



Milton Public Library
Milton, WI

Board of Trustees
September 25, 2013
7:00 p.m.

AGENDA

1. Call to order.
 2. Approval of Agenda.
 3. Approval of Minutes: August 28, 2013
 4. Approval of Expenditures for September 2013
 5. Director's Report
 - a. President's Report on ALS activities
 6. New business:
 - a. Discussion and possible action: 2014 budget recommendations
 - b. Discussion and possible action: Thanksgiving Eve early closing
 - c. Discussion and possible action: 2014 library closings
 - d. Discussion and possible action: Internet Use Policy Change
 - e. Expansion Update: Bill Wilson
 7. General Items
 8. Next meeting: Wednesday, October 23, at 7:00 p.m.
 9. Motion to Adjourn
- Adjournment.

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

August 28, 2013

Call to Order: Bill Wilson called the meeting to order at 7:05 p.m. Present: Jen Schuetz, Debbie Dean, Anissa Welch, Director Lisa Brooks. Absent: Annette Smith, Rose Stricker

Approval of Agenda:

Dean moved approval of the agenda as mailed, seconded by Schuetz. Motion passed.

Approval of Minutes:

Welch moved approval of the July minutes seconded by Schuetz. Motion passed.

Approval of Expenditures:

Schuetz moved approval of expenditures, seconded by Welch. Motion passed.

Old Business:

Director's Report:

Door count increased 7% from last year. 1,000 Books Grant: Stacey has reached out to all the Pre-K teachers, principals and the superintendent informing them of the grant; Open House will be scheduled to kick off the event.

Arrowhead Library System Report:

Wilson reported the ALS has a balanced budget.

New Business:

a. Discussion and possible action: 2014 Budget recommendations: Brooks shared her recommendations; prioritized staffing; high quality staffing will contribute to a successful expansion project. Staff development and training a focus

b. Move to Closed session: 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: Evaluation of proposed wage adjustments for 2014 for library staff member.

c. Reconvene to open session: Motion to reconvene into open session moved by Welch, seconded by Schuetz. Motion passed.

d. Open Session: Welch moved to accept the recommendation of Option 3 Wage Scale for Young Adult librarian beginning in January 2014; Dean seconded and motion passed.

Welch moved to approve the 2014 budget as presented which includes a 2% increase in wages, changes in Young Adult librarian's compensation and a \$200 increase in training budget; Schuetz seconded and motion passed.

e. Outfield sign proof: Motion to approve outfield sign "Your Ticket to Life's Game" by Schuetz; Welch seconded.

General Items: 1st librarian at Shaw (1967) visited library this week. Charrette follow up next month.

Adjournment: The motion to adjourn was made by Schuetz and seconded by Welch. The meeting adjourned at 7:43 p.m.

Next Meeting: Wednesday, September 25, at 7:00 p.m.

Submitted by

Deborah Dean

Library Expenditures
September 2013

Amazon Books, Audio Books and DVDs	\$ 2,244.77
Crystal Computer Consulting Server repair	\$ 200.00
Demco Book Processing Supplies	\$ 143.36
Hometown News Library Assistant Job Ad	\$ 112.00
Janesville Gazette Library Assistant Job Ad	\$ 151.66

DIRECTOR'S REPORT

HIGHLIGHTS & ACTIVITIES

I attended meetings with: ALS directors, City Department Heads, Library Foundation, Milton YMCA representative, and the Friends group. Stacey and I also began interviews for the open Library Assistant position.

The Friends group approved \$225 for fall programming at their September 4 meeting. We also discussed plans for an antiques appraisal fundraiser in January 2014.

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 will give all students a tour of the library and help train new volunteers.

We will be sponsoring our 5th annual coat drive this fall. It will run October 22 through November 30.

The Mystery Book Club met on August 16, led by Ethel Himmel. There were 12 in attendance.

The Milton School District asked the library to participate in their Child Development Days, beginning at the end of September. This is a screening for 3 & 4 year olds that reviews speech/language, preschool readiness, and fine/gross motor skills. Stacey will have information available at the different sessions.

