



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
Monday, October 4, 2021, 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/86033989414?pwd=dWlhL00zT0RSV2NBd2FrZG9VanQxZz09>

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: 860 3398 9414

Passcode: 335966

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: September 13, 2021
4. Approval of Expenditures for September 2021
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Discussion and Possible Action on Circulation Policy
 - b. Consideration of a motion to convene into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility re: Discussion of compensation of Library Director.
 - c. Reconvene into open session for discussion and possible action on Library Director compensation.
 - d. Discussion and Possible Action on Approving the 2022 Preliminary Library Budget
9. General Items
10. Next meeting: Monday, November 1, at 6:30
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
September 13, 2021**

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

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

Approval of Minutes: Clark moved approval of the minutes of the meeting on August 2, 2021, as distributed, seconded by Stricker. Motion passed unanimously.

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

Director's Report: Work on the library roof started on August 24 and is almost complete. Denise Molitor started on September 7 as a part-time Library Assistant and will work Monday and Tuesday nights, as well as some weekends. With her hire, the library is back open to full hours. The Food Truck Rally on August 29 was successful, and staff will continue to evaluate the set up for 2022. Staff are working on two grant possibilities: marketing plan and travel kits/podcast. Marijka researched and added dyslexia-friendly books to the juvenile collection. Director Kunkel also shared some statistics showing circulation differences between July 2019 and July 2021 – circulation is at about 75%. Kits are becoming more popular, and staff are working on creating more.

Report on ALS activities: ALS is working with the county to make software and computers available for those seeking assistance to grow and develop small businesses.

TAB President's Report: A new president will be elected at this month's TAB meeting.

New Business

Discussion and Possible Action on Approving Security Camera Policy: Collins moved to approve the Security Camera Policy as presented, seconded by Tupper. Motion passed unanimously.

Request to the Community Foundation of Southern Wisconsin (CFSW) to transfer the remaining available cash with the close of the month of August from the Milton Public Library Capital Fund to the City of Milton for the library's debt retirement with the city from the renovation and expansion of the Milton Public Library: Tupper moved to transfer the remaining available cash from the CFSW MPL Capital Fund to the City of Milton. Stricker seconded. Motion passed unanimously.

Request to the Community Foundation of Southern Wisconsin (CFSW) to close the Milton Public Library Capital Fund – 1492 (MLT14) upon final payment to the City of Milton: Clark moved to request the CFSW to close the Milton Public Library Capital Fund-1492 (MLT14) upon final payment to the City of Milton. Schuetz seconded. Motion passed unanimously.

Discussion and Possible Action to Award Contract to Gilbank Construction, Inc for Repairs to the City of Milton Public Library Building. Tupper moved to award contract as presented to Gilbank Construction, Inc for interior repairs. Collins seconded. Motion passed unanimously.

Discussion and Possible Action on approving Shuffleboard Equipment Reservation Form: No action taken.

Discussion and Possible Action on Approving 2022 Library Closings: Clark moved to approve the 2022 Library Closings. Stricker seconded. Motion passed unanimously.

Discussion and Possible Action on Approving the 2022 Preliminary Library Budget: No action taken. Tabled until next month.

General Items

Story Gardens Update: Staff and members of the Story Gardens Subcommittee are continuing to have conversations concerning the construction of the outdoor programming space/gazebo.

Motion to Adjourn: Collins moved adjournment at 7:11 p.m., seconded by Tupper. Motion passed unanimously.

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

Respectfully submitted,
Ashlee Kunkel

**LIBRARY EXPENDITURES
SEPTEMBER 2021**

Amazon: Books & AV, Office Supplies	\$1045.87
Baker & Taylor Books	\$3171.41
Corporate Business Services	\$79.52
Braun TK Elevator Quarterly elevator inspection	\$200.45
National Elevator Inspection Services State elevator inspection for permit	\$82.00
Soundcloud Annual Podcast Subscription	\$144.00
USPS postage	\$71.66
Ace Hardware Supplies for United Way Day of Caring projects	\$178.58
Johnson Controls Security Solutions Quarterly billing for fire system monitoring	\$381.17
Tri-Cor Mechanical Roof work – chiller lines demo	\$259.50

