



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES

Monday, May 3, 2021, 6:30 p.m.

Zoom Teleconference

Dial in at 1-312-626-6799 and enter meeting ID 873 3124 4305 and Passcode 385336

Weblink: <https://us02web.zoom.us/j/87331244305?pwd=ZEI1VEJGVHM5Vm0zVTM0VDBYRjJtZz09>

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/87331244305?pwd=ZEI1VEJGVHM5Vm0zVTM0VDBYRjJtZz09>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 873 3124 4305 to monitor the meeting via telephone.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: April 5, 2021
4. Approval of Expenditures for April 2021
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Discussion and possible action on approving Programming Policy.
 - b. Discussion of possible action on approving 100 Women: Story Gardens Edition fundraising letter.
9. General Items
10. Next meeting: Monday, June 7, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
April 5, 2021**

Call to Order: The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Rusch, Director Kunkel, Dean, Collins, Schuetz and Stricker. and TAB President Emily M. Absent: Tupper and TAB President Emily M.

Approval of Agenda: Stricker moved approval of the agenda, seconded by Schuetz. Motion passed unanimously.

Approval of Minutes: Rusch moved approval of the minutes of the meeting on March 1, 2021 as distributed, seconded by Stricker. Motion passed unanimously.

Approval of Expenditures: Rusch moved approval of the expenditures, seconded by Schuetz. Motion passed unanimously.

Director's Report: MPL received a donation from Project Maria to purchase books on eating disorders and body positivity; table at Milton Farmer's Market (May- September) Strategic Plan Objective: Make it a priority to be involved in events in the City of Milton and surrounding communities; City Council forgave remaining loan advance. Increased funding in the form of grants expected for the county in 2022. SHARE library system working together looking at options.

Arrowhead Library System Report: Township circulation is up; looking at changes to delivery models, Big Read selection is The Lathomecomber.

TAB President's Report: No report as Emily M. was absent.

New Business

Discussion and possible action on Programming Policy: First reading of Programming Policy as presented.

Request to the CFSW for the transfer of maximum spendable funds available from the Milton Public Library Capital Campaign to pay towards the Milton Public Library's debt retirement with the City of Milton from the renovation and expansion of the Milton Public Library Community Foundation account: Rusch moved to transfer \$4941.69 from the CFSW MPL Capital Campaign to the City of Milton. Collins second, motion passed unanimously.

General Items:

Story Gardens update: Story Gardens update – Met with Sockness Builders to discuss gazebo project. School may Scott Randall's classes may help support project with smaller builds. Need new site plan for Story Gardens - looking for someone to provide that. Kunkel continues to seek out grants to fund the Story Gardens. Food Truck Rally set for May 2. Ten trucks have committed and will be scattered around the east side of town.

Motion to Adjourn: Collins moved adjournment at 6:52 pm, seconded by Schuetz. Motion passed unanimously.

Next meeting: Monday, May 3, at 6:30 p.m.

Respectfully submitted,
Deborah Dean

**Library Expenditures
April 2021**

Amazon Books & AV & Office Supplies	\$423.78
Baker & Taylor Books & AV	\$1548.04
Corporate Business Services	\$69.01
USPS Postage	\$64.60
Milton Courier Subscription	\$65.00
Globalcom Technologies Network port repair	\$120.40
Lakeshores Library System WiFi Guest Portal	\$84.35

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2021

FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUES</u>					
225-43570 ROCK COUNTY LIBRARY AID	94,175.36	94,175.36	94,175.00	.36	100.00
225-43720 OTHER COUNTY AID	4,472.21	4,472.21	5,143.00	(670.79)	86.96
TOTAL INTERGOVERNMENTAL REVENUES	98,647.57	98,647.57	99,318.00	(670.43)	99.32
<u>PUBLIC CHARGES FOR SERVICE</u>					
225-46710 LIBRARY FINES	1,479.12	1,479.12	10,546.00	(9,066.88)	14.03
225-46720 RENT PAYMENT	4,666.68	4,666.68	14,000.00	(9,333.32)	33.33
TOTAL PUBLIC CHARGES FOR SERVICE	6,145.80	6,145.80	24,546.00	(18,400.20)	25.04
<u>SOURCE 48</u>					
225-48520 LIBRARY DONATIONS	2,570.00	2,570.00	.00	2,570.00	.00
225-48550 BUILDING DONATIONS	50.00	50.00	.00	50.00	.00
TOTAL SOURCE 48	2,620.00	2,620.00	.00	2,620.00	.00
<u>SOURCE 49</u>					
225-49200 TRANSFER FROM GEN FUND	296,081.00	296,081.00	296,081.00	.00	100.00
TOTAL SOURCE 49	296,081.00	296,081.00	296,081.00	.00	100.00
TOTAL FUND REVENUE	403,494.37	403,494.37	419,945.00	(16,450.63)	96.08

