



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES

Monday, June 7, 2021, 6:30 p.m.

Zoom Teleconference

Dial in at 1-312-626-6799 and enter meeting ID 826 5239 5608 and Passcode 546905

Weblink: <https://us02web.zoom.us/j/82652395608?pwd=Sjh2TmZkYmIvdHNQYWd6bXBYYUxoZz09>

PLEASE NOTE: In response to COVID-19, this meeting is being held virtually only. Members of the public may monitor or participate in this meeting at:

<https://us02web.zoom.us/j/82652395608?pwd=Sjh2TmZkYmIvdHNQYWd6bXBYYUxoZz09>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 826 5239 5608 to monitor the meeting via telephone.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: May 3, 2021
4. Approval of Expenditures for May 2021
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Discussion and possible action regarding in-person Library Board meetings.
 - b. Discussion and possible action on purchasing a new book bike.
 - c. Discussion of library services with regards to Rock County Health Department's discontinuation of their phased reopening plan on June 8.
9. General Items
 - a. Story Gardens update
 - b. Friends of Milton Public Library update – Book Sale
 - c. Next month – Annual election of officers
10. Next meeting: Monday, July 5, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
May 2, 2021**

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

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

Approval of Minutes: Collins moved approval of the minutes on April 5, 2021 as distributed, seconded by Schuetz. Motion pass unanimously.

Approval of Expenditures: Clark moved approval of the expenditures, seconded by Stricker. Motion passed unanimously.

Director's Report: ALS Directors voted to end the quarantining of library materials, due to a CDC update that surfaces are not the main route of transmission for COVID-19. Kunkel stated that she is putting more money into Hoopla as all libraries are seeing an increase in digital downloads. There's money in the AV budget as there are not a lot of movies being released.

Pennies for Pathways was a very successful fundraiser through the schools. A total of \$7318.17 was raised. The Story Gardens store raised \$318. The Food Truck Rally was very successful, perhaps the busiest yet, and raised over \$1,000.

Six more security cameras were installed, three indoor and three outdoor. Ashlee met with Fire Inspector, Lt. Mitch Severson about the possibility of moving the booksale to another available space in the basement.

Staff will have a booth at the first Milton Farmer's Market as well as the Milton Mega Markets on Saturday, July 24.

Report on ALS activities: ALS is looking into merging more services with the Lakeshores Library System, a process that is at least 18 months away.

TAB President's Report: No report as Emily M. was absent. Kunkel did report that the Library Lope, Let's Dash for Books is on Saturday, August 14.

Discussion and possible action on approving Programming Policy: Martin moved to approve the Programming Policy as presented, seconded by Clark. Motion passed unanimously.

Discussion of possible action on approving 100 Women Story Gardens Edition fundraising letter: Kunkel shared a letter that would be sent out to the donors of remodel's 100 Women campaign as a fundraising initiative for Story Gardens. The ask would be \$300 and donors would be recognized in a unique way in the gardens. Stricker moved to approve the letter with some suggested changes, Clark seconded. Motion passed unanimously.

General Items: Clarke inquired about the book bike and suggested contacting the Gathering Place to have a presence during the Concerts in the Park.

Motion to Adjourn: Collins moved adjournment at 6:37 p.m., seconded by Schuetz. Motion passed unanimously.

Next meeting: Monday, June 7, at 6:30 p.m.

Respectfully submitted,
Ashlee Kunkel

**Library Expenditures
May 2021**

Amazon: Books & AV, Office Supplies	\$343.14
Baker & Taylor Books	\$1880.79
Corporate Business Services	\$75.82
Findaway Playaways	\$354.43
Hedberg Public Library Disc resurfacing	\$14.40

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 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	.00	1,479.12	10,546.00	(9,066.88)	14.03
225-46720	RENT PAYMENT	1,166.67	5,833.35	14,000.00	(8,166.65)	41.67
TOTAL PUBLIC CHARGES FOR SERVICE		1,166.67	7,312.47	24,546.00	(17,233.53)	29.79
<u>SOURCE 48</u>						
225-48520	LIBRARY DONATIONS	.00	2,570.00	.00	2,570.00	.00
225-48550	BUILDING DONATIONS	.00	4,991.69	.00	4,991.69	.00
TOTAL SOURCE 48		.00	7,561.69	.00	7,561.69	.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		1,166.67	409,602.73	419,945.00	(10,342.27)	97.54

