



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**  
**September 4, 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: August 5, 2019
4. Approval of Expenditures for August 2019
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. Possible action on Bulletin Board Policy
  - b. 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.
  - c. Discussion and possible action: 2020 Preliminary Budget
  - d. Review and possible action on 2020 Library Closings
9. General Items
  - a. Digital checkouts over the years
10. Next meeting: Monday, October 7, 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  
August 5, 2019**

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

Absent: None

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

**Approval of Minutes:** Stricker moved approval of the minutes of the meeting of July 1, 2019, as distributed, seconded by Tupper. Motion approved unanimously.

**Approval of Expenditures:** Kunkel noted most were routine expenditures, office furnishings (Gouvion photos); magazine subscription unavailable through Amazon. Schuetz moved approval of expenditures, seconded by Collins. Motion approved unanimously.

**Director's Report:** Kunkel attended SHARE consortium director's meeting and the ALS Director's meeting. Kunkel attending New Director's Boot Camp sponsored by the WI DPI. MPL sharing a table at the Community Expo with City Hall. Food Truck Rally August 25. Book Sale - \$1,200. Circulation is up from last year.

**Arrowhead Library System Report:** No report from Wilson.

**TAB President's Report:** TAB held the July Murder Mystery program. Very successful, going to do it again next year. Sept. 2 is the Library Lope. Discussed fall programming. Elections next meeting for new officers.

### **New Business**

**Library debt update:** Kunkel shared numbers for debt retirement.

**Request to the Community Foundation of Southern Wisconsin for transfer of funds to pay for library furnishings:** Rusch moved to request the maximum that the MPL can withdraw from the Community Fund to pay toward debt retirement with the City of Milton, seconded by Stricker. Motion passed unanimously.

**Story Garden update:** \$500 grant was awarded to MPL for raised garden beds. On the radar; a ramp from parking lot to lower lawn (no final cost yet). Bier donated mini Milton House from the July 4th parade to the Story Gardens.

**Review of Bulletin Board Policy:** MPL read over proposed policy. Kunkel will make changes and bring to next meeting.

**Discussion and possible action regarding a Memorandum of Understanding between the Milton School District and the Milton Public Library regarding technology:** Rusch moved to approve the MOU as presented, seconded by Schuetz. Motion passed unanimously.

**General Items:**

Kunkel shared staff comparison and compensation data of MPL and surrounding libraries.

**Adjournment:** Collins moved adjournment and Tupper seconded the motion. Motion approved unanimously and the meeting adjourned at 7:17 p.m.

**Next meeting date: Wednesday, September 4, at 6:30 p.m.**

Respectfully Submitted,  
Deborah Dean

**Library Expenditures  
August 2019**

Amazon: Books & AV, Office Supplies	\$1097.85
Baker & Taylor Books	\$1248.09
Corporate Business Services	\$67.79
Facebook: Advertisements	\$3.00
Gazette Subscription	\$24.50
HOOPLA Advanced Digital Payment	\$1500.00
Love & Logic Institute Books	\$37.90
TechMax Computer Server Agreement (2 months)	\$116.00

## Director's Report

Directors' Meeting held on Wednesday, August 21

- Hedberg Public Library will have a permanent branch in the mall; hoping to open in mid-September
- LinkedIn has purchased Lynda.com and because of that, we will no longer have Lynda.com once the contract expires in June/July. There's a privacy concern as LinkedIn will require patrons to create an account on their website.
- Steve asked for a Technology Inventory and our spending next year on PCs.

Windows 7 will reach its end-of-life in January 2020. All 7 of our public computers, and 3 staff computers run on Windows 7. It was my plan to update those staff computers next year anyways, but now we're looking at purchasing 10 new computers next year. We could go ahead and upgrade each computer to Windows 10 at approximately \$130 each, but we'd be purchasing new ones in the following year or so anyways. New computers, including Microsoft office, will be approximately \$530 (that's quoted at the high end though) through Lakeshore's bulk purchase done at the beginning of the year. So, I'm looking at spending \$5,300 for new computers.

I'm also looking into updating our server as that's currently Windows 2008. I will be meeting with Jim Novy from Lakeshores on September 5 to go over what needs to be done.

MOU between MPL and SDM concerning technology has been signed by myself and Rich.

Food Truck Rally raised \$860.00.

We received a \$100 donation in the memory of Beverly Burdick Thorngate.

