



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
Monday, November 1, 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/84846985183?pwd=SnA4Ukx4cjFCdTI0M2h3bDFhRHZRQT09>

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: 848 4698 5183

Passcode: 503769

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: October 4, 2021
4. Approval of Expenditures for October 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 the Library Director to commission an artist to create a mural in the main stairwell of the library.
 - b. Discussion and possible action on Inclement Weather Policy.
9. General Items
10. Next meeting: Monday, December 6, at 6:30
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
October 4, 2021**

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

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

Approval of Minutes: Tupper moved approval of the minutes of the meeting on September 13, 2021, as distributed, seconded by Schuetz. Motion passed unanimously.

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

Director's Report: Kunkel shared circulation statistics of digital materials in the last three years and shared a link to the latest podcast episode featuring an interview done by TAB members, Henry and Kayli. The City of Milton was recently awarded a Drug-Free Community grant through the DCD; Kunkel will be the Project Director and the city will hire a Project Coordinator. Kunkel also shared ARPA Guidelines; the library will benefit from ARPA through grant requests done by LLS and ALS.

Report on ALS activities: DPI has released ARPA guidelines. Continuing to discuss ALS/LLS merger.

TAB President's Report: Henry Collins was elected President at the last TAB meeting. TAB has been discussing fall and winter programs and how to spend money raised from fundraisers.

New Business

Discussion and Possible Action on Circulation Policy: First reading of the Circulation Policy as presented.

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. Collins moved, seconded by Clark 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. Motion passed unanimously.

Reconvene into open session for discussion and possible action on Library Director compensation.: Motion by Collins, seconded by Clark to reconvene in open session. Motion passed unanimously. Collins moved, Tupper seconded, to approve a 5% wage increase for the Library Director for 2022. Motion passed unanimously.

Discussion and Possible Action on Approving the 2022 Preliminary Library Budget. Schuetz motioned to approve the 2022 Preliminary Library Budget with Library Director wage increase, seconded by Tupper. Motion passed unanimously.

General Items: Story Gardens is still progressing.

Motion to Adjourn: Collins moved adjournment at 7:21 p.m., seconded by Schuetz. Motion passed unanimously.

Next meeting: Monday, November 1, at 6:30

Respectfully submitted,
Ashlee Kunkel

**LIBRARY EXPENDITURES
OCTOBER 2021**

| | |
|---|------------|
| Amazon: Books & AV, Office Supplies | \$804.75 |
| Baker & Taylor Books | \$1,660.69 |
| Corporate Business Services | \$97.00 |
| Westphal & Company HVAC panel removal and electrical bracing installation (roof project) | \$2,509.47 |
| PCI Plumbing Corp Basement mop sink repair | \$190.10 |
| Lakeshores Library System Tech. Services | \$29.10 |
| State of Wisconsin Raffle License | \$25.50 |
| USPS Postage | \$10.86 |
| Target DVDs | \$41.08 |
| Wisconsin Library Association Conference for Jayme & Ashlee | \$760.00 |
| Findaway Playaways | \$256.45 |
| Demco Book Processing Supplies | \$386.20 |
| Lakeshores Library System Office licenses - update | \$364.00 |