CITY OF MILTON
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 5 MONTHS ENDING MAY 31, 2021

FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
225-55110-110 SALARIES	8,359.40	39,239.08	117,645.00	78,405.92	33.35
225-55110-120 HOURLY WAGES	8,437.96	44,397.55	106,226.00	61,828.45	41.80
225-55110-150 FICA	1,279.42	7,005.32	17,127.00	10,121.68	40.90
225-55110-151 RETIREMENT	1,095.40	6,020.37	14,816.00	8,795.63	40.63
225-55110-152 HEALTH/DENTAL/LIFE	945.22	4,731.95	24,902.00	20,170.05	19.00
225-55110-190 TRAINING	.00	.00	4,700.00	4,700.00	.00
225-55110-211 POSTAGE	.00	69.40	358.00	288.60	19.39
225-55110-240 EQUIPMENT MAINTENANCE	14.40	848.35	5,082.00	4,233.65	16.69
225-55110-241 COMPUTER SERVICES	.00	84.35	3,500.00	3,415.65	2.41
225-55110-242 ARROWHEAD LIBRARY	.00	19,073.81	19,074.00	.19	100.00
225-55110-310 OFFICE SUPPLIES	.00	872.88	3,800.00	2,927.12	22.97
225-55110-313 PROMOTIONS	.00	21.00	1,500.00	1,479.00	1.40
225-55110-320 MEMBERSHIPS/SUBSCRIPTIONS	.00	186.97	2,000.00	1,813.03	9.35
225-55110-324 LIBRARY MATERIALS	.00	7,368.06	22,000.00	14,631.94	33.49
225-55110-328 LIBRARY MATERIALS - AV	.00	741.18	13,000.00	12,258.82	5.70
225-55110-330 VEHICLE OPERATION & MAINT	.00	.00	150.00	150.00	.00
225-55110-360 PROG SUPPLYS -BOOK SALE PROCDS	.00	95.49	.00	(95.49)	.00
225-55110-811 OFFICE EQUIPMENT	.00	516.10	4,750.00	4,233.90	10.87
TOTAL LIBRARY	20,131.80	131,271.86	360,630.00	229,358.14	36.40
<u>LIBRARY BUILDING</u>					
225-55120-110 SALARIES	.00	.00	181.00	181.00	.00
225-55120-120 HOURLY WAGES	784.40	5,638.64	22,247.00	16,608.36	25.35
225-55120-125 OVERTIME WAGES	.00	89.19	400.00	310.81	22.30
225-55120-126 SEASONAL LABOR	.00	.00	400.00	400.00	.00
225-55120-150 FICA	60.00	446.28	1,746.00	1,299.72	25.56
225-55120-151 RETIREMENT	.00	114.52	445.00	330.48	25.73
225-55120-152 HEALTH/DENTAL/LIFE	.00	193.96	1,783.00	1,589.04	10.88
225-55120-220 UTILITIES	2,259.88	11,918.28	26,248.00	14,329.72	45.41
225-55120-230 STORMWATER UTILITY	77.56	155.12	465.00	309.88	33.36
225-55120-240 EQUIPMENT MAINTENANCE	.00	481.05	2,500.00	2,018.95	19.24
225-55120-314 CLEANING AND MAINTENANCE	.00	179.90	1,000.00	820.10	17.99
225-55120-350 REPAIR & MAINTENANCE SUPPLIES	.00	312.02	1,900.00	1,587.98	16.42
TOTAL LIBRARY BUILDING	3,181.84	19,528.96	59,315.00	39,786.04	32.92
TOTAL FUND EXPENDITURES	23,313.64	150,800.82	419,945.00	269,144.18	35.91
NET REVENUES OVER EXPENDITURES	(22,146.97)	258,801.91	.00	258,801.91	

Director's Report

COVID-19 Updates:

- Following the change in CDC guidance concerning masks, the City of Milton – and therefore the library – updated the cloth mask policy to state that those who are not fully vaccinated are required to wear masks while for those who are fully vaccinated, masks are encouraged but optional.
- We've opened up a few of the study rooms and I'm allowing smaller groups into the Community Room.
- We'll be doing in-person, outdoor programs this summer and will evaluate the possibility of in-person, indoor programs for the fall. All of our summer programs are here: <https://www.als.lib.wi.us/MPL/wp-content/uploads/2021/05/PROGRAM-GUIDE-Summer-2021.pdf>
- Toys are still in storage, but I will be bringing out some more furniture.
- Still no 1-on-1 technology help.
- Our hours are still Monday-Friday, 10:00 to 6:00 and Saturday, 10:00-4:00. Hours pre-COVID were: Monday and Tuesday, 10:00 to 8:00, Wednesday-Friday, 10:00 to 6:00, Saturday, 10:00 to 4:00, and Sunday, 1:00 to 4:00.

Grants Received:

- \$1,000 from the Milton Fund, a component of the Community Foundation of Southern Wisconsin, to create an Underground Railroad book and DVD collection.
- \$2,000 (received by the City) from the Milton Fund, a component of the Community Foundation of Southern Wisconsin, for the entrance way of Story Gardens.
- Angie received \$250 from Thrivent to create Remember When memory kits.
- \$4,280 (matching grant) from the Wisconsin Arts Board for the entrance way of Story Garden.
- Jayme received a Read Africa grant from the African Studies Program at UW-Madison to purchase African youth and adult literature and books written by Africa authors.

5/5/2021	Proctoring	Other (all ages)	Individual participants	In-person	
5/5/2021	Virtual Storytime	Children (0-11)	Group attending	Live, virtual	3
5/5/2021	SPARK To-Go: Foam Friends	Children (0-11)	Individual Participants	Pre-recorded	
5/8/2021	Freewheel Community Bike	Other (all ages)	Group attending	In-person	17
5/11/2021	Proctoring	Other (all ages)	Individual Participants	In-person	
5/12/2021	Virtual Storytime	Children (0-11)	Group attending	Live, virtual	5
5/14/2021	4K (Google Meet)	Children (0-11)	Group attending	Live virtual	75
5/15/2021	Milton Mayhem	Other (all ages)	Group attending	In-person	82
5/18/2021	Mystery Book Club	Other (all ages)	Group attending	Live, virtual	10
5/19/2021	Virtual Storytime	Children (0-11)	Group attending	Live, virtual	7
5/23/2021	Virtual Google Meet for Summer Reading	Children (0-11)	Group attending	Live, virtual	35
5/24/2021	Virtual School Visit (MMS)	Young Adult (12-18)	Group attending	Live, virtual	30
5/26/2021	Virtual School Visit (MMS)	Young Adult (12-18)	Group attending	Live, virtual	30
5/25/2021	Teen Advisory Board	Young Adult (12-18)	Group attending	Live, virtual	11
6/2/2021	Virtual School Visit (Northside)	Children (0-11)	Group attending	Live, virtual	240
6/1/2021	Urban Forestry with Brian Wahl	Other (all ages)	Group attending	Live, virtual	3

Book Bike

A few years ago, we purchased a custom-made book bike with the help of some donations. It was a great addition to the library; however, staff have found it to be cumbersome and difficult to maneuver around Milton.

One of our recent strategic goals is to be more involved in community events, and this is a perfect and unique way to be visible out in the community and will allow us to provide services outside of the library building.

I've reached out to Icicle Tricycles to get more information about their book bikes:

<https://icetrikes.com/custom-cargo-bikes/book-bike-2/>. As a staff, we think this set up would be more ideal. The cost of the bike also includes graphics, so it could be branded for the library. Their new bike also includes an interior bookshelf, interior lid shelf, brochure holder, chalkboard, front fold-down shelf, and a side door with latch closure.

I was quoted \$3,550 with a 4 week turn around. If ordered soon, we'll still be able to use it this summer and into the early fall.

Besides community events, we can schedule bike outings, do surprise book giveaways at the Splash Pad and parks, and more. To be even more efficient, we should also look into the possibility of purchasing a hotspot so we can do mobile checkout. I did have a meeting with a representative from US Cellular and we can get a hotspot for \$39/month for unlimited data with a 6-month commitment. Mobile checkout will be done using an iPad we received from the School District.