There's a Girl Scout named Erin who is working towards a Silver Award. She is raising money to create Sitter Sacks for the library that contain books and toys. Each bag will have a different theme. She had a table set up at the Food Truck Rally to raise money and it continuing to seek funds. Her and her family will purchase everything and put them together for the library.

Community Foundation of Southern Wisconsin would only transfer \$15,356 as that number matched the remaining balance from the furniture invoices.

I attended the New Directors' Boot Camp in Marshfield August 21-23. Learned a lot! Will be working through my notes.

Jayme, Inga, and I attended a podcasting workshop in Madison on August 28.

Angie attended a Creative Aging Workshop by BTC, sponsored by the Alzheimer and Dementia Alliance of Wisconsin.

	<b>Children</b>				
August 1	Tami's visit	3	27		30
August 6	Movie				1
August 6	Music & Movement	8	9		17
August 6	Small Wonders	2	8		10
August 6	Small Wonders	2	7		9
August 6	Magic Creatures Party	14	20		34
August 7	Small Wonders	2	16		18
August 7	Small Wonders	1	8		9
August 7	Storytime	12	23		35
August 8	TTT	3	27		30
August 14	Storytime	20	36		56
August 15	TTT	3	26		29
August 21	Storytime	21	41		62
August 22	TTT	3	27		30
August 23	Alice in Dairyland	6	10		16
August 28	Storytime	20	27		47
	<b>Tweens</b>				
August 7	Exploding Science		17		17
	<b>Teens</b>				
August 9	Ultimate Smash Bros Tournament			13	13
August 16	Owls Recognition	15	15	9	39
August 19	TAB			9	9
August 21	D&D Club			4	4
	<b>Adults</b>				
August 6	Tech Talk Facebook	0			0
August 12	Underground Railroad	7			7
August 13	Tech Talk Word & Google Pages	0			0
August 13	American Lives	5			5
August 20	Mystery Book Club	7			7
August 27	Tech Talk Smart Phones	2			2
August 1-31	1-on-1 Tech Appt	21			21
August 25	<b>Food Truck Rally</b>				400
	<b>Running Club</b>				
August 7				3	3
August 15				3	3
August 21					
August 28					
	<b>Proctoring</b>				
August 8			1		1
August 9			1		1



### **Bulletin Board Policy**

The Milton Public Library maintains a bulletin board and brochure rack intended for displaying and providing current information about local area non-profit events and community information.

The bulletin board and brochure rack are intended to serve as vehicles of information for non-commercial organizations and government affairs. The library will not display personal advertisements, petitions, solicitations, surveys, for-profit, or commercial materials. Additionally, posting of notices does not imply library endorsement, nor will the library accept responsibility for the accuracy of the statements made in such materials.

Furthermore, the Library Board adopts article six of the American Library Association's "Library Bill of Rights" that maintains that exhibit space be "available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

#### **POSTING GUIDELINES**

- Postings must be approved and posted by Library staff.
- Items found posted without staff approval will be removed.
- Library staff will determine where and how long an item is displayed.
- The order of priority is as follows: Library, Milton, immediate surrounding area, Rock County, and others.
- Permission is granted based on available space.
- No materials may be placed in areas designated for library postings.
- Only one copy of a notice is permitted.
- Maximum size is 11" x 14".
- Approved notices must be placed so they do not obscure other notices.
- Notices of events will be removed after the event has taken place.
- Items and promotional materials will not be returned.
- Notices advocating fraud or unlawful actions or notices the library considers to be inappropriate are not permitted.

Notices not complying with any of these guidelines will be removed.

#### **REVIEW AND APPEAL**

Any group or individual who is refused permission to use the bulletin board or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within 10 days of refusal or the grounds of appeal. The Library Board will hear the appeal at its next regularly scheduled meeting.

#### **DISCLAIMER**

Application of these guidelines will be based on the judgment of the Library Director. Requests that do not fall clearly within these guidelines may be authorized by the Director only if they are in the best interests of the Library.