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 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	.00	94,175.36	94,175.00	.36	100.00
225-43720	OTHER COUNTY AID	.00	4,472.21	5,143.00	(670.79)	86.96
	TOTAL INTERGOVERNMENTAL REVENUES	.00	98,647.57	99,318.00	(670.43)	99.32
<u>PUBLIC CHARGES FOR SERVICE</u>						
225-46710	LIBRARY FINES	676.43	4,079.24	10,546.00	(6,466.76)	38.68
225-46720	RENT PAYMENT	1,166.67	10,500.03	14,000.00	(3,499.97)	75.00
	TOTAL PUBLIC CHARGES FOR SERVICE	1,843.10	14,579.27	24,546.00	(9,966.73)	59.40
<u>SOURCE 48</u>						
225-48550	BUILDING DONATIONS	.00	4,991.69	.00	4,991.69	.00
	TOTAL SOURCE 48	.00	4,991.69	.00	4,991.69	.00
<u>SOURCE 49</u>						
225-49200	TRANSFER FROM GEN FUND	.00	296,081.00	296,081.00	.00	100.00
	TOTAL SOURCE 49	.00	296,081.00	296,081.00	.00	100.00
	TOTAL FUND REVENUE	1,843.10	414,299.53	419,945.00	(5,645.47)	98.66

CITY OF MILTON
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
225-55110-110 SALARIES	4,432.00	66,296.70	117,645.00	51,348.30	56.35
225-55110-120 HOURLY WAGES	3,918.85	79,752.21	106,226.00	26,473.79	75.08
225-55110-150 FICA	635.56	11,759.86	17,127.00	5,367.14	68.66
225-55110-151 RETIREMENT	538.57	10,107.29	14,816.00	4,708.71	68.22
225-55110-152 HEALTH/DENTAL/LIFE	946.23	8,515.86	24,902.00	16,386.14	34.20
225-55110-190 TRAINING	.00	235.00	4,700.00	4,465.00	5.00
225-55110-211 POSTAGE	.00	150.11	358.00	207.89	41.93
225-55110-240 EQUIPMENT MAINTENANCE	200.45	1,091.01	5,082.00	3,990.99	21.47
225-55110-241 COMPUTER SERVICES	.00	726.67	3,500.00	2,773.33	20.76
225-55110-242 ARROWHEAD LIBRARY	79.52	19,153.33	19,074.00	(79.33)	100.42
225-55110-310 OFFICE SUPPLIES	13.67	1,933.40	3,800.00	1,866.60	50.88
225-55110-313 PROMOTIONS	.00	29.00	1,500.00	1,471.00	1.93
225-55110-320 MEMBERSHIPS/SUBSCRIPTIONS	.00	461.97	2,000.00	1,538.03	23.10
225-55110-324 LIBRARY MATERIALS	.00	16,259.22	22,000.00	5,740.78	73.91
225-55110-328 LIBRARY MATERIALS - AV	.00	2,303.05	13,000.00	10,696.95	17.72
225-55110-330 VEHICLE OPERATION & MAINT	.00	.00	150.00	150.00	.00
225-55110-811 OFFICE EQUIPMENT	.00	1,626.62	4,750.00	3,123.38	34.24
TOTAL LIBRARY	10,764.85	220,401.30	360,630.00	140,228.70	61.12
<u>LIBRARY BUILDING</u>					
225-55120-110 SALARIES	.00	126.78	181.00	54.22	70.04
225-55120-120 HOURLY WAGES	941.20	10,782.29	22,247.00	11,464.71	48.47
225-55120-125 OVERTIME WAGES	.00	199.02	400.00	200.98	49.76
225-55120-126 SEASONAL LABOR	.00	28.00	400.00	372.00	7.00
225-55120-150 FICA	69.74	849.49	1,746.00	896.51	48.65
225-55120-151 RETIREMENT	28.50	264.57	445.00	180.43	59.45
225-55120-152 HEALTH/DENTAL/LIFE	183.35	758.24	1,783.00	1,024.76	42.53
225-55120-220 UTILITIES	1,825.23	19,104.68	26,248.00	7,143.32	72.79
225-55120-230 STORMWATER UTILITY	.00	232.68	465.00	232.32	50.04
225-55120-240 EQUIPMENT MAINTENANCE	.00	675.10	2,500.00	1,824.90	27.00
225-55120-314 CLEANING AND MAINTENANCE	429.27	700.32	1,000.00	299.68	70.03
225-55120-350 REPAIR & MAINTENANCE SUPPLIES	.00	762.23	1,900.00	1,137.77	40.12
TOTAL LIBRARY BUILDING	3,477.29	34,483.40	59,315.00	24,831.60	58.14
TOTAL FUND EXPENDITURES	14,242.14	254,884.70	419,945.00	165,060.30	60.69
NET REVENUES OVER EXPENDITURES	(12,399.04)	159,414.83	.00	159,414.83	