STAFF

Children's Librarian Schultz has met with almost all the Milton 4K teachers to discuss 1,000 Books Before Kindergarten. The program began September 16 with almost 20 children signed up within the first few days.

The library is offering two new classes this fall: Introduction to Google Drive and introduction to Blogging. Our typical classes have been more basic. We're looking to see if there's an interest beyond the fundamentals.

Here are our 2013 accomplishments and 2014 staff goals as reported in our 2014 budget:

2013 SIGNIFICANT ACCOMPLISHMENTS:

- Initiated two new literacy projects: 1,000 Books before Kindergarten and Wise Owl / Little Owls.
- 36% increase in program attendance and 7% rise in visits in Summer 2013.
- Improved patron communication with additional monthly enewsletter: New Books for Adults!
- Awarded Wisconsin DPI grant for early literacy program.
- Milton Public Library continues to be one of the busiest libraries in Rock County. Milton's circulation per capita averaged 15.10 items/person, compared to Hedberg Public Library at 13.80 and Beloit with 11.59 items/ person.
- The Library increased its collaborations with other community organizations: Bank of Milton, Milton House, Milton Youth Coalition, City of Milton Police Department.
- We had our busiest July ever with an average of almost 2,000 visits per week to the library and 31% increase in program attendance.
- The Library added new services to Milton students and teachers: additional collaborations at Northside, 4K literacy project.

2014 OBJECTIVES:

➤ Enhance Youth Services

- Create programs for homeschoolers.
- Expand 1,000 Books Before Kindergarten program.
- Collaborate with and develop programs for 4K teachers.
- Increase school visits to Northside and Middle School.
- Develop more programs for children 11-13 years of age.
- Increase the number of teen volunteer opportunities.

➤ Increase Adult Services

- Promote library services to new residents.
- Offer 10% more adult classes and programs.
- Identify grant opportunities and prepare proposals based on library's eligibility and needs.

➤ Generate Additional Revenue Sources

- Milton Garden Walk

➤ Continue to Improve Online Experience

August Program Attendance

Date	Program	Children	Young Adults	Adults @ Kids' Events	Adults	Total
Storytimes						
August 1		8		5		13
August 6		18		10		28
August 13		22		12		34
August 20		27	1	14		42
August 27		17		10		27
August 14	Owls Recognition	18	10		7	35
August 5	Reading Session	1	1			2
August 6	Reading Session	2	2			4
August 7	Reading Session	9	9			18
August 14	Reading Session	6	6			12
Teen Events						
Wired						
August 2	Afterhours		6			6
Superhero Logo Contest						
August 2			3			3
August 2	Read It / Post It					50
Adult Programs						
August 5	Preservation 101	1			8	9
August 19	One-on-One					
August 21	Mystery Book Club				12	
August 28	Fantasy Football Live Draft		4		5	9
	Fantasy Football Teams					12
August 28	Book a Librarian				1	1
August 1-30	Family Reading Cards	21				21
Proctoring						
August 7	Ashlee				1	1
August 22	Stacey				1	1

UPCOMING

October 23 – Library Board meeting

November 6 – Friends of the Milton Public Library Meeting

November 27 - Library Board meeting

NEW BUSINESS

2014 Budget Recommendations

As discussed at the August meeting, the Library Board approved a 2nd year wage increase (as part of a 3 year wage increase plan) for the YA/ Technical Services position.

City Finance Manager DeKemper calculated the increase will have a \$900 budget impact. Considering the shortfall in the City's overall budget for 2014, I propose to address the increase by reducing expenses by \$600 and requesting an additional \$300 from the municipal allocation.

I feel this reduction will not negatively impact library operations as we see our services evolving into more staff- directed programming and less traditionally budgeted services. The wage increase will also help maintain staff retention and recruitment.

Thanksgiving Eve 2013

For the last two years, staff has reported that patron traffic has been exceptionally low on Thanksgiving Eve after 5:00 pm.

I recommend closing at 5 p.m. on Thanksgiving Eve, beginning in 2013. This will save money and will have no or very little impact on services as staff posts the closing weeks in advance.

