



MILTON PUBLIC LIBRARY  
MILTON, WI 53563

BOARD OF TRUSTEES  
February 24, 2016  
7:00 p.m.

## AGENDA

1. Call to order.
2. Approval of Agenda.
3. Approval of Minutes: January 27, 2016.
4. Approval of Expenditures for February 2016.
5. Director's Report:
  - a. President's Report on ALS activities.
6. New business:
  - a. Review and approve 2015 Public Library Annual Report.
  - b. Fundraising and Project Update.
  - c. American Library Association Short Takes for Trustees.
7. General Items
8. Next meeting: Wednesday, March 23, at 7:00 p.m.
9. Motion to Adjourn

*\*\*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  
January 27, 2016**

**Call to Order:** The meeting was called to order at 7:00 P.M. by President Bill Wilson. Present: Wilson, Annette Smith, Jen Schuetz, Tim Schigur, Linda Clark, Deb Dean, and Director Brooks. Absent: Rose Stricker

**Approval of Agenda:** Schigur moved approval of the Agenda, seconded by Clark. Motion approved unanimously.

**Approval of Minutes:** Smith moved approval of the minutes of the meeting of December 16, 2015 meeting as distributed, seconded by Schuetz. Motion approved unanimously.

**Approval of Expenditures:** Director Brooks offered brief comments regarding a few specific items indicating that most were routine. WISCAT correction to \$200.00. Schigur moved to approve amended expenditures with WISCAT license to \$200. Smith seconded. Motion approved unanimously.

**Director's Report:** Stacey Schultz has left MPL for an education position in Delavan. Videos on being a Trustee will be shown next session.

**Arrowhead Library System Report:** Employee in charge of RockCat (automated system) is leaving; discussing whether to stay with RockCat system or move to new system. Strategic Planning committee will discuss ideas/options.

**New Business: Possible action on Library project bid documents:** Facilities committee made the recommendation that the city move forward with the release of the MPL renovation bid documents. Smith moved that the MPL recommend that city move forward with the release of the MPL renovation bid documents; Schigur seconded; motion passed unanimously.

**Consideration of a motion to convene into closed session pursuant to Wisconsin Statute Section 19.85(1)(c).** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility re: Candidate(s) for Assistant Library Director position. Wilson moved to convene in closed session. Clark seconded. Motion passed. After discussion, Smith moved to reconvene in open session, Schuetz seconded and motion passed.

**Reconvene into open session for discussion and possible action(s) on staff opening evaluation:** Schigur moved to accept the recommendation for Assistant Library Director as presented. Clark seconded. Motion passed unanimously.

**General Items:** Civil War Reenactment Days May 20, 21, 22

**Adjournment:** Clark moved adjournment and Smith seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:19 p.m.

**Next meeting: Wednesday, February 24, at 7:00 p.m.**

Respectfully Submitted,

Deborah Dean

**Library Expenditures  
February 2016**

Amazon Books & AV, Receipt Paper	\$946.67
Baker & Taylor Books	\$3056.98
DiscountMags.com Consumer Reports Magazine Subscription	\$22.00
Facebook Advertisement	\$30.45
OfficePro Office Chair	\$50.00
TechMAX Network Cable	\$40.00
USPS ILL Postage	\$127.43
WalMart Microwave, Office Supplies	\$98.69

## DIRECTOR'S REPORT

### HIGHLIGHTS

I attended meetings with: campaign committees, Library Foundation, ALS Library Directors, Library Staff, City Council, and City Department Heads.

We started a subscription with Dear Reader, an online catalog for the community to see and purchase new technology and furnishings for the expanded library. We can also advertise for volunteer opportunities, and Friends membership.

The Friends group met on January 20. They approved \$200 for April and May events.

The Children's Librarian position was advertised in various places, including Wisconsin Library Association website, UW School of Library Science at Madison and Milwaukee and League of Wisconsin Municipality job ad listings, local newspapers, MPL website, and Facebook.

As of February 18, we've received 15 applications. Deadline is February 22. We'll start interviewing the week of February 22.

## ACTIVITIES

### Children

January 1-31	Storytime	47
January 15	No School Movie	5
January 30	Snow Globe Craft	7

### Teens

January 8	Wired Afterhours	13
January 15	Unplugged	8
January 22	Augmented Reality	9
January 27	MAYC	7
January 27	TAB	6

### Adult

January 13	Strings Attached	8
January 20	Mystery Book Club	11
January 24	Strings Attached	3
January 1-31	Computer Classes	21
January 1-31	Proctoring	2

## UPCOMING

- March 23 – Library Board Meeting
- April 27– Library Board Meeting
- April 22 – Early Bird Book Sale for Friends
- April 23-24 – Friends Book Sale for the Public

## NEW BUSINESS

### 2015 PUBLIC LIBRARY ANNUAL REPORT

#### Trends in 2015:

- Program attendance increased 18%
- Electronic circulation rose 8%
- Circulation to non-Milton residents in Rock county increased 2.5%
- Jefferson and Dane county circulation rose 10%
- Items loaned to other libraries outnumbered items received by 25%



**PUBLIC LIBRARY ANNUAL REPORT**  
 PI-2401 (Rev. 10-15)  
 S. 43.05(4) & 43.58(6)  
**FOR THE YEAR 2015**

the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2015 are due to the DPI Division for Libraries and Technology no later than February 29, 2016.

