



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
Monday, January 3, 2022, 6:30 p.m.
Milton Public Library | 430 E. High St. Milton, WI 53563

This meeting will be held in-person and virtually.

Members of the public may participate virtually in this meeting using the Zoom platform at <https://us02web.zoom.us/j/81677410342?pwd=MTR4bi95emliSndqTXVFNHlqNG1BQT09>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 to monitor the meeting via telephone.

Meeting ID: 816 7741 0342

Passcode: 962583

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: December 6, 2021
4. Approval of Expenditures for December 2021
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. 2021 Year in Review
 - b. Review of annual survey questions
9. General Items
10. Next meeting: Monday, February 7, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
December 6, 2021**

Call to Order: The meeting was called to order at 6:32 p.m. by President Annette Smith. Present: Director Kunkel, Stricker, Collins, Clark, Tupper and TAB President Henry C. Absent: Dean and Schuetz.

Approval of Agenda: Clark moved approval of the agenda, seconded by Tupper. Motion passed unanimously.

Approval of Minutes: Clare oved approval of the minutes of the meeting on November 1, 2021, as distributed, seconded by Stricker. Motion pass unanimously.

Approval of Expenditures: Tupper moved approval of the November 2021 expenditures, seconded by Collins. Motion passed unanimously.

Director's Report: Kunkel shared that her and Jayme attended the Wisconsin Library Association conference in Green Bay. A UW-Whitewater student will be doing a practicum at the library starting in January. Kunkel summarized the various grants the library has received in 2021, including a \$600 one from Wisconsin Humanities to create travel kits. Kunkel also talked about some recent vandalism and having to ban three teenagers.

Report on ALS activities: ALS contracted with WiLS to conduct a feasibility study of a shared library system with Lakeshores Library System. Research and study will be doing throughout 2022.

TAB President's Report: TAB continues to work on creating winter and spring programming and will have an end-of-the-year party. They also discussed the 7th annual Library Lope: Let's Dash for Books.

New Business: None

General Items: None

Motion to Adjourn: Tupper moved adjournment at 6:58, seconded by Stricker. Motion passed unanimously.

Next meeting: Monday, January 3, at 6:30

Respectfully submitted,
Ashlee Kunkel

**LIBRARY EXPENDITURES
DECEMBER 2021**

Amazon: Books & AV, Office Supplies	\$300.55
Baker & Taylor Books	\$1912.24
Corporate Business Services	\$66.27
Braun TK Elevator Quarterly elevator inspection/service	\$200.45
Midwest Tape LLC Hoopla payment	\$1,189.07
Lakeshores Library System Deep Freeze renewal for public computers (3 years)	\$147.00
Findaway playaways	\$247.45
UW-Madison Staff Training (Grant Writing)	\$150.00
Hyatt Hotel, Green Bay	\$324.00
Johnson Controls Security System Fire panel equipment	\$1,036.88

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>INTERGOVERNMENTAL REVENUES</u>						
225-43570	ROCK COUNTY LIBRARY AID	.00	93,332.21	93,312.00	20.21	100.02
225-43720	OTHER COUNTY AID	.00	4,023.66	4,023.00	.66	100.02
225-43730	GRANTS/REIMBURSEMENTS	.00	6,152.41	.00	6,152.41	.00
TOTAL INTERGOVERNMENTAL REVENUES		.00	103,508.28	97,335.00	6,173.28	106.34
<u>PUBLIC CHARGES FOR SERVICE</u>						
225-46710	LIBRARY FINES	255.62	6,206.20	12,000.00	(5,793.80)	51.72
225-46720	RENT PAYMENT	1,166.67	14,000.04	14,000.00	.04	100.00
TOTAL PUBLIC CHARGES FOR SERVICE		1,422.29	20,206.24	26,000.00	(5,793.76)	77.72
<u>SOURCE 48</u>						
225-48520	LIBRARY DONATIONS	200.00	2,791.38	.00	2,791.38	.00
225-48535	GIFTS FROM FOUNDATION	.00	7,790.00	.00	7,790.00	.00
225-48540	TAB -TEEN ADVISE BOARD DONATIO	.00	861.66	.00	861.66	.00
225-48550	BUILDING DONATIONS	50.00	45,505.55	.00	45,505.55	.00
225-48570	BOOK SALES	.00	973.76	.00	973.76	.00
TOTAL SOURCE 48		250.00	57,922.35	.00	57,922.35	.00
<u>SOURCE 49</u>						
225-49200	TRANSFER FROM GEN FUND	.00	296,314.00	296,314.00	.00	100.00
TOTAL SOURCE 49		.00	296,314.00	296,314.00	.00	100.00
TOTAL FUND REVENUE		1,672.29	477,950.87	419,649.00	58,301.87	113.89