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 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 | 243.04 | 4,023.66 | 4,023.00 | .66 | 100.02 |
| 225-43730 | GRANTS/REIMBURSEMENTS | 6,097.90 | 6,152.41 | .00 | 6,152.41 | .00 |
| | TOTAL INTERGOVERNMENTAL REVENUES | 6,340.94 | 103,508.28 | 97,335.00 | 6,173.28 | 106.34 |
| <u>PUBLIC CHARGES FOR SERVICE</u> | | | | | | |
| 225-46710 | LIBRARY FINES | 815.68 | 5,463.06 | 12,000.00 | (6,536.94) | 45.53 |
| 225-46720 | RENT PAYMENT | 1,166.67 | 11,666.70 | 14,000.00 | (2,333.30) | 83.33 |
| | TOTAL PUBLIC CHARGES FOR SERVICE | 1,982.35 | 17,129.76 | 26,000.00 | (8,870.24) | 65.88 |
| <u>SOURCE 48</u> | | | | | | |
| 225-48520 | LIBRARY DONATIONS | .00 | 2,591.38 | .00 | 2,591.38 | .00 |
| 225-48535 | GIFTS FROM FOUNDATION | 390.00 | 7,790.00 | .00 | 7,790.00 | .00 |
| 225-48540 | TAB -TEEN ADVISE BOARD DONATIO | 56.70 | 842.91 | .00 | 842.91 | .00 |
| 225-48550 | BUILDING DONATIONS | 18,451.77 | 45,405.55 | .00 | 45,405.55 | .00 |
| 225-48570 | BOOK SALES | .00 | 973.76 | .00 | 973.76 | .00 |
| | TOTAL SOURCE 48 | 18,898.47 | 57,603.60 | .00 | 57,603.60 | .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 | 27,221.76 | 474,555.64 | 419,649.00 | 54,906.64 | 113.08 |

CITY OF MILTON
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

FUND 225 - LIBRARY FUND

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|--|--------------------|-------------------|-------------------|-------------------|----------------|
| <u>LIBRARY</u> | | | | | |
| 225-55110-110 SALARIES | 12,474.87 | 84,571.22 | 116,477.00 | 31,905.78 | 72.61 |
| 225-55110-120 HOURLY WAGES | 9,947.83 | 87,428.82 | 114,065.00 | 26,636.18 | 76.65 |
| 225-55110-150 FICA | 1,707.75 | 13,245.16 | 17,638.00 | 4,392.84 | 75.09 |
| 225-55110-151 RETIREMENT | 1,467.01 | 11,606.29 | 15,269.00 | 3,662.71 | 76.01 |
| 225-55110-152 HEALTH/DENTAL/LIFE | 839.44 | 19,682.32 | 29,043.00 | 9,360.68 | 67.77 |
| 225-55110-190 TRAINING | .00 | 79.00 | 700.00 | 621.00 | 11.29 |
| 225-55110-211 POSTAGE | .00 | 100.37 | 200.00 | 99.63 | 50.19 |
| 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 | 3,438.63 | 3,800.00 | 361.37 | 90.49 |
| 225-55110-313 PROMOTIONS | .00 | 113.50 | 1,500.00 | 1,386.50 | 7.57 |
| 225-55110-320 MEMBERSHIPS/SUBSCRIPTIONS | .00 | 783.48 | 400.00 | (383.48) | 195.87 |
| 225-55110-324 LIBRARY MATERIALS | .00 | 16,775.14 | 20,500.00 | 3,724.86 | 81.83 |
| 225-55110-328 LIBRARY MATERIALS - AV | 373.00 | 3,662.57 | 11,500.00 | 7,837.43 | 31.85 |
| 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 | .00 | 2,010.52 | 1,500.00 | (510.52) | 134.03 |
| 225-55110-370 TAB (TEEN ADVISORY BOARD) | .00 | 65.00 | .00 | (65.00) | .00 |
| 225-55110-811 OFFICE EQUIPMENT | 61.90 | 2,567.28 | 4,750.00 | 2,182.72 | 54.05 |
| TOTAL LIBRARY | 26,871.80 | 277,069.75 | 360,820.00 | 83,750.25 | 76.79 |
| <u>LIBRARY BUILDING</u> | | | | | |
| 225-55120-110 SALARIES | 44.83 | 89.66 | 1,166.00 | 1,076.34 | 7.69 |
| 225-55120-120 HOURLY WAGES | 2,514.74 | 18,701.33 | 22,811.00 | 4,109.67 | 81.98 |
| 225-55120-125 OVERTIME WAGES | .00 | .00 | 400.00 | 400.00 | .00 |
| 225-55120-126 SEASONAL LABOR | .00 | .00 | 400.00 | 400.00 | .00 |
| 225-55120-150 FICA | 192.20 | 1,435.49 | 1,866.00 | 430.51 | 76.93 |
| 225-55120-151 RETIREMENT | 67.45 | 465.26 | 560.00 | 94.74 | 83.08 |
| 225-55120-152 HEALTH/DENTAL/LIFE | 457.66 | 1,812.34 | 1,493.00 | (319.34) | 121.39 |
| 225-55120-220 UTILITIES | .00 | 20,629.28 | 24,000.00 | 3,370.72 | 85.96 |
| 225-55120-230 STORMWATER UTILITY | .00 | 310.24 | 233.00 | (77.24) | 133.15 |
| 225-55120-240 EQUIPMENT MAINTENANCE | .00 | 1,503.08 | 2,500.00 | 996.92 | 60.12 |
| 225-55120-314 CLEANING AND MAINTENANCE | .00 | 459.79 | 1,500.00 | 1,040.21 | 30.65 |
| 225-55120-350 REPAIR & MAINTENANCE SUPPLIES | .00 | 893.35 | 1,900.00 | 1,006.65 | 47.02 |
| TOTAL LIBRARY BUILDING | 3,276.88 | 46,299.82 | 58,829.00 | 12,529.18 | 78.70 |
| TOTAL FUND EXPENDITURES | 30,148.68 | 323,369.57 | 419,649.00 | 96,279.43 | 77.06 |
| NET REVENUES OVER EXPENDITURES | (2,926.92) | 151,186.07 | .00 | 151,186.07 | |

