



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES

Monday, January 4, 2021, 6:30 p.m.

Zoom Teleconference

Dial in at 1-312-626-6799 and enter meeting ID 860 9212 8191 and Passcode: 151407

Weblink:

<https://us02web.zoom.us/j/86092128191?pwd=Mkw2a0ViWFZZZUxuazMyYjQvcDBjQT09>

PLEASE NOTE: In-person attendance by members of the public temporarily prohibited due to COVID-19 physical distancing protocols pursuant to the Rock County Health Departments Reopening Phased Plan, dated May 21, 2020, which discourages public gatherings. Members of the public may monitor this meeting at <https://us02web.zoom.us/j/86092128191?pwd=Mkw2a0ViWFZZZUxuazMyYjQvcDBjQT09>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 860 9212 8191 to monitor the meeting via telephone.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: December 7, 2020
4. Approval of Expenditures for December 2020
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Discussion and possible action on eliminating overdue fines for juvenile and young adult materials.
9. General Items
 - a. Story Gardens update
10. Next meeting: Monday, February 1, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
December 7, 2020**

Call to Order: The meeting was called to order at 6:31 p.m. by Vice-President Rose Stricker. Present: Rusch, Stricker, Director Kunkel, Dean, Tupper, Collins, and TAB President Emily M. Absent: Smith and Schuetz.

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

Approval of Minutes: Rusch moved approval of the minutes of the meeting on November 2, 2020 as distributed, seconded by Stricker. Motion passed unanimously.

Approval of Expenditures: Nothing out of the ordinary for the month; Tupper moved approval of the expenditures, with the addition of \$56.70 for Corporate Business Services, seconded by Collins. Motion passed unanimously.

Director's Report: MPL is back to curbside pickup during Phase 1. Kunkel noted it is slower than before, between 25-30 pickups daily. A buzzer system was installed. The new phone system needs tweaking (can't handle more than one phone call at a time). MPL received grants to purchase books to increase diversity. MPL staff members enrolled in Project Ready, an online curriculum covering topics of race, equity and access. Kunkel meets with the Library Foundation tomorrow (12/8).

Arrowhead Library System Report: No report as Smith is absent.

TAB President's Report: TAB met Nov 24, spent time practicing for Among Us program in December. Little Free Library coming along, plans are to put it near Mitchell's coffeehouse. Members are working on a new logo for TAB.

New Business

Discussion of Library Fines: Kunkel introduced the idea of going fine free to make the library more accessible for patrons. She is going to do more research and will share what she has learned at a future meeting.

Review and discussion of 2020-2024 Milton Public Library Strategic Plan: Kunkel is looking at hosting an Artist in Residence for the Spark Lab. Tupper moved approval of the MPL Strategic Plan for 2021-2024. Collins second. Motion passed unanimously.

General Items:

Story Gardens update: Dirt pile has been moved; MPL has a donor willing to pour the cement; Notecard fundraiser for Story Gardens.

Friends of Milton Public Library update: Friends are exploring online payments for membership. Will be doing a bulk mailing to Milton residents encouraging them to join the Friends, benefits include showing support for the library and early access to book sales. Kunkel noted the library's programming money comes from the Friends group.

Motion to Adjourn: Collins moved adjournment at 7:30 pm, seconded by Tupper. Motion approved unanimously.

Next meeting: Monday, January 4, at 6:30 p.m.

Respectfully submitted,
Deborah Dean

**Library Expenditures
December 2020**

Amazon Books & AV & Office Supplies	\$544.47
Baker & Taylor Books & AV	\$1411.82
Corporate Business Services	\$60.41
Braun ThyssenKrupp Elevator Quarterly elevator inspection	\$194.05
City Lock and Key Doorbell and door system	\$450.00
Signarama Collection signs	\$88.00
Midwest Tape (Hoopla)	\$1026.57
Findaway (Playaways)	\$795.94 (\$500 used from a donation)
Johnson Controls Quarterly Service Fee	\$354.58
Lakeshores Library System Computer services	\$28.25

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	

Director's Report

Jayne received a \$1,000 grant and the opportunity to participate in the PBD KIDS Community Learning Cohort. This opportunity falls right into this part of our Strategic Plan:

community			
Continue to instill the joy of reading.	Provide parents with the tools to explore early literacy and one-on-one reading at home	Children's Librarian	DECEMBER 2022

Some more information: <https://dpi.wi.gov/wilibrariesforeveryone/pbs-kids-community-learning-cohort-youth-services-staff>

Milton Courier, Community Voices article: https://www.hngnews.com/article_07e9e3f1-0266-599c-830d-65c84bc1d47c.html?fbclid=IwAR3n9242LLEbBXhEhQzcEe3QQJL388Tu6osu68x37aZ7e-oGm3fzbfVuaA4

January – March programs: <https://www.als.lib.wi.us/MPL/wp-content/uploads/2020/12/PROGRAM-GUIDE-Q1-2021.pdf>

I'll have our yearly statistics ready for the next meeting!

