



MILTON PUBLIC LIBRARY  
MILTON, WI 53563

BOARD OF TRUSTEES  
December 29, 2014  
7:00 p.m.

## AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
4. Approval of Expenditures for December 2014
5. Director's Report
  - a. President's Report on ALS activities
6. New Business:
  - a. Discussion and possible action: Fundraising Recognition Opportunities
  - b. Fundraising Update
8. General Items
9. Next meeting: Wednesday, January 28, 2015 at 7:00 p.m.
10. Motion to Adjourn

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
November 14, 2014**

**Call to Order:** The meeting was called to order at 7:08 PM by President Bill Wilson. Present: Wilson, Jen Schuetz, Anissa Welch, Deb Dean, and Director Brooks. Absent: Rose Stricker, Annette Smith, Tim Schigur. Guest: Ashlee Kunkel

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

**Approval of Minutes:** Schuetz moved approval of the minutes of the meeting of October 22, 2014 meeting as distributed, seconded by Welch. Motion approved unanimously.

**Approval of Expenditures:** Director Brooks offered brief comments regarding a few specific items (thank you ad for the 100 Women Campaign. The Milton Courier sponsored half the cost of the ad). Acceptance of the expenditure report was moved by Welch and seconded by Dean. The motion was approved unanimously.

**Director's Report:** The 2015 budget passed as presented to the Milton City Council.

**Arrowhead Library System Report:** County budget passed as presented. The ALS discussed potential automation in some areas of library services and consolidation possibilities as a statewide review of systems gets underway.

**New Business Report by Y.A./Technical Services Librarian Ashlee Kunkel:** Ashlee appeared before the board to discuss her plans for Teen Programming in 2015. Her plans include a Teen Advisory Board (students could earn Silver Cord hours for their involvement), Collection Development, a 30 book challenge, One on One Instruction on Saturdays with HS students, and taking Spark Lab to the MAYC on a monthly basis to raise awareness. The MPL praised Ashlee for her strong commitment to increasing teen involvement with the MPL.

Brooks noted that the Monday night Crazy Eights club has been very popular (run by former MPL Board member Joanne Franzene ).

- b. *Presentation by Library Board President Bill Wilson:* Branding and Marketing the Library - Connecting Library isn't about the books, but about connecting people and groups.
- c. *Expansion Update:* 100 Women Campaign very successful, contributions are still coming in, about 148 women total contributed. Meeting on Dec. 9 to discuss moving forward with fundraising plans.

**General Items** None

**Adjournment** Welch moved adjournment and Schuetz seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:37 P.M.

Next meeting (**note date change**): Wednesday, December 17, at 7:00 p.m.

Respectfully Submitted,

Deborah Dean

Library Expenditures  
December 2014

Amazon Books and AV	\$ 818.12
Baker & Taylor Books	\$ 1,303.48
Crystal Router issues	\$ 448.38
Quill Copy paper	\$ 89.97
WI Dept. of Public Instruction WISCAT Subscription	\$ 200

## DIRECTOR'S REPORT

### HIGHLIGHTS & ACTIVITIES

I attended the following meetings: city department head, city council, ALS Library Directors, fundraising campaign, Friends of the Library, and an ALS programming meeting.

The Friends group met on December 3 and approved \$ 460 for Winter Read programs.

The Mystery Book Club met on November 19, led by Ethel Himmel. There were 6 in attendance.

### STAFF

Staff Meetings: Ashlee and Stacey attended an ALS cataloging meeting in November. Stacey represented the library at the city's Employee Action Team meeting to discuss safety issues in each department.

Circulation Policy: Currently five out of seven libraries in the Arrowhead System have a three week checkout period for books and audiobooks. Milton and Eager Free are the only libraries that circulate for four weeks. To be consistent with the other library's policies, we are changing our checkout period to three weeks beginning in January, 2015.

2014 Director Continuing Education: I've attached my 2014 continuing education activity report that will be submitted to the Wisconsin Department of Instruction. The state of Wisconsin requires that certified directors accumulate 100 contact hours of continuing education in the five-year period prior to recertification.

