



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
Monday, March 6, 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/83851388084?pwd=N2toSX12L1hxZG9JZG1FWnBna3FIQT09>

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: 838 5138 8084

Passcode: 605937

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: February 9, 2023
4. Approval of Minutes: February 21, 2023
5. Approval of Expenditures for February 2023
6. Director's Report
7. Report on Prairie Lakes Library System (PLLS) activities
8. TAB President's Report
9. New Business
 - a. Consideration of a motion to convene into Closed Session, pursuant to Section 19.85(1)(c) Wis. Stats. considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Library Director Evaluation.
 - b. Reconvene into open session for possible action(s) on items discussed in closed session.
 - c. Milton Public Library Foundation Update
10. General Items
11. Next meeting: Monday, April 3, at 6:30 p.m.
12. Motion to Adjourn
13. Adjournment

**PROCEEDINGS OF THE MILTON PUBLIC
LIBRARY BOARD OF TRUSTEES**

February 6th, 2023

Call to Order:

The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Director Kunkel, Stricker, Clark, Collins, Brown, Zweifel, and Tupper Absent: TAB President Bethany V.

Approval of Agenda:

Clark moved approval of the agenda, seconded by Collins. Motion passed unanimously.

Approval of Minutes:

Clark moved approval of the minutes of the meeting on January 9th, 2023, as distributed, seconded by Zweifel. Motion passed unanimously.

Approval of Expenditures:

No concerns raised over the January 2023 expenditures. Brown moved approval, seconded by Collins. Motion passed unanimously.

Director's Report:

- a) Hosting district-wide art show March 14-April 23, previously held at Milton House. Being held at library as there is more space and more open hours.
- b) Working collaboratively with UW extension Rock County on a project to make 4-H literature more available to Rock County residents.
- c) MPL hosting rain barrel workshop in collaboration with Rock River Coalition on Sat, June 10.
- d) Homeschooling families having good connections/conversations, including a meeting with YMCA and a mother who homeschools her child. Going to have activities specific for homeschooled children.
- e) Library foundation approved board game collection and a two-year subscription to Stories in a Cloud to provide a dial-a-story service
- f) Time for Art Clock Raffle raised \$384 and 200 tickets were sold with profits for Angie to purchase Little Free Library.
- g) Kunkel attended a webinar through the Wild Wisconsin Winter Web Conference titled No More Neutral
- h) Some minor plumbing issues last week.
- i) Library staff hosting pancake breakfast for other city employees.

Report on PLLS activities as reported by Annette Smith

- a) Had emergency meeting to approve insurance but no other general meeting was held
- b) Next meeting will be held on the ongoing schedule which is the last Wednesday of the month

TAB President's Report:

- a) TAB President, Bethany V. indicated that they added 5 more members and are now up to 20 members.
- b) They edited some bylaws at last meeting to allow the opening of members from outside of Milton which allowed opening to a member from Janesville.
- c) Library Lope date set for August 9th.

New Business:

- a) Discussion of Circulation Policy
 - a. Youth card registration filled out by child. Modeled after Janesville form.
 - b. Limit to 3 items checked out with restrictions (not CDs/DVDs)
 - c. Ashley will follow up with parents.

- d. Collins motioned approval, Zweifel seconded. Motion passed unanimously.
- b) Review and Possible Action on the Board of Trustees By-Laws
 - e. Provided for review last meeting. Recommended changing language to Prairie Lakes Report instead of President's report and Tab language changed. Clark motioned approval with forementioned changes and Zweifel seconded. Motion passed unanimously.
- c) Ashlee and Jayme to draft volunteer form.

General Items:

- a) Review of 2022 Annual Community Survey response
 - a. 88 community responses.
 - b. Mostly positive with some feedback on people not being aware of all that library offers.
 - c. Many people coming to library but more than half said none when asked programming attended.
 - d. People are on board with more board games.
 - e. Several homeschooling comments.
 - f. People want library to be open more on holidays and weekend.
 - g. More neon.
 - h. Positive feedback on kits.
- b) Friends of Milton Public Library update
 - i. Justin reported they are looking to have more activities to try and attract more members. Could use more members and committee members.
 - j. Looking for ways to support Story Gardens.
 - k. End of school year coming up. Opportunities for two high school students and one for MECAS next year.
 - l. Book sale three times a year. Organized by Friends. Usually make around \$1000-\$1200 each time. Would like to have the long-term goal of an area in the basement where they can have space for an ongoing book sale. Want to allow early access to book sales for Friends.
- c) Clark brought up TikTok but little discussion as it was advised by President Smith that any discussion get added to agenda for upcoming meeting so public could attend if desired.

