



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
Monday, October 7, 2019, 6:30 p.m.
Community Room @ Milton Public Library | 430 E. High St. Milton, WI

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: September 4, 2019
4. Approval of Expenditures for September 2019
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Review of Programming Policy
 - b. Discussion and possible action: 2020 Preliminary Budget
 - c. Discussion of end-of-the-year fundraiser for donors
9. General Items
 - a. November meeting – Presentation about Inclusive Services Assessment and Guide
 - b. Strategic planning process
10. Next meeting: Monday, November 4, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

***Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the Library Director's office at 868-7462, 430 E. High Street., Milton, WI 53563*

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
September 4, 2019**

Call to Order: The meeting was called to order at 6:36 p.m. by Vice President Rose Stricker. Present: Stricker, Deb Dean, Theresa Rusch, Jen Schuetz, TAB President Lily G. and Director Ashlee Kunkel
Absent: Steve Tupper, Martin Collins, Annette Smith

Approval of Agenda: Rusch moved approval of the agenda, seconded by Schuetz. Motion approved unanimously.

Approval of Minutes: Rusch moved approval of the minutes of the meeting of August 5, 2019, as distributed, seconded by Schuetz. Motion approved unanimously.

Approval of Expenditures: Kunkel noted the usual list of expenditures. Kunkel added an additional \$1,500 to the Hoola account to get through the year. Hoopla is pay per use and usage is up from last year. Schuetz moved approval of expenditures, seconded by Dean. Motion approved unanimously.

Director's Report: Hedberg is establishing an Express Branch of the library in the Janesville Mall. Lynda.com was purchased by LinkedIn. Kunkel won't renew it for next year as it requires users to sign up for a LinkedIn account in order to access Lynda.com. Steve Platterer asked for a Technology inventory of all ALS libraries. Kunkel will be looking to update computers and server next year. She estimates the cost to be around \$5,000. MOU between the School District of Milton and the MOL was signed by both parties. Food truck rally raised \$860. Library Lope raised \$1,400. Sitter Sacks created for the library by a Girl Scout earning her Silver award. New Director's boot camp was very good. Jayme and Ashlee attended a podcasting workshop in Madison.

Arrowhead Library System Report: No report.

TAB President's Report: Lily reported on a very successful Library Lope.

New Business

Possible action on Bulletin Board Policy: Schuetz moved approval of the Bulletin Board Policy as presented. Dean seconded. Motion passed

Request to the CFSW for the transfer of maximum spendable funds available from the Milton Public Library Capital Fund to pay toward the Milton Public Library's debt retirement with the City of Milton from the renovation and expansion of the Milton Public Library: Rusch moved to request from the CFSW the transfer of maximum spendable funds available from the Milton Public Library Capital Fund to pay toward the Milton Public Library's debt retirement with the City of Milton from the renovation and expansion of the Milton Public Library. Schuetz second. Motion passed unanimously.

Discussion and possible action 2020 Preliminary Budget: Board members looked over preliminary numbers for 2020 budget. No action taken.

Review and possible action on 2020 Library Closings: Schuetz moved to accept the list of 2020 Library Closings as presented. Rusch seconded. Motion passed unanimously.

General Items: Kunkel shared data on digital checkouts throughout the years.

Adjournment: Dean moved adjournment and Schuetz seconded the motion. Motion approved unanimously and the meeting adjourned at 7:05 p.m.

**Library Expenditures
September 2019**

ABDO Publishing Books	\$364.05
Amazon: Books & AV, Office Supplies, Carpet Cleaner	\$998.45
Arrowhead Library System Movie Licensing	\$353.00
Baker & Taylor Books & AV	\$1777.52
Corporate Business Services	\$68.76
DOA Wisconsin Raffle License	\$25.50
Facebook: Advertisements	\$10.32
Gazette Subscription	\$24.50
Home Depot Stools (will be covered by donations)	\$117.24
Soundcloud Inc Podcast service	\$144.00
Staples Paper	\$89.97
TechMax Monthly Server Agreement	\$58.00
The 3RS Learning Books	\$45.37
USPS Postage	\$2.61
World Book 2020 Encyclopedia set	\$999.00
Susan Apps-Bodilly Author Visit	\$125.00

Director's Report

TAB voted to transfer \$1,037 raised from the Library Lope to the library's building debt.

We received \$1,063 from the Gene Curler estate.

Five employees from Angus Young Associates came here to repaint the children's mini-store front area as part of the United Way Blackhawk Region's Day of Caring on Wednesday, September 18.