## ACTIVITIES

<u>Date</u>	<u>Programs</u>	<u>Adults</u>	<u>Young Adult</u>	<u>Children</u>	<u>Adults @ Kids</u>	<u>Total</u>
<b>Storytimes</b>						
November 4				8	5	13
November 11				5	5	10
November 18				10	9	19
November 25				10	8	18
<b>Children</b>						
November 1-6	Wimpy Kid Book Giveaway			38		38
November 4-10	Post-It Art Show					
November 13	Lego Family Night			8	6	14
<b>Crazy 8's</b>						
November 3				12		12
November 10				16		16
November 17				9		9
November 24				canceled		canceled
<b>Teens</b>						
November 1	Caramel Apples		3	3		6
November 7	Wired Afterhours		8			8
November 12	MaKey-MaKey @ MAYC		10		2	12
November 17- 25	Be the Voice: Audiobooks					0
Sept 15 - Nov 21	Shelf Readers		7			7
November 19	<b>Mystery Book Club</b>	6				6
<b>One-on-One Tech Training</b>						
November 1-30		17				17
<b>Proctoring</b>						
November 1-30		9				9

## UPCOMING MEETINGS

January 21 – Friends of the Milton Public Library  
January 28 – Library Board  
February 25 - Library Board



Name Last, First, Middle

BROOKS, LISA

Mailing Address Street / PO Box, City, State, ZIP

430 E HIGH ST MILTON, WI 53563

Certification Expiration Date Mo./Yr.

11/2016

**I. CONTINUING EDUCATION ACTIVITY LIST**

Provider and Title of Program	Inclusive Dates	Category A, B, or C	Number of Contact Hours		Validator Use Only Validated		
			Technology	Total	Yes	No	Pending
2014 Annual Report Webinar	1/23/2014	B		1.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creating Eye-Catching and Readable Flyers and Brochures	3/12/2014	B		1.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Web Content Strategy for Libraries	4/30/2014	B		1.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discovering Your Data: Where It Is and How Libraries Can Use It	9/17/2014	B		1.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raising Visibility for the Library in the Community	9/26/2014	B		3.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dealing with Data: An Introduction to Data Analytics for Informational professionals	10/06/2014- 11/17/2014	A		20.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<b>Total Contact Hours</b>			0.00	27.00			

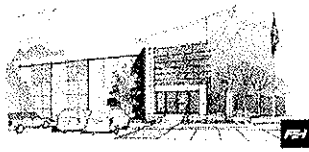
**II. SIGNATURE**

I HEREBY CERTIFY that the information provided has been validated as shown and is true and correct to the best of my knowledge.

Signature of Validator

➤

Date Signed Mo./Day/Yr.



# MILTON PUBLIC LIBRARY

## Recognition Opportunities

ITEM	STATUS
<b>\$1 million Giving Level (Pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>• Ability to name the new library building</li> </ul>	
<b>\$500,000 Giving Level (Pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>• Entry Tower on High Street</li> </ul>	
<b>\$250,000 Giving Level (Pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>• Children's Department</li> </ul>	
<b>\$150,000 Giving Level (Pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>• Children's Creative Play Space</li> </ul>	GROUP OPPORTUNITY
<ul style="list-style-type: none"> <li>• Children's Storytime Area</li> </ul>	RESERVED – 100 Women
<b>\$100,000 Giving Level (Pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>• Spark Lab - Makerspace</li> </ul>	HOLD - pending
<ul style="list-style-type: none"> <li>• Children's Picture Book Area</li> </ul>	
<ul style="list-style-type: none"> <li>• Adult Fiction / Popular Materials Area – First Floor</li> </ul>	
<ul style="list-style-type: none"> <li>• Adult Non-fiction Area– Second Floor</li> </ul>	
<b>\$75,000 Giving Level</b>	
<ul style="list-style-type: none"> <li>• Large Community Meeting Room and Performance Space</li> </ul>	
<ul style="list-style-type: none"> <li>• Entry Hallway – First Floor</li> </ul>	
<ul style="list-style-type: none"> <li>• Quiet / Periodicals Room</li> </ul>	
<ul style="list-style-type: none"> <li>• Technology Central</li> </ul>	HOLD - pending
<ul style="list-style-type: none"> <li>• Local / Milton College History Area</li> </ul>	GROUP OPPORTUNITY (partially funded)
<ul style="list-style-type: none"> <li>• High – Tech Community Conference Room</li> </ul>	
<ul style="list-style-type: none"> <li>• Street Sign with Message Board</li> </ul>	
<b>\$50,000 Giving level (Pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>• Children's Program Room</li> </ul>	RESERVED
<ul style="list-style-type: none"> <li>• Entry Hallway – Second Floor</li> </ul>	
<ul style="list-style-type: none"> <li>• Book Cellar - Friends of the Library Book Store</li> </ul>	
<b>\$35,000 Giving Level (Pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>• Staff Work Area</li> </ul>	
<ul style="list-style-type: none"> <li>• Group Study Rooms (2 available)</li> </ul>	
<ul style="list-style-type: none"> <li>• Adult Reading Nook</li> </ul>	
<ul style="list-style-type: none"> <li>• Pre School Early Literacy Area</li> </ul>	
<b>\$25,000 Giving Level (Pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>•</li> </ul>	

