

**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**  
**Monday, May 1, at 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/85320621988?pwd=SHliR0VFc0pkVjNlIbzBKQytocERdz09>

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: 853 2062 1988

Passcode: 333425

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: April 3, 2023
4. Approval of Expenditures for April 2023
5. Director's Report
6. Report on Prairie Lakes Library System (PLLS) activities
7. TAB President's Report
8. New Business
  - a. DPI's Inclusive Services Assessment: Programming and Services
  - b. Review, Discussion, and Possible Action on Programming Policy
  - c. Discussion of Budget Process
9. General Items
  - a. Story Gardens Update
10. Next meeting: Monday, June 5, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

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

**April 3<sup>rd</sup>, 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, Tupper, and TAB President Bethany V. Absent: N/A

**Approval of Agenda:**

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

**Approval of Minutes:**

Tupper moved approval of the minutes of the meeting on March 6<sup>th</sup>, 2023. The motion was seconded by Zweifel. Motion passed unanimously.

**Approval of Expenditures:**

Director Kunkel reported on some unplanned HVAC and fire panel expenses. Kunkel also noted that more monies have been allocated for Hoopla. Some discussion took place on what the city covered versus the library. There were no significant concerns raised over the March 2023 expenditures. Clark moved approval, seconded by Collins. Motion passed unanimously.

**Director's Report:**

- a) The Milton Public Library Foundation online auction raised \$1,690.
- b) The library has been selected to participate in the Check Out Wisconsin's State Parks at Your Library program and will be able to check out free daily park admission passes to library card holders. This program is very similar to the Milton House Museum experience passes provided in the past. The program will run from May 1 to December 31. More information will be forthcoming.
- c) Staff are working on a project called Engaging Beyond Our Walls (EBOW), made possible with a grant through the Institute of Museum and Library Services (IMLS). Their goal is to "increase the voice of residents through interactive stories, especially tied to local history and the public good." MPL's plan is to create a "texting with a sculpture" project that will allow people to text the birds on the Story Gardens archway which have been given the names Ezra, Ava and Scout. Ezra will provide facts about Milton's history, Avo will tell jokes, and Scout will tell stories or provide literary fun facts. More information can be found on their website: <https://www.hivemechanic.org/workshopsfor-libraries/>
- d) Ashley had a meeting with Representative Steil's office to talk about the Travel Kits she created with a grant from Wisconsin Humanities Council (WHC). She was invited by WHC to speak about the grant, the kits, and the library via a Zoom meeting.
- e) Jayme and Ashlee will attend the Milton Middle School Career Fair on April 25.
- f) Marijka and Ashlee attended a "Building Youth Voices" training in Janesville on Monday, April 3. This training was provided by Rock County youth coalitions, including the Milton Youth Coalition. The training talked about how to engage youth and build youth leaders.
- g) Marijka and Angie will be attending the Wisconsin Association of Public Libraries on April 27. Marijka will be presenting at the conference on Purposeful and Playful Media Integration.
- h) Jayme and Ashlee will be presenting at the Lead the Way: Libraries at the Heart of Community Engagement Conference in Madison on April 25. They will be presenting on their partnership with the Milton School District and its mutual benefits for the library, school, teachers and students.
- i) Physical audiobook and DVD circulations were provided which showed in general a decrease in audiobook and DVD rentals. There has been a marked increase in the use of Hoopla and Libby, which is also suggestive of a general increase in online streaming services.
- j) Patron visits by day of week were provided as well as year-to-year comparisons which showed year over year increases for the past two years.

**Report on PLLS activities as reported by Annette Smith**

- a) President Smith reported they are currently working on bylaws and next month they will be reviewing staffing needs.
- b) They have secured WiLS to help with strategic planning and in the fall and they will put together a stakeholder's group to further assist with strategic planning.

**TAB President's Report:**

- a) TAB President, Bethany V. reported that at the last meeting, members voted on the murder mystery party theme for this year: Murder Under the Big Top
- b) TAB will work with the Humane Society of Southern Wisconsin for a program at the shelter on Wednesday, June 28.
- c) Several volunteers signed up for helping with Red Cross Blood Drive on Friday, August 25.
- d) The Library Lope will have a color theme: Children 8 and under – yellow; tween 9 to 12 – green; teens 13 to 17 – red; adults - blue
- e) Current round of vending machine money is going to be donated to the Milton Food Pantry.