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2021
FUND 241 - LIBRARY SPECIAL FUNDS

| | PERIOD ACTUAL | YTD ACTUAL | BUDGET AMOUNT | VARIANCE | % OF BUDGET |
|--------------------|------------------|------------|------------------|-----------|----------------|
| <u>DONATIONS</u> | | | | | |
| 241-48510 | .00 | 723.80 | .00 | 723.80 | .00 |
| 241-48520 | .00 | 800.00 | .00 | 800.00 | .00 |
| 241-48540 | 603.27 | 8,803.00 | .00 | 8,803.00 | .00 |
| 241-48560 | .00 | 3,257.02 | .00 | 3,257.02 | .00 |
| TOTAL DONATIONS | 603.27 | 13,583.82 | .00 | 13,583.82 | .00 |
| | | | | | |
| TOTAL FUND REVENUE | 603.27 | 13,583.82 | .00 | 13,583.82 | .00 |

CITY OF MILTON
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 10 MONTHS ENDING OCTOBER 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 | .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 | 1,016.61 | .00 | (1,016.61) | .00 |
| TOTAL FRIENDS OF THE LIBRARY | .00 | 1,016.61 | .00 | (1,016.61) | .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 | 3,514.29 | .00 | (3,514.29) | .00 |
| NET REVENUES OVER EXPENDITURES | 603.27 | 10,069.53 | .00 | 10,069.53 | |

DIRECTORS REPORT

Updating the Circulation Policy is on hold right now. Jayme and I have been discussing creating a Teacher Card for district teachers, homeschoolers, and daycares that have longer checkout periods and other perks. There are some library system policies in place that restrict those with Teach Cards to just check out materials in ALS. I asked that these policies be revisited at the SHARE Directors meeting on November 2nd.

There have been a lot of stories in the news about books and book displays being challenged in schools and libraries. ALS has put together these Guidelines for Challenged Materials: <https://www.als.lib.wi.us/site/services-for-libraries-boards/guidelines-for-material-challenges/>. There are links for staff, Directors, and Library Boards. All formally challenged items would be brought to the Library Board for consideration.

Jayme and I will be attending the Wisconsin Library Association Conference in Green Bay, November 17-19. Bill Wilson asked me to present with him on a session about Friends groups. ALS did have a couple \$200 scholarships available, so \$400.00 of the cost is covered. Remaining registration fees and hotel will come out of the Training account.