OUTREACH

Chris and I had a table set up at the NAMI Rock County Paint the Town Yellow 5K run/walk with resources/books on mental health awareness.

I had a table set up at the Milton Area Youth Center's Family Fun Day on Saturday, September 21.

A TAB member, Ana Ransom, has started a Red Cross youth club here at the library.

PROFESSIONAL DEVELOPMENT

We had a representative from SSM Health come talk to staff about the Employee Assistance Program and the free counseling available to city employees.

I attended a Tech Days Workshop on Thursday, September 12.

Staff attended active shooter training at the Rock County Emergency Operations Center on Tuesday, October 1st.

Angie attended the SEWI Adult Public Programming workshop on Monday, September 30.

Staff will attend CPR training sessions at City Hall on Tuesday, October 8 and Tuesday, October 22.

Children				
LLB Daycare	3	13		16
YMCA Daycare	4	16		20
Storytime	20	24		44
Toddler Art	17	15		32
Harmony K visit	4	66		70
MM				
Small Wonders (2s, Tods, Babies)				
CI Storytime	10	12		22
Storytime	30	40		70
MHS Ag Program				40
West K Visit	6	66		72
East K Visit	7	103		110
West 4K	6	29		35
CI Yoga	6	7		13
Storytime	25	35		60
Small Wonders (3s, 4s)	2	10		12
4K Visit	14	71		85
4K Visit	8	55		63
MM				
Storytime	25	35		60
Drive-In Movie				
Tweens				
Kid City ArKIDtecture		4		4
Teens				
YouPaint			3	3
MAYC			8	8
TAB			4	4
MECAS	2		8	10
Adults				
Recipe Club	0			0
Tech Talk- Hoopla & Overdrive	0			0
American Lives	6			6
Teens & Substance Use	14			14
Mystery Book Club	10			10
Tech Talk- Gmail & Google Drive	2			2
Susan Apps-Bodilly	5			5
1-on-1 Tech Help	17			17
Running Club				
			2	2
			2	2
			2	2
			2	2



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 and 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 or off-site.

These criteria are used in making decision about programs, topics, speakers, and accompanying resources:

- Relation to the Library’s mission and service goals
- Community needs and interests
- Availability of program space
- Quality of presentation
- Speaker’s background and qualifications in the content area
- Budget and staffing considerations
- 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. 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 or videotape 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.

2020 PRELIMINARY BUDGET

--2020 Rock County Aid = **\$93,312** (up from \$82,253 in 2019)

--2020 Other County Aid = **\$4,024** (down from \$4,500 in 2019)

- Dane = \$1,607
- Jefferson = \$1,930.58
- Walworth = \$486.08

--Our ALS Payment = **\$15,745.92** (up from \$13,790 in 2019)

ALS	\$15,745.92		
SHARE	\$4,432.00	<i>Automation Annual Maintenance</i>	\$2,985
WPLC/Overdrive	\$1,904.51	<i>Automation Reserve Fund</i>	\$625
Hoopla	\$4,000.00	<i>Biobliographic Utility (Skyriver)</i>	\$821
SHARE Support	\$5,409.42		

- Hoopla payment is up \$2,000 from last year.
- ALS is also contributing \$1629.34 for 2020. Total Hoopla funds for 2020 = **\$5,629.34**
- We've spent \$5,158.46 so far in 2019. Looking at spending at least \$1,800 (\$600 a month) more from our AV account for 2019 Hoopla downloads.
- Will most likely go on a monthly plan starting in 2020 and limit the amount of money spent each month.

--Raises – Proposed 3% for all city employees

- All staff members received a wage adjustment in February as we reconfigured positions to create the Circulation and Public Information Assistant position, which was fulfilled by Luke.

--Staff Increase -

- Increase Luke from 25 to 30 hours a week. This will allow for more flexibility on Fridays. Luke has been a great addition to the staff and has been important in increasing our online presence with his work on the website, instructional videos, and podcast. He has freed up some time for all staff members (and ALS staff) with creating promotional items as well. More hours will allow us to hand more of our responsibilities to him. Luke does have MLIS degree and we wouldn't want to lose him to other library opportunities.

--Programming

- Move **\$1,500** from Library Materials-AV to Program Supplies to supplement the money raised by the book sales. This will make it so we're not completely dependent on the success of the book sales. The payment to ALS already includes \$4,000 for Hoopla, which is typically taken out of the AV account through the year. Plus, AV circulation is down, and our purchases through the years show that we have not spent our full budgeted amount. \$1,500 less will not hurt our purchasing pattern.