<ul style="list-style-type: none"> <li>Library Director's Office</li> </ul>	
<ul style="list-style-type: none"> <li>Teen/Young Adult Area</li> </ul>	RESERVED
<ul style="list-style-type: none"> <li>Gallery Area for Displaying Local Artists' Work</li> </ul>	
<ul style="list-style-type: none"> <li>Tutoring Rooms - large (2 available)</li> </ul>	
<b>\$20,000 Giving Level (pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>Adult Casual Seating Area</li> </ul>	
<ul style="list-style-type: none"> <li>Arrowhead Library system office space – lower level</li> </ul>	
<b>\$15,000 Giving Level (Pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>Staff Offices (2 available)</li> </ul>	
<ul style="list-style-type: none"> <li>Teen Casual Seating Area – “The Crash Zone”</li> </ul>	
<ul style="list-style-type: none"> <li>Family “Read-to-Me” Seating Area</li> </ul>	
<ul style="list-style-type: none"> <li>Intermediate Children's Casual Seating Area</li> </ul>	
<ul style="list-style-type: none"> <li>Primary children's Casual Seating Area</li> </ul>	
<ul style="list-style-type: none"> <li>Pre-School Children's Casual Seating Area</li> </ul>	
<b>\$10,000 Giving Level (Pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>Staff Break Room</li> </ul>	
<ul style="list-style-type: none"> <li>Family Restroom</li> </ul>	
<ul style="list-style-type: none"> <li>Public Service Desk</li> </ul>	RESERVED
<ul style="list-style-type: none"> <li>Hearing Loop Equipment in meeting rooms (2 available)</li> </ul>	
<ul style="list-style-type: none"> <li>Technology in specified area of the library (X areas available)</li> </ul>	
<ul style="list-style-type: none"> <li>Self check-Out (1<sup>st</sup> Floor)</li> </ul>	
<ul style="list-style-type: none"> <li>Genealogy Area</li> </ul>	
<ul style="list-style-type: none"> <li>Self-serve Hold shelf</li> </ul>	
<ul style="list-style-type: none"> <li>Landscaping - Front and Parking Lot</li> </ul>	
<ul style="list-style-type: none"> <li>Tutoring Rooms - small (2 available)</li> </ul>	
<b>\$5,000 Giving Level (Pledged over 5 years)</b>	
<ul style="list-style-type: none"> <li>Landscaping – Native Plant Garden</li> </ul>	
<ul style="list-style-type: none"> <li>Popular Materials and New Book Collection</li> </ul>	
<ul style="list-style-type: none"> <li>Adult Large Print books</li> </ul>	
<ul style="list-style-type: none"> <li>Young Adult / Teen Collection</li> </ul>	
<ul style="list-style-type: none"> <li>Children's Beginning Reader Book Collection</li> </ul>	
<ul style="list-style-type: none"> <li>Children's Picture Book Collection</li> </ul>	
<ul style="list-style-type: none"> <li>Adult Magazine collection</li> </ul>	
<ul style="list-style-type: none"> <li>Children's Magazine collection</li> </ul>	
<ul style="list-style-type: none"> <li>Audio-visual collection</li> </ul>	
<ul style="list-style-type: none"> <li>Newspaper collection</li> </ul>	
<ul style="list-style-type: none"> <li>Self Check – Out (2<sup>nd</sup> floor)</li> </ul>	
<b>Additional Giving Levels</b>	
A catalogue of furniture and other items that can be named is in development	



# NAMING OPPORTUNITY POLICIES

Donors will be recognized by name both on the donor wall and at the selected room or feature listed.

The naming right will remain in place for a period of at least 25 years. Naming rights will not extend past the normal life of the facility. If, as a result of changed conditions in the future, the life of the facility does not reach 25 years, naming rights will be individually determined.

All naming opportunities are subject to the approval of the Milton Public Library Board of Trustees.

Naming opportunities and gift levels are subject to availability and subject to change.

You may choose from these suggested wordings:

- "A gift from"
- "Through the generosity of"
- "In Memory/Honor of"