



# South Milwaukee Public Library

1907 10<sup>th</sup> Avenue, South Milwaukee, WI 53172

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**Robert M. Pfeiffer, Director**

## SOUTH MILWAUKEE PUBLIC LIBRARY

### BOARD OF TRUSTEES

### REGULAR MEETING

Tuesday, January 24, 2012

Second Floor Board Room

### AGENDA

7:00 p.m. Finance Committee meeting to approve the Final 2011 December expenditures and financial report and the January, 2012 bills.

7:30 p.m. **ROLL CALL**

### DELETIONS TO THE AGENDA

**APPROVAL OF THE MINUTES** from the December 21, 2010 meeting **ATTACHMENT A**

**APPROVAL OF THE FINAL FINANCIAL STATEMENT** for December, 2011

**APPROVAL OF THE ACCOUNTS PAYABLE** for January 24, 2012

1. Approval of the Stosick Account Expenditures
2. Approval of the Gift Fund Expenditures
3. Approval of the Lost & Paid Fund Expenditures
4. Approval of the Friends Account Expenditures
5. Approval of the Building Fund Expenditures
6. Approval of the Copy Machine Fund Expenditures

### PUBLIC COMMENT

### DIRECTOR'S REPORT

**ATTACHMENT B**

### COMMITTEE REPORTS

1. Milwaukee County Federated Library System Board report
2. Library Directors Advisory Committee report by the Director
3. Foundation report – Trustee Andrew

### CORRESPONDENCE

None

### INFORMATION

1. The circulation report for December is attached. **ATTACHMENT C**
2. Internet usage for the month of December in the adult department was 460 people. In the Youth Room we had 18 children using the Internet stations.
4. The EBSCO database usage report for December is attached. **ATTACHMENT D**
5. The Ancestry Library Edition had no searches
6. The Friends made \$54.00 on their Monday book sale in January.
7. The holds not picked up report is attached. **ATTACHMENT E**
8. The Historical Society will be holding their annual dinner on Saturday, February 11<sup>th</sup> at Pat's Oak Manor
9. The Director reported no grants in 2011 as required by the Common Council.
10. The Director will report on the roofing project.
11. Our fax service continues to be a very popular service. From October 1 to December 31<sup>st</sup> a total of 207 faxes were sent from the library location. 'We made a commission of \$30.58 for that period.

**PROUD PAST.....PROMISING FUTURE**

12. The Youth Room is participating in the Milwaukee Bucks Reading Challenge starting on January 3 and ending February 28<sup>th</sup>.
13. The Director will be attending Library Legislative Day on Tuesday, February 14, 2012 in Madison
14. We received the final automation costs for 2012 and it was lower than budgeted by \$277.73
15. The Director will report on the TNS telephone charges for the last two quarters of 2011
16. We will be allocating \$1,203 from our materials budget for e-Books

**ACTION**

1. Motion to approve the final 2011 Budget which will be handed out at the meeting.
2. Motion to allow the Director to carry over 24.7 hours of vacation.
3. Motion to accept the letter of retirement from Jeri Nawotka, Circulation Services Aide, effective March 30, 2012.
4. Motion to accept a donation of the book Baby Bird in Big Trouble from Mary Nelson, the author and illustrator.

**SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

**ADJOURN**

Please note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through interpreter or other auxiliary aids. To request this service contact the Library Director at 768-8195 or in writing to Library Director, South Milwaukee Public Library, 1907 10<sup>th</sup> Avenue, South Milwaukee, WI 53172.

Next schedule meeting of the Board will be **February 28, 2012**. Please notify the Director if you are unable to attend.  
cc: Board, Community Newspapers, Milwaukee Journal/Sentinel, Common Council Liaison, City Hall, City Administrator, Mayor, posting, file.