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021
FUND 241 - LIBRARY SPECIAL FUNDS

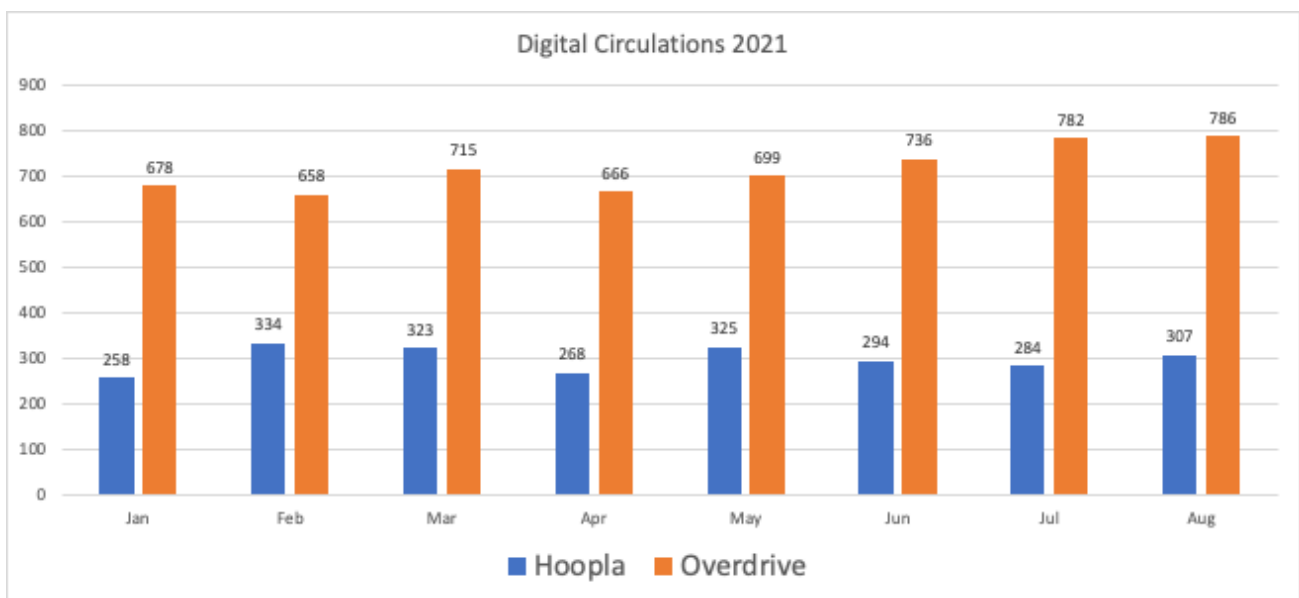
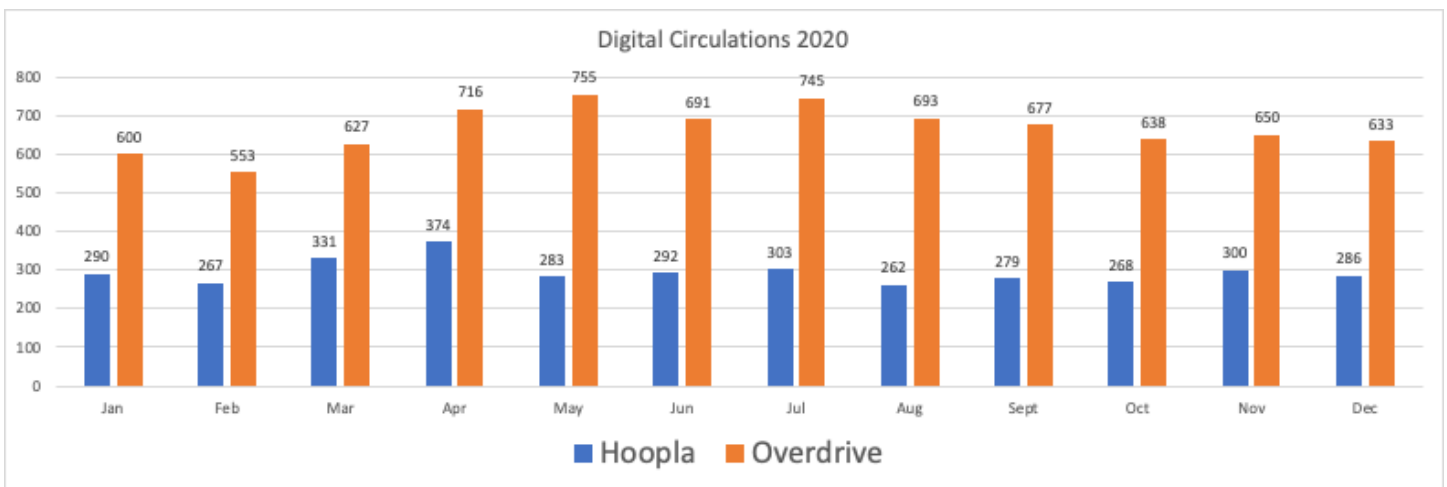
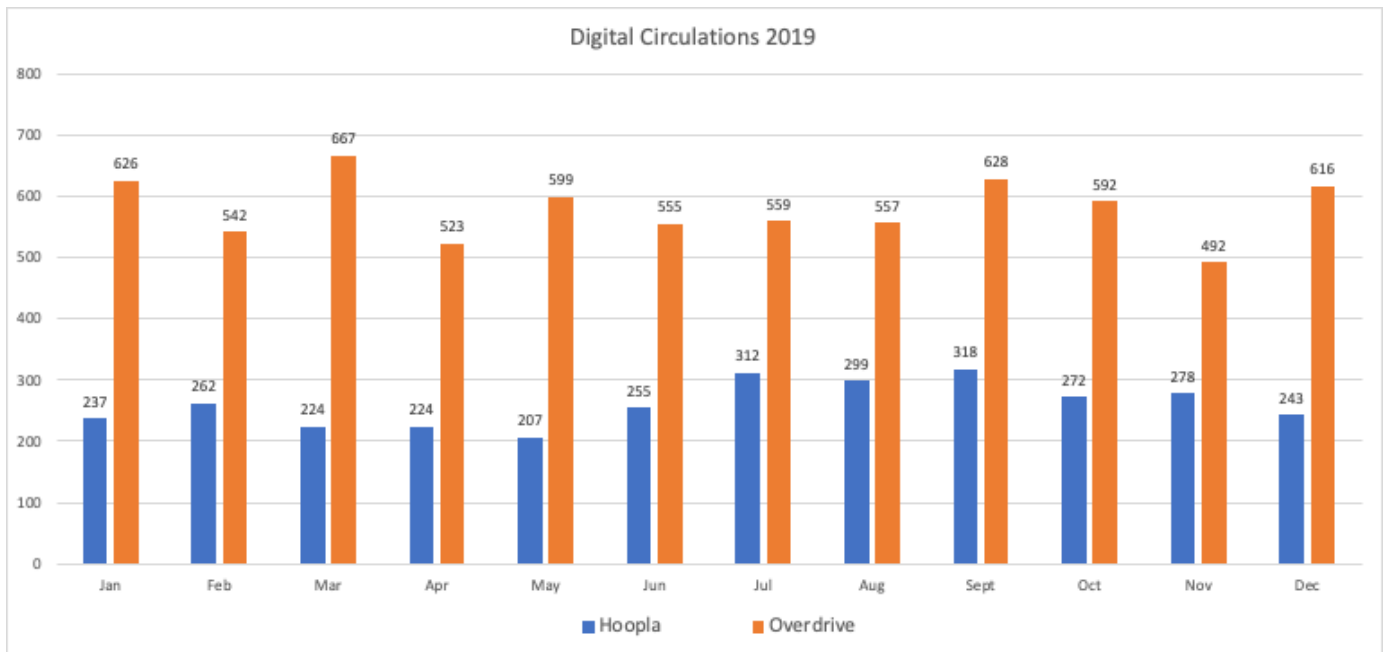
	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>DONATIONS</u>					
241-48510	.00	711.94	.00	711.94	.00
241-48520	.00	800.00	.00	800.00	.00
241-48540	2,225.00	8,003.73	.00	8,003.73	.00
241-48560	475.00	3,257.02	.00	3,257.02	.00
TOTAL DONATIONS	2,700.00	12,772.69	.00	12,772.69	.00
TOTAL FUND REVENUE	2,700.00	12,772.69	.00	12,772.69	.00