CITY OF MILTON
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2021

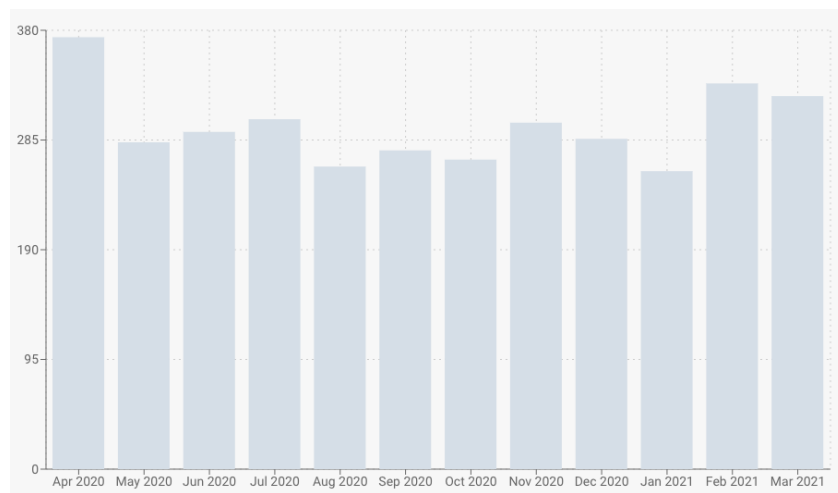
FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
225-55110-110 SALARIES	30,879.68	30,879.68	117,645.00	86,765.32	26.25
225-55110-120 HOURLY WAGES	35,959.59	35,959.59	106,226.00	70,266.41	33.85
225-55110-150 FICA	5,725.90	5,725.90	17,127.00	11,401.10	33.43
225-55110-151 RETIREMENT	4,924.97	4,924.97	14,816.00	9,891.03	33.24
225-55110-152 HEALTH/DENTAL/LIFE	3,786.73	3,786.73	24,902.00	21,115.27	15.21
225-55110-190 TRAINING	.00	.00	4,700.00	4,700.00	.00
225-55110-211 POSTAGE	64.60	64.60	358.00	293.40	18.04
225-55110-240 EQUIPMENT MAINTENANCE	833.95	833.95	5,082.00	4,248.05	16.41
225-55110-241 COMPUTER SERVICES	.00	.00	3,500.00	3,500.00	.00
225-55110-242 ARROWHEAD LIBRARY	19,073.81	19,073.81	19,074.00	.19	100.00
225-55110-310 OFFICE SUPPLIES	651.70	651.70	3,800.00	3,148.30	17.15
225-55110-313 PROMOTIONS	16.00	16.00	1,500.00	1,484.00	1.07
225-55110-320 MEMBERSHIPS/SUBSCRIPTIONS	162.47	162.47	2,000.00	1,837.53	8.12
225-55110-324 LIBRARY MATERIALS	5,347.80	5,347.80	22,000.00	16,652.20	24.31
225-55110-328 LIBRARY MATERIALS - AV	335.25	335.25	13,000.00	12,664.75	2.58
225-55110-330 VEHICLE OPERATION & MAINT	.00	.00	150.00	150.00	.00
225-55110-360 PROG SUPPLYS -BOOK SALE PROCDS	82.80	82.80	.00	(82.80)	.00
225-55110-811 OFFICE EQUIPMENT	463.37	463.37	4,750.00	4,286.63	9.76
TOTAL LIBRARY	108,308.62	108,308.62	360,630.00	252,321.38	30.03
<u>LIBRARY BUILDING</u>					
225-55120-110 SALARIES	.00	.00	181.00	181.00	.00
225-55120-120 HOURLY WAGES	4,854.24	4,854.24	22,247.00	17,392.76	21.82
225-55120-125 OVERTIME WAGES	89.19	89.19	400.00	310.81	22.30
225-55120-126 SEASONAL LABOR	.00	.00	400.00	400.00	.00
225-55120-150 FICA	386.28	386.28	1,746.00	1,359.72	22.12
225-55120-151 RETIREMENT	114.52	114.52	445.00	330.48	25.73
225-55120-152 HEALTH/DENTAL/LIFE	193.96	193.96	1,783.00	1,589.04	10.88
225-55120-220 UTILITIES	9,658.40	9,658.40	26,248.00	16,589.60	36.80
225-55120-230 STORMWATER UTILITY	77.56	77.56	465.00	387.44	16.68
225-55120-240 EQUIPMENT MAINTENANCE	481.05	481.05	2,500.00	2,018.95	19.24
225-55120-314 CLEANING AND MAINTENANCE	179.90	179.90	1,000.00	820.10	17.99
225-55120-350 REPAIR & MAINTENANCE SUPPLIES	312.02	312.02	1,900.00	1,587.98	16.42
TOTAL LIBRARY BUILDING	16,347.12	16,347.12	59,315.00	42,967.88	27.56
TOTAL FUND EXPENDITURES	124,655.74	124,655.74	419,945.00	295,289.26	29.68
NET REVENUES OVER EXPENDITURES	278,838.63	278,838.63	.00	278,838.63	