Motion to Adjourn:

Clark moved to adjourn at 7:06 p.m., seconded by Brown. Motion passed unanimously.

Next meeting: Monday, March 6th, at 6:30 p.m.

Ashlee may have an additional meeting before next regular meeting as the annual report needs approval prior to March 1st.

Respectfully submitted,
Marty Collins

**PROCEEDINGS OF THE MILTON PUBLIC
LIBRARY BOARD OF TRUSTEES**

February 21st, 2023

Call to Order:

The meeting was called to order at 5:34 p.m. by President Annette Smith. Present: Director Kunkel, Stricker, Collins, and Zweifel Absent: Clark, Tupper, Brown, TAB President Bethany V.

Approval of Agenda:

Zweifel moved approval of the agenda, seconded by Collins. Motion passed unanimously.

New Business:

Discussion and Possible Action on Approving the 2022 DPI Annual Report: Collins motioned for approval with caveat that the website value may be updated if that data becomes available. Stricker seconded. Motion passed unanimously.

General Items: None

Next meeting: Monday, March 6th, at 6:30 p.m.

Motion to Adjourn:

Zweifel moved to adjourn at 5:49 p.m., seconded by Collins. Motion passed unanimously.

Respectfully submitted,
Marty Collins

**Library Expenditures
February 2023**

| | |
|--|-------------|
| Amazon: Books & AV, Office Supplies | \$1,227.05 |
| Baker & Taylor | \$3144.93 |
| Corporate Business Services | \$109.77 |
| Prairie Lakes Library System Participating library payment | \$11,126.39 |
| Prairie Lakes Library System Network cable repair | \$28.40 |
| Bureau Veritas National Elevator Inspection Services Yearly state elevator inspection | \$82.00 |
| Sam's Club membership | \$116.05 |
| (Department of Safety and Professional Services) DSPS Elevator Certificate | \$51.00 |
| Facebook | \$5.15 |
| Janesville Gazette | \$30.77 |
| Scholastic Books | \$59.00 |