CITY OF MILTON
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2021

FUND 241 - LIBRARY SPECIAL FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TEEN ADVISORY BOARD</u>					
241-53100-310 PROGRAMS	.00	140.13	.00	(140.13)	.00
TOTAL TEEN ADVISORY BOARD	.00	140.13	.00	(140.13)	.00
<u>FRIENDS OF THE LIBRARY</u>					
241-53200-310 PROGRAMS	.00	979.47	.00	(979.47)	.00
TOTAL FRIENDS OF THE LIBRARY	.00	979.47	.00	(979.47)	.00
<u>GRANT PURCHASES</u>					
241-53600-310 PROGRAMS	.00	792.06	.00	(792.06)	.00
241-53600-340 OPERATING SUPPLIES	.00	1,507.48	.00	(1,507.48)	.00
241-53600-350 FURNITURE	.00	58.01	.00	(58.01)	.00
TOTAL GRANT PURCHASES	.00	2,357.55	.00	(2,357.55)	.00
TOTAL FUND EXPENDITURES	.00	3,477.15	.00	(3,477.15)	.00
NET REVENUES OVER EXPENDITURES	2,700.00	9,295.54	.00	9,295.54	

DIRECTOR'S REPORT



9/1/21	Outdoor Storytime	Children (0-11)	Group attending	In-person	17	
9/1/21	Running Club	Other (all ages)	Group attending	In-person	5	
9/2/21	MECAS Visit/Tour	Young Adult (12-18)	Group attending	In-person	16	
9/8/21	Outdoor Storytime	Children (0-11)	Group attending	In-person	9	
9/8/21	MHS Ag Program-GOATS	Children (0-11)	Group attending	In-person	16	
9/8/21	Running Club	Other (all ages)	Group attending	In-person	4	
9/10/21	AM 4K (Google Meet)	Children (0-11)	Group attending	Live, virtual	85	
9/10/21	PM 4K (Google Meet)	Children (0-11)	Group attending	Live, virtual	71	
9/13/21	Outdoor Storytime	Children (0-11)	Group attending	In-person	9	
9/15/21	Outdoor Storytime	Children (0-11)	Group attending	In-person	38	
9/20/21	Red Cross Youth Club	Young Adult (12-18)	Group attending	In-person	7	
9/21/21	6th Grade Virtual Visit	Children (0-11)	Group attending	Live, virtual	250	
9/21/21	Mystery Book Club	Other (all ages)	Group attending	In-person	13	
9/22/21	Outdoor Storytime	Children (0-11)	Group attending	In-person	25	
9/20/21	Outdoor Storytime	Children (0-11)	Group attending	In-person	9	
9/22/21	Running Club	Other (all ages)	Group attending	In-person	4	
9/25/21	LEGO Scavenger Hunt	Children (0-11)	Individual Participants	In-person		35
9/27/21	Outdoor Storytime	Children (0-11)	Group attending	In-person	18	
9/28/21	Teen Advisory Board	Young Adult (12-18)	Group attending	In-person	6	
9/28/21	Creepy Concrete Smiles	Other (all ages)	Group attending	In-person	8	
9/29/21	Outdoor Storytime	Children (0-11)	Group attending	In-person	20	

If you haven't had the chance yet, listen to the latest episode of Hashtag, Teens @ the Library, in which TAB members Henry and Kayli talk with teens from a library in Loudonville, New York. It's a great conversation: <https://soundcloud.com/user-499165440/hashtag-teens-the-library>. Check out some of our other podcast episodes if you get a chance!

The City of Milton was recently awarded a Drug-Free Communities grant by the CDC, acting as the fiscal agent for the Milton Youth Coalition. I have been a part of the MYC since its relaunch in 2019 and will act as the Project Director for the grant. It's more of a behind-the-scenes role that will also work with the Project Coordination, a position that has yet to be hired.