**New Business:**

- a) Review of DPI's Inclusive Services and Assessment: Collections.
  - o The completed checklist for the Wisconsin Public Library Standards assessment for Collections was provided. Director Kunkel noted that Librarian Marijka has brought in some excellent collections to the library.
  - o In response to one of the checklist items regarding non-inclusive aspects of library classification systems and controlled vocabulary, some articles were provided to board members prior to the meeting about the Dewey Decimal system that made noted that it may be getting outdated and some of its classifications may have non-inclusive aspects and may not be in line with current societal standards. President Smith reported that some libraries already operate on their own system and in some cases this has increased circulation of some materials. Some discussions about inclusivity were brought up and Brown brought up the idea of adding Braille to any signs if the system is changed. Clark had brought up the potential costs of a new system and Director Kunkel mentioned it would primarily be staff time with minimal other costs.

**General Items:**

- a) Director Kunkel reported that the PLLS library directors are going to compile some data on salaries that may be presented at a future meeting.
- b) May Food Truck Rally to be held at the library. The lineup is slated to include 9 food trucks.

**Motion to Adjourn:**

Brown moved to adjourn at 7:02 p.m., seconded by Stricker. Motion passed unanimously.

**Next meeting:** Monday, May 1st, at 6:30 p.m.

Respectfully submitted,  
Secretary Collins

**Library Expenditures  
April 2023**

Amazon: Books & AV, Office Supplies	\$431.43
Baker & Taylor	\$1092.24
Corporate Business Services	\$124.10
Signarama Collection signs and replacement stair numbers	\$245.00
Demco	\$111.54
Library Ideas Vox Books	\$511.73
Gazette	\$30.77
WAPL Conference Marijka & Angie will attend (part will be paid by grant)	\$920.00
<b>Donations/Grants</b> Lonnie Brown (general donation)	<b>\$100.00</b>

**CITY OF MILTON**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2023

**FUND 225 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUES</u>					
225-43570 ROCK COUNTY LIBRARY AID	.00	97,311.45	96,704.00	607.45	100.63
225-43720 OTHER COUNTY AID	.00	3,181.00	3,770.00	( 589.00)	84.38
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>.00</b>	<b>100,492.45</b>	<b>100,474.00</b>	<b>18.45</b>	<b>100.02</b>
<u>PUBLIC CHARGES FOR SERVICE</u>					
225-46710 LIBRARY FINES	377.30	1,043.85	6,000.00	( 4,956.15)	17.40
225-46720 RENT PAYMENT	.00	5,833.35	14,000.00	( 8,166.65)	41.67
<b>TOTAL PUBLIC CHARGES FOR SERVICE</b>	<b>377.30</b>	<b>6,877.20</b>	<b>20,000.00</b>	<b>( 13,122.80)</b>	<b>34.39</b>
<u>SOURCE 49</u>					
225-49200 TRANSFER FROM GEN FUND	.00	333,007.00	333,007.00	.00	100.00
<b>TOTAL SOURCE 49</b>	<b>.00</b>	<b>333,007.00</b>	<b>333,007.00</b>	<b>.00</b>	<b>100.00</b>
<b>TOTAL FUND REVENUE</b>	<b>377.30</b>	<b>440,376.65</b>	<b>453,481.00</b>	<b>( 13,104.35)</b>	<b>97.11</b>