Director's Report

At the April 21 ALS Directors' meeting, the library voted to end the quarantining of library materials. We have been quarantining both book return items and delivery items between 24 and 48 hours. This decision was made based off updated CDC guidelines saying that surfaces are not the main route of transmission. More information here: <https://www.cdc.gov/coronavirus/2019-ncov/more/science-and-research/surface-transmission.html>. We are continuing wash our hands frequently and to disinfect high-use surfaces and each computer station after every use.

I am putting more money into our monthly Hoopla budget. I do set a monthly limit, which is distributed to a daily limit. It is usually around early afternoon when patrons receive a notice that the daily limit has been reached and that they are unable to download the item. Just like the other libraries, we are seeing an increase in digital downloads through Overdrive and Hoopla, an increase we thought we would see this time last year. Because not many movies and DVDs are being released, we have plenty of funds in our AV Materials account. Here are some Hoopla numbers:



Fundraising:

- Milton West, Milton East, Harmony, Consolidated, and Northside all held a very, very successful Pennies for Pathways fundraiser during the week of April 19-23 for the Story Gardens. A total of **\$7318.17** was raised. We were initially quoted \$24,000 for the walkway.
- We raised \$318 with the Story Gardens store.
- Food Truck Rally update

Six more additional security cameras were installed, three indoor and three outdoor.

I met with Fire Inspector, Lt. Mitch Severson, about the possibility of moving the current booksale space to the room next door to have the booksale open more regularly, and potentially a Friends/Story Gardens gift shop as well. He's says it's doable, as long as we're mindful of shelving height and spacing and sprinkler placements. Depends on the layout we wish to do, a sprinkler assessment might be necessary.

We'll have a table at the upcoming Milton Farmers' Market, starting May 6, and going until September. We'll also have a table at the Milton Mega Markets on Saturday, July 24 at Chapel Specialties.



Programming Policy

The Milton Public Library supports its mission of opening doors for curious minds and nurturing learning and creativity by developing and presenting programs that provide opportunities for educational, cultural, and recreational experiences. A “program” is a planned presentation or interaction between the library staff and/or a library-sponsored presenter and program participants that is aimed at accomplishing these goals:

1. Expanding the library’s role and visibility as a community resource and community center.
2. Introducing patrons and non-users to library resources and services.
3. Providing opportunities for lifelong learning and entertainment.