DPI's ARPA Guidelines for libraries: <https://dpi.wi.gov/pld/arpa-libraries>



Circulation Policy

The Milton Public Library (MPL) is a member of the Arrowhead Library System (ALS), which serves seven public libraries in Rock County, Wisconsin. The Library maintains a Circulation Policy and applicable procedures to ensure that all patrons are provided with consistent and equitable services from Library staff members and that every patron has clear expectations of their rights.

A. ELIGIBILITY

1.1 Residents of the City of Milton

Any resident or property owner of the City who has not abused library privileges may obtain a library card.

1.2 Residents of Rock County outside the city limits

Township property owners and those township residents living outside the city limits who have not abused library privileges may obtain a library card. Furthermore, Rock County residents who have not yet registered with their home library within ALS may obtain a card with proper identification and proof of address.

1.3 Residents of Lakeshore Library System (LLS)

Residents of the Lakeshores Library System may use their library cards at Milton Public Library. Those who have not yet registered with their home library may be issued Milton Public Library card with proper identification and proof of address.

1.4 Transient Situations

Adults and children who are in transient situations, such as shelters or temporary housing, are eligible for a temporary library card. Temporary cards are set to expire in three months. When the card expires, they will be asked to update all information including an address and phone number. For patrons without a permanent address, staff will accept a letter from a shelter or a piece of mail for verification purposes. Patrons may check out a total of eight items at one time.

1.5 Summer Residents

Summer residents owning property who are paying taxes in the county may obtain a library card under the same guidelines as year-round residents.

1.6 Others

Residents from library systems outside of ALS and LLS may be issued a library card with approval from the Library Director.

B. REGISTRATION AND BORROWING PRIVILEGES

All borrowers must be registered and have a library card in good standing to borrow library materials. Materials cannot be checked out until a library card is issued.

Patrons must fill out an application form to register for a new library card in person, at the library. Exceptions can be made for people who are disabled and unable to come to the library. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for borrowed materials under their name, to pay fines for overdue items, and to pay for the replacement of damaged, lost, or stolen items. The Milton Public Library assumes no responsibility for internet use by children. It is the right and responsibility of the parent or guardian.

Your Signature _____

Identification is required for card registration. A valid government issued photo is mandatory. Valid forms of ID include: driver's license, state identification card, student identification card, child safety card, military identification card, social service card, and passport. If no current address is available, a recent non-personal piece of mail may be acceptable.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. A valid government issued photo ID is also acceptable. An individual without a library card or photo ID will be denied the privilege of checking out materials until they present their card at the library.

A patron may allow another person (i.e., spouse or children) in good standing with the library to use his/her library card to check out materials, but the library card holder will be held responsible for all items charged to his/her card regardless of who the borrower is.

A patron will not be allowed to use another person's library card to avoid paying fines assessed against his/her own card. Furthermore, if an adult patron has fines over \$10.00, he or she cannot use their child's card to check out adult materials. Only children's materials may be checked out under the child's card.

1.1 Youth Registration (0-15)

A parent or guardian may obtain a library card for their child by providing a valid form of identification and proof of current address and signing the registration card. The parent/guardian assumes responsibility for all materials and any fines incurred through the use of the child's card. The child must be present at the time of registration. If the parent/guardian indicates that they do not wish their child to have a library card, the card will be made inactive with notation in the child's account.

The Library Director retains the right to modify the registration process for youths in situations where the above policy does not apply.

1.2 Organizations

City of Milton community organizations, schools, and local businesses may be issued organizational borrowers' cards for use by authorized individuals. The head of the organization must sign the application form and supply acceptable identification for the organization and a list of authorized individuals. The organization, school, or business assumes responsibility for any library materials checked out on the card. All rights and responsibilities held by individual card holders will be assumed by organizational card holders.

C. LOST/FORGOTTEN CARDS

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. The cost for a replacement card is \$2.00. To replace a lost or stolen card, library staff will require documentation sufficient to establish the patron's identity and place of residence.

