

MILTON PUBLIC LIBRARY
MILTON, WI 53563

BOARD OF TRUSTEES
September 28, 2016
7:00 p.m.

AGENDA

1. Call to order.
2. Approval of Agenda.
3. Approval of Minutes: August 24, 2016.
4. Approval of Expenditures for September 2016.
5. Director's Report
 - a. President's Report on ALS activities.
6. New business:
 - a. Expansion and Fundraising Update.
 - b. 2017 Preliminary Budget
7. General Items
8. Next meeting: To be determined.
9. Motion to Adjourn

Adjournment.

***Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the Library Director's office at 868-7462, 430 E. High Street., Milton, WI 53563.*

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES**

August 23, 2016

Call to Order: The meeting was called to order at 5:33 p.m. by Vice President Annette Smith. Present: Smith, Linda Clark, Rose Stricker, Deb Dean, Jen Schuetz, Tim Schigur and Director Brooks. Absent: Bill Wilson. Guest in Attendance: Erin Swope

Approval of Agenda: Clark moved approval of the amended agenda, seconded by Schuetz. Motion approved unanimously.

Approval of Minutes: Schigur moved approval of the minutes of the meeting of July 27, 2016 meeting as distributed, seconded by Clark. Motion approved unanimously.

Approval of Expenditures: Brooks noted routine expenditures this month; Clark moved to approve expenditures; Schigur seconded: motion approved unanimously.

Director's Report: Brooks reported another successful summer reading program; didn't lose a lot of families due to the construction; numbers are consistent with past years attendance. Brooks was asked to be on the Ethics Committee for the City. The MPL has found sponsors for book bike trailer. A big thank you to Jon Cruzan and Kris Koeffler for sponsoring the trailer, and the Trek Bike to pull the trailer will be donated by Michael's Cycles. Thank you to all.

Arrowhead Library System Report: No report as Wilson was absent.

New Business

Expansion and Fundraising Update: Walls are up, masonry work to the new front door entrance is almost finished. Construction is still on schedule for the major work to be done by Dec 2016. Early February Grand Opening. Fundraising remains in full force.

General Items: *Trustee webinar* - Smith and Clark shared some highlights of the webinar including; the library as more of a Community Center; what it means to be a Trustee; focusing on the big picture; supporting the library; being a public advocate for the library; constant communication, doing fundraising the right way.

Food Truck rally - August 28

Teen Board - Library Lope - Sept. 18 Teen Board is contacting donors for the run/walk. They recently hosted a successful Harry Potter Birthday Quidditch Game.

Adjournment

Stricker moved adjournment and Schigur seconded the motion. The motion was approved unanimously and the meeting was adjourned at 6:00 p.m.

Next meeting: Wednesday, September 28 at 7:00 p.m.

Respectfully Submitted,

Deborah Dean

**Library Expenditures
September 2016**

Amazon: Books & AV Office Supplies: Receipt Paper	\$2,032.81
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Arrowhead Library System System Movie License	\$312.00
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Baker & Taylor: Books	\$ 1,022.55
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Corporate Business Services Ricoh Copier Fees	\$48.25
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Badger Utility: Storage Unit Rental Fee	\$125.00
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USPS: Postage	\$12.85
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National Elevator Inspection Services Elevator inspection	\$89.00
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State of Wisconsin Elevator Permit	\$50.00
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DIRECTOR'S REPORT

HIGHLIGHTS & ACTIVITIES

I attended meetings with: ALS directors, city department heads, city council, construction crew, and library staff. I also met with City Finance Director Dan Nelson regarding the 2017 budget.

Ashlee and Jayme presented our new teen mentor program to the Milton High School teachers on August 31. Our goal is to have 5-10 students who will write a lesson plan and present a SPARK program in 2017.

74 participants (including 3 dogs!) attended the Teen's Library Lope (5k/fun run). The Teen Advisory Board (TAB) raised \$1,090. A portion will be set aside for next year's Lope; however, the majority will go towards furniture in the new teen area.

We will be sponsoring our 8th annual coat drive this fall. It will run November 1 - 30.

