



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**  
**Monday, March 2, 2020, 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: February 3, 2020
4. Approval of Expenditures for February 2020
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. Budget presentation by Dan Nelson
  - b. Discussion and possible action on job description for Circulation and Public Information Assistant
  - c. Review of Inclusive Services Assessment and Guide: Indoor Spaces (General) and Meeting Room/Event Space
9. General Items
  - a. Friends of the Milton Public Library update
  - b. Strategic Planning Committee – Wednesday, March 11, at 6:00 p.m.
  - c. Mod Pizza Fundraiser – Sunday, March 15, 10 to 8:00
  - d. AARP Grant Opportunity – Story Gardens walking path and StoryWalk signage.
10. Next meeting: Monday, April 6 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*

**Library Expenditures  
February 2020**

Amazon: Books & AV, Office Supplies	\$925.84
Baker & Taylor Books	\$651.95
Corporate Business Services	\$82.52
Facebook: Advertisements	\$3.00
Gazette Subscription	\$24.50
TechMax Monthly Server Agreement	\$
Leadership Conference Jayme & Ashlee	\$450.00
USPS Postage	\$62.97

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 3, 2020**

**Call to Order:** The meeting was called to order at 6:31 p.m. by President Annette Smith. Present: Smith, Rose Stricker, Deb Dean, Steve Tupper, Theresa Rusch and Director Ashlee Kunkel  
Absent: Jen Schuetz, Martin Collins, TAB President Lily G.

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

**Approval of Minutes:** Tupper moved approval of the minutes of the meeting of January 6, 2020, as distributed, seconded by Rusch. Motion passed unanimously.

**Approval of Expenditures:** Kunkel - The Board reviewed budget data from the past three years, including January 2020. Kunkel will ask Dan Nelson to come to the next library board meeting to explain the library budget and expenditures in more detail. Rusch moved approval of expenditures, seconded by Tupper. Motion passed unanimously

**Director's Report:** Kunkel attended several meetings this month. Jayme attended Rock County Chapter of the Ice Age Trail Alliance meeting and plans to collaborate with them in the future. Planning for Spring and Summer programming (board game theme for Summer). Began Strategic Planning process.

**Arrowhead Library System Report:** Smith - ALS working on Strategic Planning process as well. Also working on improving services for their libraries - how do libraries want ALS to support them?

**TAB President's Report:** No report

**New Business**

**Request to the CFSW for the transfer of maximum spendable funds available from the Milton Public Library Capital Campaign 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** - Stricker moved to request the maximum spendable funds available from the MPL Capital Campaign Fund to pay toward the MPL's debt retirement with the City of Milton from the renovation and expansion of the MPL, seconded by Rusch. Motion passed unanimously.

**Review and approve 2019 Public Library Annual Report** - Kunkel noted circulation was up, library visits were up and township circulation was also up. Rusch moved approval of the 2019 Public Library Annual Report, seconded by Dean. Motion passed, with Tupper abstaining.

**Review and possible action on Library Board By-Laws** - Tupper moved approval of the Library Board By-Laws as presented, seconded by Stricker. Motion passed unanimously.

**Review of Inclusive Services Assessment and Guide: Services and Facilities** - Kunkel reviewed the Services and Facilities checklist. The Board discussed some of the findings related to services and facilities.

**Possible action on Occupant Emergency Plan** -Kunkel added Steve Platterer as an emergency contact for the OEP and entered into a key swap with the School District of Milton's District Office and Superintendent

Dahman. Rusch moved approval of the Occupant Emergency Plan, seconded by Stricker. Motion passed unanimously.

**General Items:**

Friends of the Milton Public Library update - Met Thursday, January 30 - around 8 people volunteering for different committees (homebound delivery, book sale, scholarship). Looking forward to an active group!

**Adjournment:** Stricker moved adjournment and Tupper seconded the motion. Motion passed unanimously and the meeting was adjourned at 7:08 p.m.

**Next meeting date:** Monday, March 2 at 6:30 p.m.

Respectfully Submitted,  
Deborah Dean

## Director's Report

I attended: SHARE Directors, ALS Directors, Milton Youth Coalition, Milton Leadership Institute, Complete Count Committee, and City Council.

Jayne has joined the Sister Cities initiative with other members of the community.

Staff members will be attending the Homeless Librarian workshop at Beloit Public Library on Friday, March 6. It's an interactive training on how to understand homeless patrons and how to work with difficult patrons. It focuses on very practical tools that we can use every day to resolve problems and prevent conflict. There will be a special focus on patrons with mental health and substance abuse issues.