Proposal for Library Closings in 2014

No changes to the list except for Thanksgiving Eve.

New Year's Day, January 1
Good Friday, April 18
Saturday, April 19
Easter Sunday, April 20
Saturday (Memorial Day weekend), May 24
Sunday (Memorial Day weekend), May 25
Memorial Day, May 26
Friday, July 4
Saturday (Labor Day weekend), August 30
Sunday (Labor Day weekend), August 31
Labor Day, September 1
Thanksgiving Eve, open 10-5
Thanksgiving, November 27
Day after Thanksgiving, November 28
December 24
December 25
December 31, open 10-1

MILTON PUBLIC LIBRARY
INTERNET USE POLICY

I'm recommending the following changes:

1. We lower the age requirement for parental permission from patrons under 18 years of age to those under 16 to make this policy consistent with our library card permission age of 16 years old. It doesn't make sense to allow a 17 year old to sign up for his/her own library card but require his/her parent to sign for internet permission. I consulted with City Attorney Schroeder who confirmed that since there is no statute or regulation requiring the library to obtain parental authorization; it would be a discretionary decision which would not increase liability. He stated that from a legal standpoint either the current or the proposed change in policy would be appropriate.
2. Remove the filtering software from the children's computers and eliminate policy item # 3 which requires children to be with parents or to use a children's computer. With the increased availability of the internet, I believe parents do not come into the library expecting their kids will be using filtered computers. Also, there are a number of parents that would like their kids to come to the library on their own to check out books and use the computers.
3. Add the sentence in item # 4, clarifying the use of non-filtered computers for parents.

The Milton Public Library is dedicated to providing a wide range of materials and access to other materials that will enrich, enhance, promote, and strengthen the community. As part of the overall collection development policy, the Library includes access to information on the Internet.

The Internet automatically shuts down 15 minutes prior to the library closing.

All users on any public access Internet workstation are expected to use these resources in a responsible, ethical manner consistent with the education and informational purpose of the Library. All users are expected to follow these basic rules and regulations.

1. Responsible, ethical use includes:
 - Using the workstation for educational, informational, and recreational purposes only; not for unauthorized, illegal, or unethical purposes.
 - Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or other data belonging to others; by not seeking unauthorized access to any computer system or damaging or altering software components of any network or data base.
 - Respecting the privacy of others using the Library by not interfering with their work by your presence or noise.
 - Making only authorized copies of copyrighted or licensed software of data.
 - Not sending, receiving, or displaying text or graphics which violate either current state or federal obscenity laws or offend the sensibilities of library patrons.
 - Malicious, threatening, harassing, or obscene behavior or language.

- Activities that could cause congestion and disruption of networks and systems.
 - Unsolicited advertising.
2. Children under the age of ~~18~~ **16** must have parental permission to use the Internet.
 - ~~3. Children under the age of 14 must be accompanied by a parent or guardian the entire time they are using the Internet. Children under 14 without parental supervision may use only the Children's computers.~~
 4. The Milton Public Library assumes no responsibility for internet use by children. It is not possible for Library staff to control specific information which children and youth may locate on the Internet. **There are also no filters or controls installed on library computers that will block sites that some may deem as objectionable.**

Just as libraries do not vouch for or endorse the viewpoints of written materials in the collection, they do not do so for electronic information. Selection policies, which serve to govern the library's purchase of written materials, may not apply to materials accessed electronically. It is the responsibility of the user or parent to determine what is appropriate.

5. Misuse or abuse of computer or Internet access will result in suspension of Internet access privileges. Persons using this equipment agree not to make any changes to the setup or configuration of the hardware or software.
6. Internet users must show a Milton Library card in good standing (or a card from another Arrowhead Library). Internet use by an adult is limited to two (2) passes per day.
7. The Milton Public Library Behavior Policy states that only two (2) patrons are allowed on one computer at a time.
8. The Library is not liable for any direct or indirect and/or punitive damages (including lost data or information) sustained or incurred in connection with the use or unavailability of the system.

Use of the Internet is on a first-come, first-served basis. Time limits are set so all patrons seeking access will have an opportunity to do so.