Director's Report

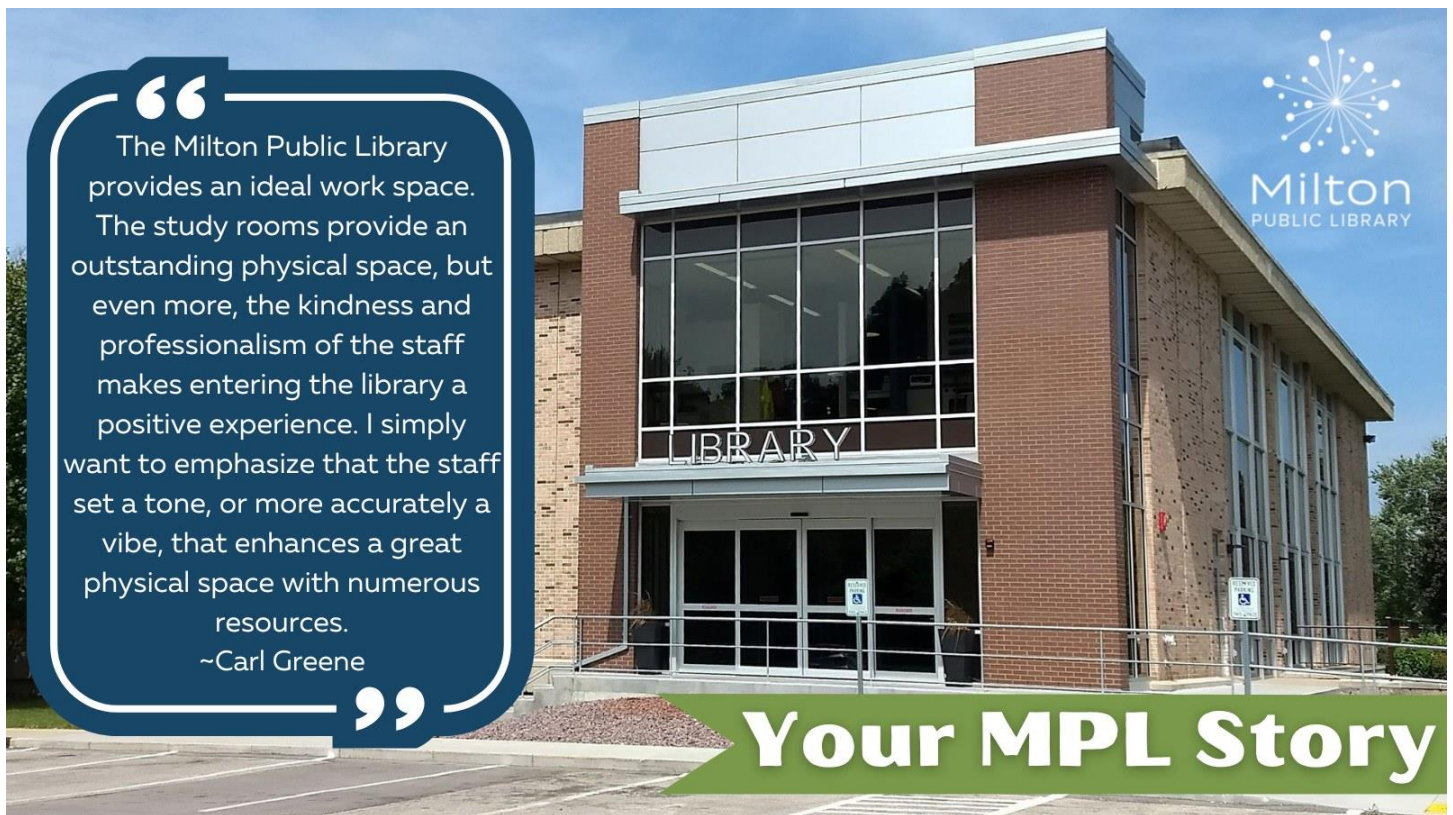
Annual report was submitted! Included the number for website visits, which was 135,057.

Thanks to Stacy Skemp and her students, we had chickens in the library! It was a great experience, from first getting the eggs, candling, and watching them hatch.



The Milton Public Library Foundation auction will run March 5 – March 20. You can find all the items available for bidding here: <https://app.galabid.com/mplmarchmadness2023/items>

Dial-A-Story has launched. You can listen to the stories by dialing 608-898-6898. I will be receiving monthly reports on how the service is used. There were 43 calls in February.



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The Milton Public Library provides an ideal work space. The study rooms provide an outstanding physical space, but even more, the kindness and professionalism of the staff makes entering the library a positive experience. I simply want to emphasize that the staff set a tone, or more accurately a vibe, that enhances a great physical space with numerous resources.
~Carl Greene
”