I. GENERAL INFORMATION					
1. Name of Library Milton Public Library			2. Public Library System Arrowhead Library System		
3a. Head Librarian First Name Lisa	3b. Head Librarian Last Name Brooks	4a. Certification Grade Gr 2	4b. Certification Type Regular	5. Certification Expiration Date 11/30/2016	
6a. Street Address 430 E. High St., #100	6b. Mailing Address or PO Box 430 E. High St., #100	7. City / Village / Town Milton	8a. ZIP 53563	8b. ZIP4 1592	9. County Rock
10. Library Phone Number (608)868-7462	11. Fax Number (608)868-6926	12. Library E-mail Address of Director brooks.lisa@als.lib.wis.us			
13. Library Website URL www.miltonpubliclibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
19a. Winter Hours Open per Week 53	19b. Number of Winter Weeks 38	19c. Summer Hours Open per Week 53	19d. Number of Summer Weeks 14		
20. Square Footage of Public Library 3,000	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?		22. DUNS Number Nine digits 159443811		

II. LIBRARY COLLECTION		
	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	28,321	1,852
2. Electronic Books <i>E-books</i>	138,079	
3. Audio Materials	1,377	76
4. Electronic Audio Materials <i>Downloadable</i>	35,191	
5. Video Materials	3,143	375
6. Electronic Video Materials <i>Downloadable</i>	1,059	
7. Other Materials Owned <i>Describe</i> Maker Kits, Video Games	35	
8. Databases <i>Locally Owned or Leased</i>		
9. Total Databases <i>Local, regional, and state</i>	48	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	24	

**III. LIBRARY SERVICES**

<b>1. Circulation Transactions</b>		<b>2. Interlibrary Loans</b>		
a. Total Circulation	b. Children's Materials	a. Items Loaned Provided to	b. Items Received Received from	
96,963	34,827	20,657	16,558	
<b>3. Number of Registered Users</b>			<b>4. Reference Transactions</b>	
a. Resident	b. Nonresident	c. TOTAL	a. Method	
4,978	3,185	8,163	Survey Week(s)	
			b. Annual Count	
			1,100	
			<b>5. Library Visits</b>	
			a. Method	
			Actual Count	
			b. Annual Count	
			67,229	
<b>6. Uses of Public Internet Computers</b>		<b>7. Uses of Public Wireless Internet</b>		
a. Method	b. Annual Count	a. Method	b. Annual Count	
Survey Week(s)	6,670	Not Counted		
		<b>8a. Number of Licensed Database Sessions</b>		
		-1		
		<b>8b. No. of Locally-Created, Non-commercial Database Sessions</b>		
		0		
<b>9. Uses of Electronic Materials by Users of Your Library</b>				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
4,490	799	7	5,296	212
<b>10. Programs and Program Attendance Annual Count</b>				
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
Number of Programs	166	68	65	299
Total Attendance	5,064	1,864	984	7,912
<b>11. Number of Public Use Computers</b>				
	a. Total	b. Internet Access		
	10	8		

**IV. LIBRARY GOVERNANCE**

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1. William	Wilson	417 E High Street	Milton	53563	wilson@libraryconsultant.com
2. Annette	Smith	1044 Sunset Drive	Milton	53563	arsmith14@gmail.com
3. Rose	Stricker	430 E High Street #100	Milton	53563	rostricker@hotmail.com
4. Jen	Schuetz	659 Wildfire Ln	Milton	53563	jschuetz2@yahoo.com
5. Tim	Schigur	448 E High St	Milton	53563	schigurt@mail.milton.k12.wi.us
6. Anissa	Welch	404 W. Madison Avenue	Milton	53563	awelch@ci.milton.wi.us
7. Debbie	Dean	343 Rogers Street	Milton	53563	DEAND@mail.milton.k12.wi.us
8.					
9.					
10.					
11.					
12.					
<b>No. of Library Board Members</b>					
<i>Include vacancies in this count</i>					
7					

**V. LIBRARY OPERATING REVENUE**

Report operating revenue only. Do not report capital receipts here.