CITY OF MILTON
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2020

FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
225-55110-110 SALARIES	8,776.00	101,803.90	116,477.00	14,673.10	87.40
225-55110-120 HOURLY WAGES	8,001.14	103,433.95	114,065.00	10,631.05	90.68
225-55110-150 FICA	1,278.94	15,777.79	17,638.00	1,860.21	89.45
225-55110-151 RETIREMENT	1,085.94	13,774.33	15,269.00	1,494.67	90.21
225-55110-152 HEALTH/DENTAL/LIFE	939.37	21,536.72	29,043.00	7,506.28	74.15
225-55110-190 TRAINING	.00	178.00	700.00	522.00	25.43
225-55110-211 POSTAGE	.00	122.18	200.00	77.82	61.09
225-55110-240 EQUIPMENT MAINTENANCE	.00	6,068.65	5,082.00	(986.65)	119.41
225-55110-241 COMPUTER SERVICES	.00	1,721.99	2,500.00	778.01	68.88
225-55110-242 ARROWHEAD LIBRARY	.00	15,745.92	15,746.00	.08	100.00
225-55110-310 OFFICE SUPPLIES	.00	3,826.38	3,800.00	(26.38)	100.69
225-55110-313 PROMOTIONS	.00	120.50	1,500.00	1,379.50	8.03
225-55110-320 MEMBERSHIPS/SUBSCRIPTIONS	.00	1,631.80	400.00	(1,231.80)	407.95
225-55110-324 LIBRARY MATERIALS	.00	20,598.58	20,500.00	(98.58)	100.48
225-55110-328 LIBRARY MATERIALS - AV	1,026.57	5,839.23	11,500.00	5,660.77	50.78
225-55110-330 VEHICLE OPERATION & MAINT	.00	.00	150.00	150.00	.00
225-55110-355 DONATION PURCHASES	.00	7,403.89	.00	(7,403.89)	.00
225-55110-360 PROG SUPPLYS -BOOK SALE PROCDS	(300.00)	2,063.70	1,500.00	(563.70)	137.58
225-55110-370 TAB (TEEN ADVISORY BOARD)	.00	65.00	.00	(65.00)	.00
225-55110-811 OFFICE EQUIPMENT	538.00	3,354.69	4,750.00	1,395.31	70.63
TOTAL LIBRARY	21,345.96	325,067.20	360,820.00	35,752.80	90.09
<u>LIBRARY BUILDING</u>					
225-55120-110 SALARIES	.00	112.08	1,166.00	1,053.92	9.61
225-55120-120 HOURLY WAGES	1,655.35	21,705.59	22,811.00	1,105.41	95.15
225-55120-125 OVERTIME WAGES	.00	99.57	400.00	300.43	24.89
225-55120-126 SEASONAL LABOR	.00	.00	400.00	400.00	.00
225-55120-150 FICA	125.45	1,673.09	1,866.00	192.91	89.66
225-55120-151 RETIREMENT	48.39	536.54	560.00	23.46	95.81
225-55120-152 HEALTH/DENTAL/LIFE	5.86	1,931.19	1,493.00	(438.19)	129.35
225-55120-220 UTILITIES	1,916.66	24,507.99	24,000.00	(507.99)	102.12
225-55120-230 STORMWATER UTILITY	.00	387.80	233.00	(154.80)	166.44
225-55120-240 EQUIPMENT MAINTENANCE	194.05	2,516.75	2,500.00	(16.75)	100.67
225-55120-314 CLEANING AND MAINTENANCE	.00	568.78	1,500.00	931.22	37.92
225-55120-350 REPAIR & MAINTENANCE SUPPLIES	36.00	989.35	1,900.00	910.65	52.07
TOTAL LIBRARY BUILDING	3,981.76	55,028.73	58,829.00	3,800.27	93.54
TOTAL FUND EXPENDITURES	25,327.72	380,095.93	419,649.00	39,553.07	90.57
NET REVENUES OVER EXPENDITURES	(23,655.43)	97,854.94	.00	97,854.94	

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2021
FUND 241 - LIBRARY SPECIAL FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>DONATIONS</u>					
241-48510 TEEN ADVISORY BOARD DONATION	723.80	723.80	.00	723.80	.00
241-48520 FRIENDS OF LIBRARY DONATION	800.00	800.00	.00	800.00	.00
241-48540 GENERAL DONATIONS	10,476.00	10,476.00	.00	10,476.00	.00
241-48560 GRANT DONATIONS	3,257.02	3,257.02	.00	3,257.02	.00
TOTAL DONATIONS	15,256.82	15,256.82	.00	15,256.82	.00
TOTAL FUND REVENUE	15,256.82	15,256.82	.00	15,256.82	.00