STAFF

Here are some of our 2016 accomplishments:

- Maintained an active, 15-member Teen Advisory Board
- Ran a successful, second-annual Rock County Teen Battle of the Books with the other libraries in Arrowhead Library System
- Created a successful fundraiser - the Library Lope: Let's Dash for Books 5K and 1 Mile fun run/walk with the Teen Advisory Board, which raised \$1,000 for the library's renovation.
- Presented at the Wisconsin Association of Public Libraries (WAPL) annual conference.
- Collaborated with the Librarian at the Milton High School to create an after-school Literacy Club that meets at the High School.
- Continued monthly visits to the Milton Area Youth Center to bring SPARK and literacy programs.
- Scheduled additional school visits to talk with 5th and 6th grade students at Northside.
- Completed a continuing education class on youth services management through UW-Madison.
- Worked with Kaplan to have an ACT practice test at the library; 23 students attended.
- Collaborated with UW-Whitewater Science Outreach for a summer science program and UW-Whitewater Outreach for a Shakespeare program.
- Made additional visits as well as many more connections with kids and teachers in day care facilities, leading to more library visits from these families
- Storytime success--new families, and more regular families
- Produced well-attended Ninja Warrior Obstacle course
- Weekly/monthly visits to preschools and Kindergartens (currently visiting 7 classes at least once a month).
- Maintained Summer Reading Program participation, in spite of temporary library basement location.
- Increased number of SPARK programs offered for pre-schoolers and grade school age.
- Successfully moved library out of the first floor within 2 weeks for construction to begin
- Over 350 people attended the Food Truck Rally. The event raised \$800.

August Program Attendance

Date	Program	Total
Children's		
8/1-8/31	Storytimes	108
8/1-8/31	Splash Pad Storytimes	61
8/1	Ninja Warrior Olympics	46
8/1	Read With Maggie	12
8/2	Small Wonders	43
8/2	Underground Origami	10
8/3	Small Wonders	19
8/5	Small Wonders	17
8/9	Small Wonders	40
8/10	Small Wonders	18
8/12	Small Wonders	16
8/17	Small Wonders	15
8/18	TTT	23
8/19	Small Wonders	17
8/23	Small Wonders	38
8/25	Small Wonders	16
8/26	Small Wonders	14
8/26	TTT	17
8/26	YMCA	17
8/27	SPARK Challenge	3
8/30	Small Wonders	43
Teens		
August 5	Afterhours @ the Library	10
August 6	Harry Potter Birthday Party	53
August 10	TAB	9
August 12	Owls Recognition Ceremony	20
Adults		
August 3	CCD: Wild Animal Wednesday	7
August 10	Strings Attached	7
August 14	Strings Attached	4
August 17	Mystery Book Club	10
August 18	Between the Wines	37
August 22	Strings Attached	3
August 24	Fantasy Football Teams	10
August 24	Live Draft	7
August 1 - 31	Tech 1-on-1 help	11
August 28	Food Truck Rally for the Renovation	350

UPCOMING

September 28 – Friends of the Milton Public Library meeting

October 18 – Library Board Meeting

November 23 - Library Board meeting

<u>Account Description</u>	<u>Actual thru</u>	<u>Original</u>	<u>Amended</u>	<u>Requested</u>	<u>%</u>	<u>\$\$</u>
	<u>Sep-30-16</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>		
		<u>2016</u>	<u>2016</u>	<u>2017</u>	<u>Change</u>	<u>Change</u>
ROCK COUNTY LIBRARY AID	71,950	71,950	71,950	74,575	3.65%	2,625
OTHER COUNTY AID	2,560	2,200	2,200	2,200	0.00%	-
LIBRARY FINES	4,006	12,000	12,000	12,000	0.00%	-
RENT PAYMENT	9,333	14,000	14,000	14,000	0.00%	-
LIBRARY DONATIONS	7,039	1,365	6,455	-	-21.15%	(1,365)
USE OF LIBRARY FUND BALANCE	-	-	-	10,000		10,000
TRANSFER FROM GEN FUND	<u>246,204</u>	<u>246,204</u>	<u>246,204</u>	<u>236,423</u>	-3.97%	<u>(9,781)</u>
Library Special Revenue	341,092	347,719	352,809	349,198	0.00%	-
SALARIES	46,785	60,008	60,008	108,097	80.14%	48,089
HOURLY WAGES	79,144	127,295	127,295	91,641	-28.01%	(35,654)
FICA	9,866	14,329	14,329	15,281	6.64%	952
RETIREMENT	7,309	12,362	12,362	13,582	9.87%	1,220
HEALTH/DENTAL/LIFE	8,797	18,719	18,719	23,865	27.49%	5,146
TRAINING	248	700	700	700	0.00%	-
SALARIES	-	-	-	-	#DIV/0!	-
HOURLY WAGES	-	-	-	-	#DIV/0!	-
FICA	-	-	-	-	#DIV/0!	-
RETIREMENT	-	-	-	-	#DIV/0!	-
HEALTH/DENTAL/LIFE	-	-	-	-	#DIV/0!	-
TRAINING	-	-	-	-	#DIV/0!	-
Library personnel	152,149	233,413	233,413	253,166	8.46%	19,753
POSTAGE	508	200	200	200	0.00%	-
CLEANING SERVICE CONTRACT	-	3,000	3,000	3,000	0.00%	-
UTILITIES	609	-	-	-	#DIV/0!	-
STORMWATER	116	-	-	-	#DIV/0!	-
EQUIPMENT MAINTENANCE	7,754	5,082	5,582	5,082	0.00%	-
COMPUTER SERVICES	18,726	10,500	11,900	2,500	-67.23%	(8,000)