D. LOAN PERIODS AND RENEWALS

- Books, audiobooks, magazines and music CDs circulate for 3 weeks.
- Current issues of periodicals do not circulate.
- Jackpot, The SPARK Mini Makers, Emmy's Early Lit Kits, and Sitter Sacks, circulate for 2 weeks. Jackpot items cannot be renewed.

- Generally, DVDs containing 1-2 discs circulate for 1 week while DVDs containing 3 or more discs circulate for 2 weeks.
- Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
- Interlibrary Loans (or items obtained from outside the ALS and LLS systems) have a 3-week check out period, with exception of book club requests. Patrons must make any renewal requests at least 2 days in advance of due date, so that the owning library may be contacted. Patrons may request up to five ILLs per week.

With the exception of DVD checkouts, there is no limit on the number of items a patron can borrow at one time. A cardholder may have up to 8 Milton DVDs checked out at one time. Different rules may apply to library cards issued to organizations.

Items may be renewed three times unless a hold has been placed on the item. Items can be renewed in person, by phone, or online. Renewals are granted for the length of the item's loan period based on the calendar date on which the item is renewed. Loan periods may be extended for special circumstances at the discretion of Library staff.

The Library Director may establish the loan period for special collections or materials which are temporarily in great demand.

The library reserves the right to limit checkouts at any time.

E. FINES AND CHARGES

Milton Public Library has established the following schedule of fines and fees:

- There are NO FINES on juvenile and young adult materials, including Family, YA, and Children DVDs.
- All adult materials, including adult DVDs, have a fine of 25 cents a day.
- Milton Public Library items do not have a grace period.

Maximum fine accrual for an individual item is \$5.00.

A first overdue notice is sent 7 days after the material is due. A second notice is sent 14 days after the due date, and a third notice is sent 21 days after the due date. After 28 days, a bill is sent by mail for the replacement cost of the material. The first, second, and third notices are sent by email or automated phone call, as designated by patron.

Patrons who have over \$9.99 in fines or fees shall be denied borrowing privileges until those fines are paid for, overdue materials are returned or paid for, and/or if lost and/or damaged items are paid for.

Patrons who pay for a lost item are not required to pay the late fees accrued for the item.

No refunds will be issued if a lost item is found after a replacement cost is paid.

Patrons may, with the permission of Library Director, be allowed to work off overdue fines at the library.

F. RESERVES/HOLDS

Reserves may be placed by patrons either in person, over the phone, or online. Patrons will be notified by email, automated telephone message, or text message when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

Patrons are allowed to pick up holds for other patrons, after library staff has been notified. However, patrons will not be allowed to utilize this service when their own card has a block due to unreturned materials and/or excessive fines.

If a patron cannot pick up their holds during regular library hours, they may use the Book Lockers available in the Library's lobby. Please see the Book Locker Policy.

G. DAMAGED AND LOST MATERIALS

A patron must pay for the replacement cost for any damaged or lost item. The Library Director will assess the extent of the damage and determine whether a replacement copy is needed. The patron will be charged the current list price of the book. The library will not accept a replacement copy from the patron for the damage item.

The following replacement fees apply if an element is missing or damaged by a patron:

RFID tag	\$2.00
Barcode	\$1.00
DVD case	\$2.00
Audiobook case	\$3.00
Artwork (i.e, DVD, audiobook, playaway)	\$2.00
Rubber band for puzzle	\$2.00
Hanging bag (kits)	\$3.00
Playaway case	\$5.00
Playaway lanyard	\$1.00
Playaway battery cover	\$1.00
**Library of Things kits (i.e. Mini Makers, Sitter Sacks, Emmy EarlyLit Kits)	Kits contain individual price lists.

H. THIEF OF LIBRARY MATERIALS

As specified in Wisconsin State Statute 943.61, "Whoever intentionally takes and carries away, transfers, conceals or retains possession of any library material without the consent of a library official, agent or employee and with intent to deprive the library of possession of the material may be penalized as provided in sub. (5).

The Milton Public Library adheres strictly to all sections of this Statute regarding the thief of library materials.

I. CONFIDENTIALITY

As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."

The Milton Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

Reviewed and Approved: 7/15/07

Reviewed and Approved: 1/21/2009

Amended: 2/16/2011

Amended: 1/18/2012

Amended: 1/23/2013

Amended: 12/3/2018

Amended: 3/4/2019

Amended: 3/1/2021