ARPA (American Rescue Plan Funds) updates:

- Chromebooks and hotspots for small business development will be available for checkout. We'll receive five sets here at MPL. Data plans for the hotspots are also paid for by the grant; there's hope that funding for the data plans will continue after the grant cycle.
- ALS and LLS are looking to upgrade meeting rooms or presentation spaces with Hearing Loop systems (<http://www.loopwisconsin.com/>) and Owls (<https://owlabs.com/>).
- We were invited to join a pre-application with libraries from South Central and Southwest Wisconsin Library Systems (11 total, including Orfordville) to get funding for book bikes.

Donations:

- The August Food Truck Rally made a total of \$1,093.50. Both Food Truck Rallies brought in \$2807.50.
- JB Dahm Foundation donated \$2,000 for Jayme to do as she wishes in the children's area/collection.

Story Gardens

- Story Gardens store is open again: <https://storygardens2021.itemorder.com/shop/sale/>
- 100 Women Campaign has 47 women for a total of \$15,500.
- Green Bay Packers Foundation grant.
- Press release about two previous grants we received: <https://www.als.lib.wi.us/MPL/wp-content/uploads/2021/10/Press-Release-Creative-Communities-Grant.pdf>
- We had the opportunity to purchase items from Rotary Botanical Garden's The Very Hungry Caterpillar StoryWalk® display. Items are being stored at the Community House, but we're very excited to incorporate them into our garden space. Some of the pieces will be modified for safety and we'll work with DPW to make sure they're safely and properly installed.



Programs

- We're working with the Gathering Place to offer one-on-one technology help and eventually offering classes based on their needs. Ashley will be leading those sessions.
- Offered three StoryWalks®: One at Storrs Lake, one at Crossridge in collaboration with the 4K program, and one here at the library for Halloween. Great feedback about the Storrs Lake one and we hope to work with the Ice Age Trail Alliance again to have another.
- We are going to try indoor storytimes in November. Jayme will be masked, and we'll have families sit in "pod locations" spread out from each other. If it becomes too popular, we will require registration. Jayme will still post a short weekly video for those who are uncomfortable attending indoor storytime.

| | | | | | | |
|------------|---|---------------------|-------------------------|---------------|-----|----|
| 10/4/21 | Outdoor Storytime | Children (0-11) | Group attending | In-person | 5 | |
| 10/6/21 | Outdoor Storytime | Children (0-11) | Group attending | In-person | 19 | |
| 10/6/21 | Running Club | Other (all ages) | Group attending | In-person | 4 | |
| 10/8/21 | 4K (Google Meet) AM | Children (0-11) | Group attending | Live, virtual | 95 | |
| 10/8/21 | 4K (Google Meet) PM | Children (0-11) | Group attending | Live, virtual | 92 | |
| 10/10/21 | Author Visit: Rebecca Kordatsky | Other (all ages) | Group attending | In-person | 36 | |
| 10/9/21 | Halloween Costume Giveaway | Children (0-11) | Group attending | In-person | 11 | |
| 10/12/21 | American Lives | Other (all ages) | Group attending | In-person | 6 | |
| 10/13/21 | Outdoor Storytime | Children (0-11) | Group attending | In-person | 19 | |
| 10/13/21 | Red Cross Youth Club | Young Adult (12-18) | Group attending | In-person | 6 | |
| 10/18/21 | Outdoor Storytime | Children (0-11) | Group attending | In-person | 7 | |
| 10/19/21 | Mystery Book Club | Other (all ages) | Group attending | In-person | 11 | |
| 10/21/21 | MECAS STEAM visit | Young Adult (12-18) | Group attending | In-person | 13 | |
| 10/21/21 | Wisconsin Science Festival Bag Pick Up | Children (0-11) | Group attending | In-person | 50 | |
| 10/20/21 | Kindness Day Craft | Other (all ages) | Individual participants | | | 15 |
| 10/22/21 | Insect YouPaint | Children (0-11) | Individual participants | In-person | | |
| 10/24/21 | Wisconsin Science Festival Scavenger Hunt | Children (0-11) | Individual participants | In-person | | 5 |
| 10/19/21 | 6th Grade Visit | Children (0-11) | Group attending | In-person | 265 | |
| 10/25/21 | Halloween StoryWalk w/ Milton 4K | Children (0-11) | Group attending | In-person | 100 | |
| 10/24/2021 | Craft Takeout: Altered Books | Young Adult (12-18) | Individual participants | Pre-recorded | | 8 |
| 10/26/2021 | Teen Advisory Board | Young Adult (12-18) | Group attending | In-person | 6 | |