County reimbursement requests have been sent in:

Dane: \$936

Jefferson: \$2647

Green: \$219

**TOTAL for 2021: \$3,802** (\$3,537 in 2020 from Dane and Jefferson – no Green County)

Inv #:	Name of Library: Milton Public Library			Phone
Statement claiming	Mailing Address: 430 E. High St.			email
<b>2021 PAYMENT</b>	City Milton			
for 2019 service to residents	Zip Code 53563			
of DANE COUNTY.	Date:			
I. 2019 DANE COUNTY Circulation count by jurisdiction:				
	# checked out		# checked out	# checked out
<b>a. Towns</b>		<b>b. Villages</b>	<b>d. ONLY if specific residency data is</b>	
Albion	359	Belleville	<b>unavailable:</b>	
Berry		Black Earth	municipalities with libraries	
Black Earth		Blue Mounds	municipalities without libraries	
Blooming Grove		Brooklyn (Dane)		
Blue Mounds		Cambridge	TOTAL ELIGIBLE	359
Bristol		Cottage Grove	TOTAL	670
Burke		Cross Plains		
Christiana		Dane	II. Total Circulation/Expenditures	
Cottage Grove		Deerfield	as reported to DPI for 2019	
Cross Plains		DeForest	<b>a. Circulation</b>	
Dane		Maple Bluff	2019 Total:	103,328
Deerfield		Marshall		
Dunkirk		Mazomanie	<b>b. Operational Expenditures</b>	
Dunn		McFarland	2019 Total:	\$385,023
Madison		Mt. Horeb	2019 from Federal Sources:	
Mazomanie		Oregon	Qualifying Expenditures	\$385,023
Medina		Rockdale		
Middleton		Shorewood Hills		
Montrose		Waunakee	2	
Oregon		<b>c. Cities</b>		
Perry		Edgerton (Dane)	16	
Pleasant Springs		Fitchburg		
Primrose		Madison	212	
Roxbury		Middleton		
Rutland		Monona	1	
Springdale		Stoughton	67	
Springfield		Sun Prairie		
Sun Prairie		Verona	III. Claim Amount	
Vermont			<b>a. Eligible Checkouts</b>	359
Verona			<b>b. Cost per Circulation</b>	\$3.73
Vienna			<b>c. % reimbursement by library</b>	70%
Westport			<b>d. 2021 Claim Amount</b>	<b>\$936</b>
Windsor				
York				

### Report 2019 Circulations Eligible for Reimbursement (by Municipality)

Name of Municipality	# Circulations	Name of Municipality	# Circulations
Aztalan, Town		Milford, Town	
Cold Spring, Town	176	Oakland, Town	
Concord, Town		Palmyra, Town	
Farmington, Town		Sullivan, Town	
Hebron, Town	3	Sullivan, Village	
Ixonia, Town		Sumner, Town	
Jefferson, Town	38	Waterloo, Town	
Koshkonong, Town	798	Watertown, Town	
Lac La Belle, Village (Jeff. Co. only)		Total circulations eligible for reimbursement	1015
Lake Mills, Town			

### Report 2019 Circulations NOT Eligible for Reimbursement (Municipalities served by a Library)

Name of Municipality	# Circulations	Name of Municipality	# Circulations
Cambridge, Village (Jeff. Co. only)		Palmyra, Village	
Fort Atkinson, City	194	Waterloo, City	
Jefferson, City	71	Watertown, City (Jeff. Co. only)	
Johnson Creek, Village	4	Whitewater, City (Jeff. Co. only)	16
Lake Mills, City			

<b>Total Jefferson Co. REIMBURSABLE Circulations (Section XI, item 9. on DPI Annual Report):</b>	1015
<b>Total Circulation (Section III, item 1.a. on DPI Annual Report):</b>	103,328
<b>Operational Expenditures (Section VI, item 6. on DPI Annual Report):</b>	\$385,023
<b>Total Expenditures from Federal Sources (Section VI, item 7. on DPI Annual Report):</b>	0
<b>Op. Expenditures less federal funding</b>	\$385,023
Unit Cost (Cost per Circulation):	\$3.73
Cost to Provide Service to Jefferson Co. Residents:	\$3,782
Jefferson Co. Reimbursement Amt (70% of Cost of Service):	\$2,647

### Report 2019 Circulation by Jurisdiction

Name of Librared (Non-reimbursable) Jurisdiction		Number of Circulations	Name of Non-Librared (Reimbursable) Jurisdiction		Number of Circulations
Albany, town	G-ALB-T2		Adams, town	G-ADA-T	
Abany, village	G-ALB-V		Brooklyn, town	G-BRO-T	2
Belleville (Green), village	G-BEL-VG		Brooklyn (Green), village	G-BRO-VG	
Brodhead, city	G-BROD-C		Cadiz, town	G-CAD-T	
Monroe, city	G-MONR-C		Decatur, town	G-DEC-T	6
Monroe, school district	G-MRO-SD		Exeter, town	G-EXE-T	
Monticello, village	G-MONT-V		Jefferson, town	G-JEF-T	
New Glarus, village	G-NG-V		Jordan, town	G-JOR-T	
			Mount Pleasant, town	G-MP-T	76
			New Glarus, town	G-NG-T	
			Spring Grove, town	G-SGO-T	
			Sylvester, town	G-SYL-T	
			Washington (Green), town	G-WAS-TG	
			York (Green), town	G-YOR-TG	
Librared area not specified			Non-Librared area not specified		