CITY OF MILTON
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2021

FUND 241 - LIBRARY SPECIAL FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TEEN ADVISORY BOARD</u>					
241-53100-310 PROGRAMS	140.13	140.13	.00	(140.13)	.00
TOTAL TEEN ADVISORY BOARD	140.13	140.13	.00	(140.13)	.00
<u>FRIENDS OF THE LIBRARY</u>					
241-53200-310 PROGRAMS	1,075.13	1,075.13	.00	(1,075.13)	.00
TOTAL FRIENDS OF THE LIBRARY	1,075.13	1,075.13	.00	(1,075.13)	.00
<u>LIBRARY FOUNDATION</u>					
241-53300-310 PROGRAMS	35.87	35.87	.00	(35.87)	.00
TOTAL LIBRARY FOUNDATION	35.87	35.87	.00	(35.87)	.00
<u>GENERAL DONATIONS</u>					
241-53400-340 OPERATING SUPPLIES	518.70	518.70	.00	(518.70)	.00
TOTAL GENERAL DONATIONS	518.70	518.70	.00	(518.70)	.00
<u>GRANT PURCHASES</u>					
241-53600-310 PROGRAMS	792.06	792.06	.00	(792.06)	.00
241-53600-340 OPERATING SUPPLIES	1,507.48	1,507.48	.00	(1,507.48)	.00
241-53600-350 FURNITURE	58.01	58.01	.00	(58.01)	.00
TOTAL GRANT PURCHASES	2,357.55	2,357.55	.00	(2,357.55)	.00
TOTAL FUND EXPENDITURES	4,127.38	4,127.38	.00	(4,127.38)	.00
NET REVENUES OVER EXPENDITURES	11,129.44	11,129.44	.00	11,129.44	

DIRECTORS REPORT

Kanopy:

We will be adding a new online service called Kanopy. Kanopy is a video-streaming service and operates similar to Hoopla in that it is a pay-per-use platform. The Kanopy app is available on Apple and android, the Kindle Fire tablet, a number of TV apps, and accessible through a web browser. Patrons will receive 6 credits a month. In most instances, 1 movie download equals 1 credit and gives the user 72 hours of access for that movie. The majority of the movies will cost the library \$2.00 per download (Hoopla downloads range from \$2.00 to \$4.00).

Kanopy adds 50-200 new titles each month, with popular titles from Paramount and Lionsgate and academic titles from A&E and the History Channel. There is also a collection of courses called Great Courses that focus on lifelong learning and personal enrichment. There is also a great collection of children's videos in Kanopy Kids. When patrons access Kanopy Kids, it costs the library \$5.00, but patrons have access to the whole collection for 30 days.

We will be setting a yearly limit of \$3,000, with that broken down by month. If that monthly limit is reached before the month is done, downloading will be unavailable until the next month. However, if there's monthly budget left over, that will roll over into the next month. We're seeing a decrease in the checkout of DVDs as more people have access to streaming services. This allows the library to be where the people are and provide yet another free service.

Donations:

- Received a \$600 donation through the WEA Member Benefits program
- The tray raffle raised \$217, which will go towards a couple more Mini-Maker kits.
- Received a \$50 donation in memory of Colleen Kunkel
- Received \$250 from Bill Wilson and Ethel Himmel

Programs

12/7/2021	Medicare Meeting	Other (all ages)	Group attending	In-person	5	
12/8/2021	Storytime	Children (0-11)	Group attending	In-person	6	
12/8/2021	Tech Corner at The Gathering Place	Other (all ages)	Group attending	In-person	1	
12/9/2021	Tech Corner at The Gathering Place	Other (all ages)	Group attending	In-person	2	
12/8/2021	Red Cross Youth Club	Young Adult (12-18)	Group attending	In-person	4	
12/10/2021	4K Storytime	Children (0-11)	Group attending	In-person	18	
12/10/2021	4K Storytime	Children (0-11)	Group attending	In-person	17	
12/10/2021	4K Storytime	Children (0-11)	Group attending	In-person	16	
12/10/2021	4K Storytime	Children (0-11)	Group attending	In-person	16	
12/10/2021	4K Storytime	Children (0-11)	Group attending	In-person	13	
12/10/2021	4K Storytime	Children (0-11)	Group attending	In-person	12	
12/10/2021	4K Storytime	Children (0-11)	Group attending	In-person	14	
12/10/2021	4K Storytime	Children (0-11)	Group attending	In-person	14	
12/6/2021	Stocking Cap Ornament	Other (all ages)	Individual participants	In-person		10
12/10/2021	Storytime	Children (0-11)	Group attending	In-person	3	
12/12/2021	Storytime	Children (0-11)	Group attending	In-person	6	
12/14/2021	American Lives	Other (all ages)	Group attending	In-person	4	
12/15/2021	Proctoring	Other (all ages)	Individual participants	In-person		1
12/16/2021	MECAS STEAM visit	Young Adult (12-18)	Group attending	In-person	14	
12/16/2021	Schitt's Creek Trivia	Other (all ages)	Group attending	Live, virtual	10	
12/17/2021	4K Storytime	Children (0-11)	Group attending	In-person	16	
12/17/2021	4K Storytime	Children (0-11)	Group attending	In-person	15	
12/17/2021	4K Storytime	Children (0-11)	Group attending	In-person	13	
12/17/2021	4K Storytime	Children (0-11)	Group attending	In-person	11	
12/18/2021	TAB end of the year party	Young Adult (12-18)	Group attending	In-person	14	
12/20/2021	DIY Ornaments	Children (0-11)	Individual participants	In-person		10
12/13/2021	Story Break	Children (0-11)	Individual participants	Pre-recorded		
12/20/2021	Story Break	Children (0-11)	Individual participants	Pre-recorded		
12/20/2021	Storytime	Children (0-11)	Group attending	In-person	0	
12/22/2021	Storytime	Children (0-11)	Group attending	In-person	9	