ARROWHEAD LIBRARY SYSTEM	-	-	-	13,350	#DIV/0!	13,350
OFFICE SUPPLIES	1,264	3,800	3,800	3,800	0.00%	-
PROMOTIONS	635	300	300	300	0.00%	-
MEMBERSHIPS/SUBSCRIPTIONS	184	200	200	200	0.00%	-
LIBRARY MATERIALS	15,374	20,500	20,500	20,500	0.00%	-
LIBRARY MATERIALS - AV	3,384	9,150	9,150	9,150	0.00%	-
GRANT PROGRAM SUPPLIES	-	-	-	-	#DIV/0!	-
VEHICLE OPERATION & MAINT	-	150	150	150	0.00%	-
OPERATING SUPPLIES	244	-	-	-	#DIV/0!	-
OFFICE EQUIPMENT	4,265	5,750	7,975	4,750	-12.54%	(1,000)
CAPITAL IMPROVEMENTS	<u> -</u>	<u> -</u>	<u> -</u>	<u> -</u>	#DIV/0!	<u> -</u>
Library Special Rev Materials	53,063	58,632	62,757	62,982	6.93%	4,350
SALARIES	1,462	1,706	1,706	-	100.00%	(1,706)
HOURLY WAGES	11,766	14,354	14,354	-	100.00%	(14,354)
OVERTIME WAGES	103	-	-	-	#DIV/0!	-
FICA	1,008	1,229	1,229	-	100.00%	(1,229)
RETIREMENT	884	1,060	1,060	-	100.00%	(1,060)
HEALTH/DENTAL/LIFE	<u>1,033</u>	<u>1,310</u>	<u>1,310</u>	<u> -</u>	100.00%	<u>(1,310)</u>
Library Special Rev Building Labor	16,256	19,659	19,659	-		(19,659)
UTILITIES	11,175	34,000	34,000	27,000	-20.59%	(7,000)
STORMWATER UTILITY	116	150	150	150	0.00%	-
EQUIPMENT MAINTENANCE	612	4,000	4,000	2,500	-37.50%	(1,500)
CLEANING AND MAINTENANCE	606	3,000	3,000	1,500	-50.00%	(1,500)
VEHICLE-FUEL	-	500	500	500	0.00%	-
REPAIR & MAINTENANCE SUPPLIES	597	3,000	3,000	1,400	-53.33%	(1,600)
OFFICE EQUIPMENT	6	-	-	-	#DIV/0!	-
CAPITAL IMPROVEMENTS	-	700	700	-	100.00%	(700)
IMPROVEMENTS RESERVE	-	-	-	-	#DIV/0!	-
FURNITURE	<u>30</u>	<u> -</u>	<u> -</u>	<u> -</u>	#DIV/0!	<u> -</u>

**Library Special Rev Building
Expenses**

13,142

45,350

45,350

33,050

(12,300)

Revenue exceeding Expenditures

106,482	(9,335)	(8,370)	-	7,856
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