Inclement Weather Policy

PURPOSE

The Library is a public service institution, and every effort is made to maintain regular hours for the public and staff, safety permitting. The purpose of the Weather Policy of the Milton Public Library (MPL) is to provide guidance to when to close the library early, or for the day, due to inclement weather.

AUTHORITY

The Board of Trustees of the Milton Public Library designates the Library Director as the responsible party for assessing the severity of weather conditions with the aid of media weather reports, City Hall Administration, Milton Police Department, or other emergency management officials as necessary to determine when the library should conduct an emergency closing due to weather.

DECISION TO CLOSE

The Library Director (or designated staff person) must first contact the Library Board president, who will authorize any decision.

A decision for a delayed opening or early closing of the Library will be based upon several factors that may include:

- General condition of the roads
- Projected forecast for worsening conditions
- A state of emergency for the immediate area declared by local, county or state law enforcement agencies.

In the event that the National Weather Service issues a **Wind Chill Warning, Ice Storm Warning, or Blizzard Warning** for the immediate area, the Library will close for the safety of the staff and the patrons.

CANCELLATION OF LIBRARY PROGRAMS & RESERVATIONS

In the event that the library closes early or for the day:

- All remaining library programs or scheduled programs will be cancelled.
- All meeting room and study room reservations will be cancelled. Library staff will attempt to notify reservation holders of the closing.

NOTIFICATION PROCEDURES

In the case of a library closing, the Library Director (or designated staff member) will notify City Hall and the Department of Public Works, post on the library's Facebook page, and change the library's voice mail (if possible).

Because the library is a county warming/cooling center, staff will also contact the Emergency Management Bureau at Rock County Sheriff's Office (608-758-8403) so they can notify the public that the library is unavailable as a warming site.

PATRON CONSIDERATIONS

If the Library closes for the day, library material due dates and pick up dates will be adjusted to the next fully-operational day. In the event of unfavorable weather, library patrons should make every effort to call the library to extend the due dates for their items.

STAFFING EXPECTATION AND COMPENSATION

The Milton Public Library wants its staff members to feel safe. Staff members seriously concerned for their safety in the event of adverse weather conditions who choose not to travel to work (or choose to leave work before their shift is over) should feel comfortable doing so after notifying their supervisor. Full-time staff will be expected to use PTO, personal holiday hours, or make up the hours within the pay period. Part-time staff have the option of making up the lost time if they so wish, with approval from the Library Director.

However, in the event that the Library Director, City Hall Administration, and/or emergency management officials make the decision to close the Library, Library employees shall receive regular pay as if they had worked their scheduled shift.

TORNADOS

In the event of a Tornado Warning, library staff will strongly encourage the public to remain in the Library and take cover in a designated safety area. For the safety of the staff and the public, public areas of the library must be cleared, and those who wish to stay in the library will relocate to the basement. However, if there is not enough time to relocate to the basement, the following areas are also considered designated safety areas:

- First floor: men's and women's restrooms, staff restroom
- Second floor: family restrooms

Library staff cannot require adults to remain in the Library during a Tornado Warning. However, minors under the age of 17 who are not with an adult in the Library during a Tornado Warning will be required to seek shelter in the Library's designated safety areas with Library staff. Minors will only be allowed to leave the Library before the end of a Tornado Warning if staff has made contact with a minor's parent/guardian via phone call.

The library's front doors will not be locked to allow people to seek shelter in the Library. A posted sign will direct people to the basement. Staff and patrons will stay in the designated safety areas until the Tornado Warning expires.

Adopted May 5, 2019