	Proctoring				
	December 8	1			
	December 10	1			
	Children				
December 2	Virtual Storytime				9
December 8	Virtual Storytime				14
December 11	4k Storytime				76
December 11	4k Storytime				30
	HoliDAZE Kit				12
	Pop up suncatcher				12
	Tween				
	Clay bowl		11		11
	Teen				
December 16	Teen Advisory Board			10	10
December 16	Red Cross Youth Club			5	5
December 30	YouPaint				
	Adults				
12/15	MBC	10			10

FINES

	2018	2019	2020
Adult	\$3,067	\$3,841	\$1,780
Juvenile	\$2,070	\$3,140	\$1,634
YA	\$184	\$369	\$181
Misc.	\$19	\$31	\$7
TOTAL	\$5,340	\$7,051	\$3,602
ACCOUNT 225-46710	\$10,701.43	\$11,967.80	\$6,200.58

Account 225-46710 is a revenue account that collects any fines we take in as well as fees for using the printer/copier, replacement library cards, and any other miscellaneous small cash transactions.

American Library Association's statement on library fines:

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/economicbarriers>

“Libraries should examine policies and procedures, particularly those involving fines, fees, or other user charges, and actively move toward eliminating any that may create potential barriers to access or academic achievement.”

Disadvantages of fines:

- Patrons can be denied library services (computer use, physical library materials, online services)
- It is a negative aspect of library services
- Fines can cause “library anxiety” because they are a form of punishment
- Dealing with and handling fines takes up staff time
- At times the patron interaction can be unpleasant

As of December 11, 2020:

Patrons with OVERDUES:

179 users blocked due to overdue fees

134 of them have total overdue fees between \$10 and \$25

36 of them have total overdue fees between \$25 and \$50

6 of them have total overdue fees between \$50 and \$75

3 of them have total overdue fees above \$75

We currently have 30,708 items: 2952 checkouts and 738 of them are overdue. (Overdue could be due to quarantine as well).

There is currently \$7,212.45 in outstanding overdue fees. Absolutely no guarantees that we would be collecting those fines.

Patrons with BILLED items:

148 patrons with bills between \$10 and \$25

63 patrons with bills between \$25 and \$50

15 patrons with bills between \$50 and \$75

41 patrons with bills above \$75

\$15361.57 total owed

****Right now, we have 65 juvenile users and 125 adult users that are blocked due to fines in excess of \$10.00****

Patrons' accounts are blocked at \$10.00. They are not allowed to check out, place holds, use the computers, or use Hoopla. Overdrive/Libby no longer has restrictions. Right now, fines for items top out at \$5.00 each. If a patron returns a billed item, and no matter how long that item has been billed, they are charged a \$5.00 overdue fee.

Potential Revenue Sources:

- Billing processing fees for sending out bills (to recoup for stamp, envelop, printing costs)
- Increase replacement and repair fees (barcodes, artwork replacement, cases, etc.)
- Increase printing/copying. Currently at 10 cents a page for both.

	October 2019	November 2019	December 2019	January 2020	February 2020
10 cents*	162.90	190.20	203.20	185.70	162.00
15 cents	244.35	285.3	304.8	278.55	243.00
Difference	81.45	95.10	101.60	92.85	81.00

*These numbers are not exact, but approximately what we took in for printer/copier use. We could average approximately \$90 more a month or \$1080 more a year by increasing from 10 cents to 15 cents.

- Faxing (previously charged \$1.00 per page; we're constantly asked if we have faxing). I plan on contacting Dimax (our new phone carrier) to see what they can do with faxing.
- Donation jar at the front desk (plus other random donations we receive throughout the year)
- Fundraisers: Food Truck Rallys (approximately \$750 each) and other small ones
- Yearly Foundation contribution (?)
- Gazebo rentals

A removal of fines on young adult and juvenile materials would include all juvenile (children and tween) and young adult books; juvenile and young adult audiobooks; children, family, and young adult DVDs; Emmy's Early Lit Kits, Sitter Sacks, and Healing Library kits.

From our 2019 Community Survey:

Question 1: Do you currently have library fines?

- 32 – yes
- 76 – no
- 13 – not sure

Question 2: Do library fines affect how you use the library?

- 15 – yes
- 100 – no
- 3 – not sure

Question 3: Are you okay with paying library fines, knowing the money goes towards the library?

- 114 – yes
- 5 – no
- 1 – not sure

Question 4: Do the possibility of fines encourage you to return your items early or on time?

- 94 – yes
- 23 – no
- 4 – not sure

Question 5: Is the staff accommodating if your account is blocked due to fines over \$10.00?

- 33 – yes
- 3 – no
- 76 – not sure

Question 6: Would you check out more items if there were no library fines?

- 20 – yes
- 87 – no
- 14 – not sure