**1. Local Municipal Appropriations for Library Service** *Only Joint libraries report more than one municipality here*

Municipality Type	Name	Amount
City	Milton	\$247,393
<b>Subtotal 1</b>		\$247,393

**2. County**

**a. Home County Appropriation for Library Service**

**Subtotal 2a** \$55,453

**b. Other County Payments for Library Services**

County Name	Amount	County Name	Amount
Dane	\$254		
Jefferson	\$1,528		
Walworth	\$218		
<b>Subtotal 2b</b>			\$2,000

**3. State Funds**

**a. Public Library System State Funds**

Description	Amount	Description	Amount
Postage	\$30		\$0
	\$0		\$0
<b>b. Funds Carried Forward from Previous Year</b>		<b>c. Other State Funded Program</b>	0
<b>Subtotal 3</b>			\$30

**4. Federal Funds** *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount	
	\$0	
	\$0	
	\$0	
	\$0	
	\$0	
<b>Subtotal 4</b>		\$0

**5. Contract Income** *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
	\$0		\$0
	\$0		\$0
<b>Subtotal 5</b>			\$0

<b>6. Funds Carried Forward</b> <i>Do not include state aid. Report state funds in 3b above.</i>	<b>7. All Other Operating Income</b>	<b>8. Total Operating Income</b> <i>Add 1 through 7</i>	<b>9. What is the 2016 annual appropriation provided by your governing body/bodies for your public library?</b>	<b>10. Was your library's municipality exempt from the county library tax for 2015? Wis. Stat. s. 43.64(2)</b>
\$0	\$12,000	\$316,876	\$246,204	Yes



**X. STAFF**

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	No MLS	\$55,000	40.00				
Assistant Director	MLS (ALA)	\$39,891	40.00				
Young Adult/Tech Services Librarian	MLS (ALA)	\$33,800	40.00				
Library Assistants	Librn. no-MLS	\$37,464	63.50				

b. Other Paid Staff See instructions

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)  
2.00

Other Persons Holding the Title of Librarian (FTE)  
2.59

Subtotal 2a  
4.59

b. All Other Paid Staff (FTE)  
Include maintenance, plant operations, and security

c. Total Library Staff (FTE)  
4.59

### XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents See instructions for definition of nonresident  
48,141

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	16,136	29,370	45,506
3. Circulation to Nonresidents Living in Another County in Your System	0	0	0
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	876	1,443	2,319
5. Circulation to All Other Wisconsin Residents 58	6. Circulation to Persons from Out of the State 258		

7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, do you allow residents in adjacent systems to purchase library cards? No
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9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Dane	277	f.	
b. Green	6	g.	
c. Jefferson	1,111	h.	
d. Walworth	49	i.	
e.		j.	

### XII. TECHNOLOGY

1. Does your library provide wireless internet access for patrons' mobile devices? Yes	2. What type of Internet connection do you have? Mark all that apply <input checked="" type="checkbox"/> a. State TEACH line <input type="checkbox"/> b. Other broadband connection Local cable, telco, community network, etc.	3. Does your library use any type of Internet filtering software or service? <input type="checkbox"/> a. Yes, on all Internet workstations <input type="checkbox"/> b. Yes, on some Internet workstations <input checked="" type="checkbox"/> c. No filtering on any Internet workstation
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### XIII. YOUTH SERVICES

1. Literacy Offerings <i>Umbrella events that include programs and/or drop-in activities planned for a limited duration which specifically encourage individuals involved to read or build literacy skills in a focused way.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Summer Literacy Offerings	1	1	1	3
	Total Unduplicated Individuals Involved	335	85	49	469
	Number of Other Literacy Offerings	1	2	4	7
	Total Unduplicated Individuals Involved	66	74	81	221
2. Drop-in Activities <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>		a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
	Number of Drop-in Activities	9	6	7	22
	Total Drop-in Activity Participation	250	128	149	527

3. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary is displayed here.

a. First Name Stacey	b. Last Name Schultz	c. Email Address schultz.stacey@als.lib.wi.us
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**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH  
SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system 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 shall 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. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature ➤	Name of President <i>Print or type</i>	Date Signed
Library Director / Head Librarian Signature ➤	Name of Director / Head Librarian <i>Print or type</i>	Date Signed

## STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement with the appropriate wording indicated (that the library system either did or did not provide effective leadership and adequately meet the needs of the library) must be approved by the library board. The decision about whether the library system did or did not provide effective leadership and adequately meet the needs of the library should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.\*

County

Rock

The Milton Public Library Board of Trustees hereby states that in 2015, the Arrowhead Library System  
Name of Public Library Name of Public Library System / Service

Indicate with an X one of the following two statements.

- Did provide effective leadership and adequately meet the needs of the library.  
 Did not provide effective leadership and adequately meet the needs of the library.

Explanation of library board's response. Attach additional sheets if necessary.

DRAFT

\* The statement may be sent directly to Wisconsin Department of Public Instruction, ATTN: Jamie McCannless, Division for Libraries and Technology, P.O. Box 7841, Madison, WI 53707-7841. This page need not be forwarded to your library system.

## CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature

Name of President Print or type

Date Signed

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