Welch and seconded by Stricker. Passes unanimously and document will be forwarded to Milton City Council for informational purposes.
- c. Discussion and action regarding lodging reimbursement for WLA Conference. Moved by Stricker and seconded by Welch for up to \$150. Passed unanimously.
- d. Expansion Update: Sept 9th will be a big fundraising committee meeting.

General Items: None

Adjournment: Welch moved and seconded by Schuetz. Passed unanimously.

Next Meeting: Wednesday, Sept. 24th, at 7:00 p.m.

Respectfully Submitted,
Anissa Welch

Library Expenditures
September 2014

Amazon Books, Audio Books and DVDs	\$ 1,881.80
Baker & Taylor Books	\$ 1,038.91
Crystal Computer Consulting Public PC Issues	\$ 525.00
Minuteman Press Library Logo Stamps	\$ 46.42
Shadow Fax Public Printer Repair	\$ 146.00
Visa ILL Postage + Office Supplies	\$ 186.43

DIRECTOR'S REPORT

HIGHLIGHTS & ACTIVITIES

I attended meetings with: ALS directors, city department heads, and campaign fundraising committees.

I also had budget meetings with Mayor Frazier and City Treasurer Dan Nelson, and I attended FMLA training with other city department heads.

MECAS has offered student volunteers again for this school year. Some students will volunteer weekly, while others will do monthly jobs (post library posters around town) and still others yearly (help set-up annual book sale). Ashlee gave all students a tour of the library.

We will be sponsoring our 6th annual coat drive this fall. It will run October 20 through November 30.

The Mystery Book Club met on September 17, led by Ethel Himmel. There were 10 in attendance.

STAFF

The library is offering two new adult classes this fall: Using Ancestry Library Edition and Fun and Easy Apps for Kindle and Tablets. Our typical classes have been more basic. We're looking to see if there's an interest beyond the fundamentals.

Here are our 2014 accomplishments as reported in our 2015 budget report to City Council:

- Innovative programs introduced: Spark Lab, Crazy 8's Math Club.
- Additional community partnerships formed with the Rock County Job Center and Second Harvest Foodbank.
- Summer Reading participation increased: almost 500 people registered (4% increase from 2013). Teen participation grew 14%. Summer library visits rose by 3%. 700 patrons visited the library on the opening day of Summer Reading – that's 100 more than last year.
- Introduced Spark Lab Mobile programming at Milton Youth Center.
- UW-Madison SLIS summer intern: student provided computer classes throughout library system.
- Additional school collaborations: Family Literacy Night at Milton West, 5th grade monthly book talk visits, 4K teacher programs, poetry breaks in April, Child Development screening, Pre K class visits, Milton Youth Coalition program.
- New subscription service offered: Mango Languages – free online language-learning service.
- New subscription service and genealogy classes offered: Ancestry Library Edition.
- Increased teen volunteer opportunities: Shelf Readers, teen bake sales, Little Owl/Wise Owl.
- Great postcard exchange: international teen program. Postcards from around U.S., New Zealand, China etc.

August Program Attendance

Date	Program	Adults Only	Young Adult	Children	Adults @ Kids' Event	Total
Storytime						
August 5				21	10	31
August 12				16	8	24
August 19				21	11	32
August 26				21	13	34
Childrens						
August 4 - 29	Family Reading Cards			24		24
Teen Programs						
August 1	Wired Afterhours		8			8
August 4- 29	reMARKable books checkouts		16			16
August 12	Tin Can Wind Chimes Stop-Motion Animation		8		2	10
August 18	Intro		8	1	2	11
August 19	ABC YA Book Club					0
August 20- 22	SMA Workshops		6	1	3	10
August 14	Owl Recognition Ceremony		14	12	11	37
August 26	Fantasy Football Live Draft			1	5	6
August 20	Mystery Book Club	9				9
Computer Classes						
August 2- 27	One-on-one Instruction	11				11
Proctoring						
August		2				2

UPCOMING

September 24 – Friends of the Milton Public Library Meeting

October 22 – Library Board meeting

November 26 - Library Board meeting

NEW BUSINESS

Proposal for Library Closings in 2015

The Fourth of July holiday falls on a Saturday in 2015. The City of Milton Employee Handbook states:

“A recognized holiday that falls on a Saturday will be observed on the preceding workday.”

I’m recommending we close on Friday, Saturday and Sunday, July 3rd, 4th and 5th. Closing on Friday would follow city policy and closing for the weekend gives our small staff the chance to enjoy time off for the holiday and any travel as well.

The rest of the days are the same as 2014.

New Year’s Day, Thursday, January 1
Good Friday, Friday, April 3
Saturday (Easter weekend), April 4
Easter Sunday, April 5
Saturday (Memorial Day weekend), May 23
Sunday (Memorial Day weekend), May 24
Memorial Day, Monday, May 25
Friday (Fourth of July weekend), July 3
Fourth of July, Saturday, July 4
Sunday (Fourth of July weekend), July 5
Saturday (Labor Day weekend), September 5
Sunday (Labor Day weekend), September 6
Labor Day, Monday, September 7
Thanksgiving Eve, Wednesday, November 25, open 10-5
Thanksgiving, Thursday, November 26
Day after Thanksgiving, Friday, November 27
Christmas Eve, Thursday December 24,
Christmas, Friday, December 25
New Year’s Eve, Thursday, December 31, open 10-1