Library staff are responsible for developing and delivering library-sponsored programs and utilizing staff expertise, collections, services, and facilities. The library may partner with community agencies, organizations, and individuals to present co-sponsored programs. Furthermore, professional performers and presenters may be hired for library programs. Programs may be held on site, off-site, or virtually.

These criteria are used in making decisions about programs, set up, topics, speakers, and accompanying resources:

- Relation to the Library’s mission and service goals found in the library’s current strategic plan
- Health and safety of participants
- Availability of program space and equipment
- Budget and staffing considerations
- Community needs and interests
- Quality of presentation
- Speaker’s background and qualifications in the content area
- Historical, educational, and cultural significance
- Connection to other community programs, exhibitions, or events

ACCESS AND PARTICIPATION

Library programs are open to the public and are free to attend. A person’s right to attend a program will not be denied because of national origin, race, color, sex, religion, background, views, sexual orientation, or disability. Every attempt will be made to accommodate all who wish to attend a program. Furthermore, a library card is not required to attend a program.

Registration may be required for planning purposes and when space is limited. Details about registration requirements will always be included in the program’s description on the library’s website and advertising materials. Registrants should notify the library in advance if they must cancel their registration.

The Library reserves the right to:

- Limit attendance at events due to space considerations, budget constraints, and based on the nature of the program.
- Set age limits for library-sponsored programs.
- Cancel programs, to be rescheduled or not.
- Deny attendance to anyone who is disruptive or who violates the library’s Code of Conduct.

For the purpose of marketing library programs on the library’s website and social media, staff may ask permission to photograph, videotape, and/or virtually record program participants.

The Library welcomes expressions of opinion from community members concerning programming. If a community member questions a library program, he/she should address the concern with a Library staff member. If the community member wishes to continue the request for review, he/she may write a letter to the Library Board and it will be reviewed at their next regularly scheduled meeting.



Over 6 years ago, Milton Public Library began the journey of fundraising for an expansion and remodel. It was time to create a community space that was reflective of the goals of library staff to create a welcoming, open, creative, and collaborate space for community members of all ages.

It was important to the library team that the community had a part in the whole project, from the design process to fundraising. We wanted people to feel invested in their library.

The 100 Woman Campaign officially kicked off our fundraising efforts. The Milton Public Library started with a handful of women back in 1904 with the Fortnightly Club, and we wanted to embrace that idea again with the library's next big step. And because of you, and over 100 other women, we were able to do so.

It wasn't long after the completion of the library's successful remodel that the library team starting thinking of what else could be created for the community. And what was dreamed up was Story Gardens, an open air branch of the library that promotes literacy and life-long learning through literature based themes and outdoor library programs. In the library's recently-approved strategic plan, the staff and Library Board made development of Story Gardens a priority based on community feedback for more programs and an appealing outdoor space.

There was a lot of progress in 2020: a pollinator garden was planted; two ramps were installed to make the area accessible; the Lions Club built and donated 6 raised garden beds, Heather Hanson created a butterfly mosaic, and Connie Bier created and donated a bee mosaic.

But there's still so much more to do.

Future plans include a walkway around the perimeter of the gardens to make the various areas accessible, a reading pit, a quiet area, interactive musical elements, a grass-covered tunnel, learning and literary stations, art pieces throughout, and more garden areas.

As one of the women who played an integral part of the success of the library's renovation, we wanted to give you the opportunity to again lead the way for the future of Story Gardens.

A one-time donation of \$300 will be recognized in a separate area of Story Gardens and will go towards completing the project. A project that will only add to what the Milton Public Library is already offering the community.

Checks can be written out to Milton Public Library and sent to the library at 430 E. High St. Milton, WI 53563.

The success of the library's original 100 Woman campaign relied on women encouraging other women to be a part of the library's continuous story. If you know of someone who would want to be a part of the Story Gardens chapter, please pass along this opportunity.

If you have any questions, please don't hesitate to reach out to Library Director, Ashlee Kunkel at 868-7462 or kunkel.ashlee@als.lib.wi.us.

We so appreciate the support you've given the library through the years.

Ashlee Kunkel
Library Director