



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**  
**December 3, 2018, 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: November 5, 2018
4. Approval of Expenditures for November 2018
5. Director's Report
6. Report on ALS activities.
7. TAB President's Report
8. New Business
  - a. Request to the Community Foundation of Southern Wisconsin for transfer of funds to pay for library furnishings.
  - b. Possible action on Circulation Policy
  - c. Possible action on Book Locker Policy
  - d. Discussion and possible action on author book sales
  - e. Discussion of fundraising ideas
9. General Items
10. Next meeting: Monday, January 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  
November 5, 2018**

**Call to Order:** The meeting was called to order at 6:31 p.m. by President Annette Smith. Present Bill Wilson, Rose Stricker, Annette Smith, Theresa Rusch, Tim Schigur, Director Ashlee Kunkel, and TAB President Marilla Smith  
Absent: Deb Dean, Jen Schuetz

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

**Approval of Minutes:** Wilson moved approval of the minutes of the meeting of October 1, as distributed, seconded by Schigur. Motion approved unanimously.

**Approval of Expenditures for October 2018:** Wilson moved approval of expenditures; Rusch seconded. Motion approved unanimously.

**Director's Report**

- Ashlee shared statistical data for check-outs (attached to agenda)
- Patron incident on October 31 (Ashlee shared report that is attached to agenda)
- Library of Year Award recap
- Biblio-Bash Dec. 8 11am-2pm
- Strategic Planning process to begin soon
- Review and update policies

**Arrowhead Library System Report:** Approval by ALS on South Central Library System partnership renewal. County budget moving forward

**New Business**

**Review and possible action on Circulation Policy:** First Reading

**Review and possible action on Book Locker Policy:** First Reading

**Review and possible action on Technical Services/Outreach Coordinator position:** Schigur motioned and Stricker seconded to approve the job description with modifications created by Ashlee and reviewed by Annette.

**Food for Fines, December 2-8**

**Recommendation on author signings and sales:** Ashlee will investigate other library practices for the Board's review at the next meeting.

**General Items**

**Motion to Adjourn:** Wilson moved adjournment and Stricker seconded the motion. The motion was approved unanimously and the meeting was adjourned at 7:12 p.m.

**Next meeting: Monday, December 3, at 6:30 p.m.**

Respectfully Submitted,  
Tim Schigur

## November 2018 Expenditures

Amazon.com Library materials, office supplies	\$1490.52
Lobby Bulletin Board	\$290.27
Baker & Taylor Library materials	\$2093.36
Corporate Business Services Ricoh Copiers	\$56.97
Facebook Promotions	\$6.71
Gazette Subscription	\$24.50
TechMAX Server Agreement	\$50.00
USPS Postage	\$7.94
WalMart.com Red Bean Bag Chairs for Tractor Area	\$94.89

## Director's Report

### October Statistics

P-Count: 6,529

User Library	User Profile	Count (User Id)
Milton Public Library	GENERAL	26
	JUV-NONET	1
	ONLINE	4
	Total	31
Total		31

Hold Pickup Library Code	Number of Holds
MILTON	1,775

Trans Stat Month	October
Trans Stat Icat2	Number of Statistical Transactions
ADULT	3,691
JUVENILE	3,304
YA	178
	80
Total	7,253

NOVEMBER PROGRAMMING		
Age	# of programs	# of participants
Children	16	623
Tween (9-12)	2	4
Teens	6	45
Adult	6	34
Proctoring		10
1-on-1		15
Total		<b>731</b>

- Biblio Bash - Saturday, December 8, 11:00-2:00
  - Stool Raffle ~ \$350 (so far)
- Posted the Technical Services/Outreach Coordinator position