Adopted: January 2003

Revised: August 2005, June 2009, August 2019

**2020 PRELIMINARY BUDGET**

**--Proposed account changes:**

- Change “Vehicle Operation and Maint” to “Travel Reimbursement”
- Change “Office Equipment” to “Furnishings”

**--Move \$3,000 from Equipment Maintenance to Computer Services (total \$5,500)**

**--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)

<b>ALS</b>	<b>\$15,745.92</b>		
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. Will most likely be paying in more unless we go on a limit plan and limit the amount of money spent each day.
- ALS is also contributing \$1629.34 for 2020. Total Hoopla funds for 2020 = **\$5,629.34**
- We’ve spent \$4,464.92 so far in 2019

**--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.



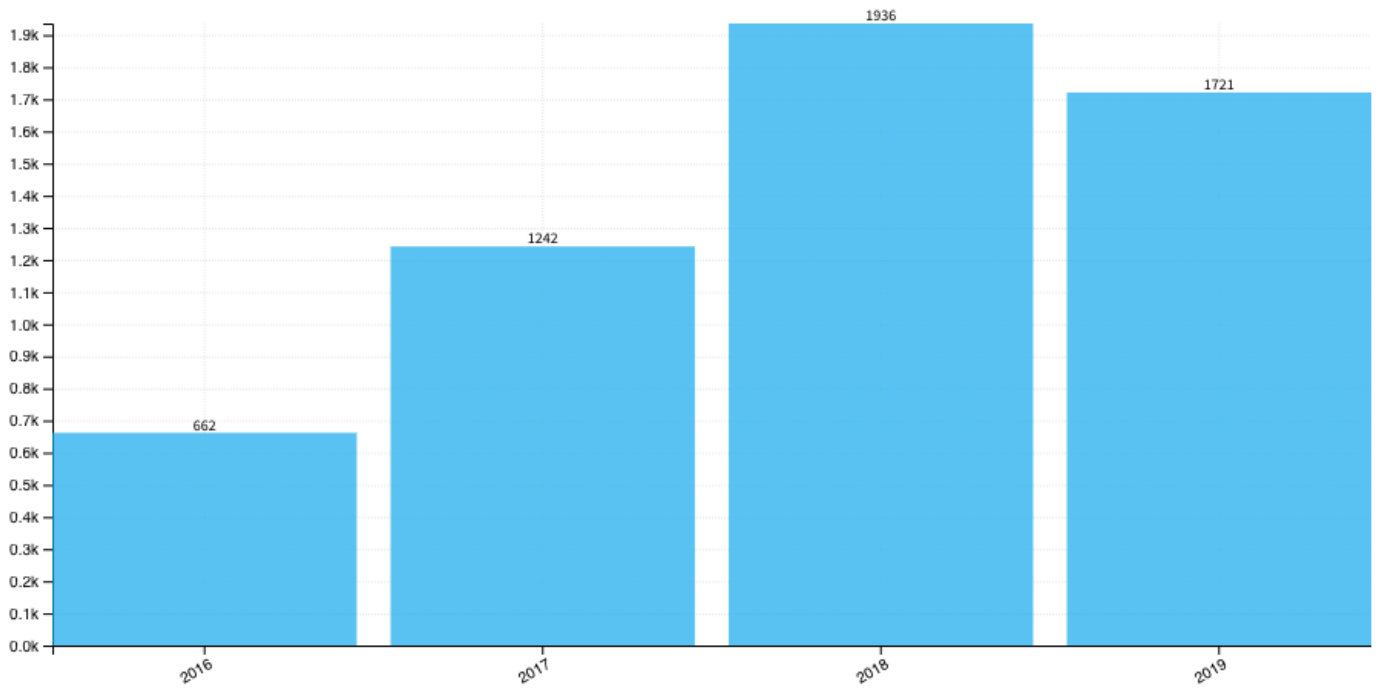
**PROPOSED 2019 CLOSINGS**

New Year's Day, Wednesday, January 1, 2020  
Saturday (Easter weekend) Saturday, April 11, 2020  
Easter Sunday, Sunday, April 12, 2020  
Saturday (Memorial Day weekend), May 23, 2020  
Sunday (Memorial Day weekend), May 24, 2020  
Memorial Day, Monday, May 25, 2020  
Fourth of July, Saturday, July 4, 2020  
Sunday, July 5, 2020  
Saturday (Labor Day weekend), September 5, 2020  
Sunday (Labor Day weekend), September 6, 2020  
Labor Day, Monday, September 7, 2020  
Thanksgiving, Thursday, November 26, 2020  
Day after Thanksgiving, Friday, November 27, 2020  
Christmas Eve, Thursday, December 24, 2020  
Christmas Day, Friday, December 25, 2020  
New Year's Eve, Thursday, December 31, 2020

## DIGITAL CHECKOUTS

2019 is through the month of July

## HOOPLA



2016: **663** | 2017: **1242** | 2018: **1936** | 2019: **1721**

## OVERDRIVE