**Grand total Green County reimbursable circulations** 84

(Note: must match section XI, item 9 on DPI Annual Report or you must provide documentation of discrepancy)

**2019 Total Circulation:** 103,328

(Note: must match section III, item 1.a. on DPI Annual Report or you must provide documentation of discrepancy)

**2019 Operational Expenditures (minus federal funds):** \$385,023

(Note: must match section VI, item 6 minus item 7 or you must provide documentation of discrepancy)

Unit Cost (Cost per Circulation):	\$3.73
Cost of Service to County Residents:	\$313.00
70 % of Cost of Service:	\$219.10

	<b>Children</b>				
Feb 3	Music & Movement	12	15		27
Feb 4	Little Love Bugs	3	21		24
Feb 5	YMCA	3	12		15
Feb 5	Storytime	23	32		55
Feb 12	Ag Program	8	6		14
Feb 11	Small Wonders	5	16		21
Feb 11	CI Storytime				Cancelled
Feb 12	Storytime	28	37		65
Feb 13	4K Storytime	5	60		65
Feb 15	Hoo's Woods				250
Feb 17	Music & Movement	3	2		5
Feb 25	West 4K				
Feb 18	CI Yoga				cancelled
Feb 19	Small Wonders	3	16		19
Feb 19	Storytime	26	38		64
Feb 21	Toddler Art				
Feb 26	Storytime	16	24		40
Feb 28	4K Storytime				
	<b>Tweens</b>				
Feb 7	NIS Visit		13		13
Feb 12	Glo Germ		10		10
Feb 28	NIS Visit		13		13
	<b>Teens</b>				
February 1	YouPaint			10	10
February 4	Zine @ MMS			4	4
February 4	Magic the Gathering			2	2
February 13	MAYC			2	2
February 17	Red Cross Youth Club			4	4
February 17	TAB			8	8
February 25	Zine @MMS			4	4
February 27	MECAS				
	<b>Adults</b>				
February 4	Tech Talk- Canva	0			0
February 10	Snowflake CrossStitch	5			5
February 11	Tech Talk- Kindle	0			0
February 11	American Lives	6			6
February 18	Mystery Book Club	10			10
February 18	Tech Talk- Smart Phones	0			0
February 25	Tech Talk- Facebook	0			0
February 1-29	1-on-1 Tech Appt	19			
	<b>Proctoring</b>				
February 3		1			1
February 4		1			1
February 10		1			1
February 15		1			1



**Department:** Milton Public Library

**Position:** Circulation and Public Information Assistant

**Purpose of Position**

To perform a variety of work involving general circulation and patron assistance responsibilities. This position helps with the daily functioning of the Milton Public Library by performing a variety of assigned tasks.

**Position Accountability**

Works under the direction and supervision of the Milton Public Library Director.

**Major Duties and Responsibilities**

- Assists with the library's website and creating promotional items, including posters, logos, and website graphics. Knowledge of Wordpress and Microsoft Publisher and/or Adobe Illustrator is preferred to carry out these tasks.
- Assist with routine circulation desk procedures including book check-in/out, overdue fee processing, book deliveries, and assisting patron with ready-reference questions, reader's advisory, bibliographic instruction, and database searching in person and on phone.
- Skilled in assisting patrons with basic word processing, database searching, spreadsheet software, email, social networking and other technology-related questions pertaining to software and hardware.
- Perform other related work as needed.

**Knowledge and Abilities**

The Milton Public Library is a fast-moving and creative work place. Its success depends on employees' abilities to work independently, organize and prioritize work, respond to varied and changing work demands, and make decisions while maintaining courteous and professional relationships with the library patrons, coworkers, and supervisors. Employees are responsible for understanding library policies and procedures and applying them to library operations. Employees are further encouraged to maintain their work skills through participation in professional development activities.

**Work Environment:**

The library work environment requires the ability to sit or stand for extended periods of time; walking, climbing, kneeling, reaching, and crouching; ability to move, bend, stoop, and lift and carry books approximately 25 pounds or less; and ability to maneuver a fully-loaded book cart. Some travel is required to attend meetings in Milton and outside of Milton. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

**Equipment Used**

Computers and printers, book truck, copy machine, telephone, laminator, and iPads.

**Special Requirements**

- Ability to work evenings and weekends

**Education and Experience**

Applicants must have a high school diploma or GED. At least two years of library experience preferred.