Milton
PUBLIC LIBRARY

LIBRARY

Your MPL Story

| | | | | | | | |
|-----------|--------------------------------|----------------------|-------------------------|-----------|----------|----|-----|
| 2/3/2023 | West 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 16 | |
| 2/3/2023 | West 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 12 | |
| 2/3/2023 | West 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 13 | |
| 2/3/2023 | West 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 15 | |
| 2/3/2023 | Jigsaw Puzzle Competition | Adult (19+) | Group attending | In-person | On-site | 38 | |
| 2/4/2023 | Milton Anime Club (MAC) | Young Adult (12-18) | Group attending | In-person | On-site | 5 | |
| 2/4/2023 | Red Cross Youth Club Book & E | General Interest (al | Group attending | In-person | On-site | 32 | |
| 2/6/2023 | Storytime | Young Child (0-5) | Group Attending | In-person | On-site | 25 | |
| 2/7/2023 | Yeti Set Read | General Interest (al | Individual Participants | In-person | On-site | | 153 |
| 2/6/2023 | Tech Time | Adult (19+) | Individual Participants | In-person | On-site | | 3 |
| 2/7/2023 | Turtles to Go with the Welty E | Child (6-11) | Group attending | In-person | On-site | 58 | |
| 2/8/2023 | Storytime | Young Child (0-5) | Group attending | In-person | On-site | 34 | |
| 2/7/2023 | Tech Corner | Adult (19+) | Individual Participants | In-person | Off-site | | 2 |
| 2/9/2023 | Palabras Spanish Club | General Interest (al | Group Attending | In-person | On-site | 5 | |
| 2/10/2023 | Harmony 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 16 | |
| 2/10/2023 | Harmony 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 17 | |
| 2/10/2023 | Harmony 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 15 | |
| 2/10/2023 | Harmony 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 12 | |
| 2/8/2023 | Monster | Child (6-11) | Individual Participants | In-person | On-site | | 4 |
| 2/13/2023 | Getting Started with Budgetin | Young Adult (12-18) | Group attending | In-person | On-site | 6 | |
| 2/10/2023 | Read with Jasmine | Young Child (0-5) | Group attending | In-person | On-site | 7 | |
| 2/13/2023 | Tech Time | Adult (19+) | Individual Participants | In-person | On-site | | 3 |
| 2/13/2023 | Storytime | Young Child (0-5) | Group Attending | In-person | On-site | 19 | |
| 2/14/2023 | American Lives | Adult (19+) | Group attending | In-person | On-site | 7 | |
| 2/15/2023 | Storytime | Young Child (0-5) | Group attending | In-person | On-site | 70 | |
| 2/17/2023 | East 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 14 | |
| 2/17/2023 | East 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 16 | |
| 2/17/2023 | East 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 13 | |
| 2/17/2023 | East 4K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 14 | |
| 2/17/2023 | Harmony K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 18 | |
| 2/17/2023 | Harmony K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 15 | |
| 2/17/2023 | Harmony K Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 18 | |
| 2/20/2023 | Tech Time | Adult (19+) | Individual Participants | In-person | On-site | | 4 |
| 2/20/2023 | Tenants Rights Presentation | Adult (19+) | Group attending | In-person | On-site | 7 | |
| 2/21/2023 | Mystery Book Club | Adult (19+) | Group attending | In-person | On-site | 11 | |
| 2/21/2023 | French Club | Adult (19+) | Group attending | In-person | On-site | 2 | |
| 2/21/2023 | Red Cross Youth Club | Young Adult (12-18) | Group attending | In-person | On-site | 7 | |
| 2/24/2023 | Tween Book Club | Child (6-11) | Group attending | In-person | On-site | 2 | |
| 2/27/2023 | Creative Kids Visit | Young Child (0-5) | Group Attending | In-person | Off-site | 16 | |
| 2/27/2023 | Storytime | Young Child (0-5) | Group Attending | In-person | On-site | 25 | |
| 2/28/2023 | Financial Literacy | Adult (19+) | Group attending | In-person | On-site | 3 | |
| 2/28/2023 | Teen Advisory Board | Young Adult (12-18) | Group attending | In-person | On-site | 14 | |

February 2023

| | New Followers | Post Likes | Post Comments | Impressions | Total Followers |
|----------------------|---------------|-------------------------------------|---------------|-------------|-----------------|
| Facebook | 25 | 5,092 reactions, comments, & shares | | 11,453 | |
| Instagram (MPL) | 11 | 272 | 16 | 9,043 | 1,042 |
| Instagram (MPLteens) | 10 | 14 | 4 | | 996 |
| Twitter | 6 | N/A | N/A | 8,274 | 318 |
| TikTok | 34 | 136 | 9 | 1,730 views | 1,127 |
| Goodreads | 3 | N/A | N/A | N/A | 272 |
| Pinterest | 2 | 119 saves | N/A | 15,337 | 71 |
| YouTube | 5 | N/A | N/A | 1,071 views | 344 |

| | Open Rate | Click Rate | New subscribers |
|-------------------------|-----------|------------|------------------------------|
| Adult Newsletter | 45.5% | 3% | 9 (some registered for both) |
| Youth Newsletter | 34.9% | 1.3% | 7 (some registered for both) |
| Total Email Subscribers | 447 | | 10 total |