**CITY OF MILTON**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2023**

**FUND 225 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
225-55110-110 SALARIES	4,537.84	32,117.89	126,163.00	94,045.11	25.46
225-55110-120 HOURLY WAGES	4,830.09	33,479.85	119,844.00	86,364.15	27.94
225-55110-150 FICA	712.71	5,647.52	18,819.00	13,171.48	30.01
225-55110-151 RETIREMENT	598.36	4,752.76	16,412.00	11,659.24	28.96
225-55110-152 HEALTH/DENTAL/LIFE	1,024.78	4,099.12	30,317.00	26,217.88	13.52
225-55110-190 TRAINING	920.00	920.00	3,000.00	2,080.00	30.67
225-55110-211 POSTAGE	.00	67.85	200.00	132.15	33.93
225-55110-240 EQUIPMENT MAINTENANCE	.00	.00	6,000.00	6,000.00	.00
225-55110-241 COMPUTER SERVICES	( 149.90)	28.40	3,500.00	3,471.60	.81
225-55110-242 PRAIRIE LAKES LIBRARY SYSTEM	.00	11,126.39	21,000.00	9,873.61	52.98
225-55110-310 OFFICE SUPPLIES	284.35	782.11	3,800.00	3,017.89	20.58
225-55110-313 PROMOTIONS	7.00	12.15	1,500.00	1,487.85	.81
225-55110-320 MEMBERSHIPS/SUBSCRIPTIONS	30.77	472.35	2,000.00	1,527.65	23.62
225-55110-324 LIBRARY MATERIALS	1,290.34	6,145.44	22,000.00	15,854.56	27.93
225-55110-328 LIBRARY MATERIALS - AV	707.06	9,474.55	13,000.00	3,525.45	72.88
225-55110-330 VEHICLE OPERATION & MAINT	.00	.00	150.00	150.00	.00
225-55110-811 OFFICE EQUIPMENT	245.00	1,040.10	4,750.00	3,709.90	21.90
<b>TOTAL LIBRARY</b>	<b>15,038.40</b>	<b>110,166.48</b>	<b>392,455.00</b>	<b>282,288.52</b>	<b>28.07</b>
<u>LIBRARY BUILDING</u>					
225-55120-110 SALARIES	.00	.00	185.00	185.00	.00
225-55120-120 HOURLY WAGES	612.00	5,931.22	20,802.00	14,870.78	28.51
225-55120-125 OVERTIME WAGES	.00	.00	400.00	400.00	.00
225-55120-126 SEASONAL LABOR	.00	.00	400.00	400.00	.00
225-55120-150 FICA	46.81	485.46	1,636.00	1,150.54	29.67
225-55120-151 RETIREMENT	.00	116.10	487.00	370.90	23.84
225-55120-152 HEALTH/DENTAL/LIFE	.00	9.38	1,541.00	1,531.62	.61
225-55120-220 UTILITIES	3,603.60	16,368.06	28,000.00	11,631.94	58.46
225-55120-230 STORMWATER UTILITY	.00	192.70	575.00	382.30	33.51
225-55120-240 EQUIPMENT MAINTENANCE	.00	3,901.50	5,000.00	1,098.50	78.03
225-55120-314 CLEANING AND MAINTENANCE	.00	327.28	1,000.00	672.72	32.73
225-55120-350 REPAIR & MAINTENANCE SUPPLIES	.00	423.61	1,000.00	576.39	42.36
<b>TOTAL LIBRARY BUILDING</b>	<b>4,262.41</b>	<b>27,755.31</b>	<b>61,026.00</b>	<b>33,270.69</b>	<b>45.48</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>19,300.81</b>	<b>137,921.79</b>	<b>453,481.00</b>	<b>315,559.21</b>	<b>30.41</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 18,923.51)</b>	<b>302,454.86</b>	<b>.00</b>	<b>302,454.86</b>	

**CITY OF MILTON**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 4 MONTHS ENDING APRIL 30, 2023

FUND 241 - LIBRARY SPECIAL FUNDS

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	% OF BUDGET
<u>DONATIONS</u>				
241-48510	TEEN ADVISORY BOARD DONATION	183.00	183.00	.00
241-48520	FRIENDS OF LIBRARY DONATION	.00	800.00	.00
241-48530	LIBRARY FOUNDATION DONATION	.00	2,250.00	.00
241-48540	GENERAL DONATIONS	.00	1,045.70	.00
241-48560	GRANT DONATIONS	.00	2,686.15	.00
	TOTAL DONATIONS	183.00	6,964.85	.00
	TOTAL FUND REVENUE	183.00	6,964.85	.00

**CITY OF MILTON**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 4 MONTHS ENDING APRIL 30, 2023**

**FUND 241 - LIBRARY SPECIAL FUNDS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TEEN ADVISORY BOARD</u>					
241-53100-310 PROGRAMS	183.00	183.00	.00	( 183.00)	.00
TOTAL TEEN ADVISORY BOARD	183.00	183.00	.00	( 183.00)	.00
<u>FRIENDS OF THE LIBRARY</u>					
241-53200-310 PROGRAMS	576.07	1,431.36	.00	( 1,431.36)	.00
241-53200-340 OPERATING SUPPLIES	.00	201.60	.00	( 201.60)	.00
TOTAL FRIENDS OF THE LIBRARY	576.07	1,632.96	.00	( 1,632.96)	.00
<u>LIBRARY FOUNDATION</u>					
241-53300-330 TECHNOLOGY	.00	750.00	.00	( 750.00)	.00
241-53300-340 OPERATING SUPPLIES	266.43	1,215.02	.00	( 1,215.02)	.00
TOTAL LIBRARY FOUNDATION	266.43	1,965.02	.00	( 1,965.02)	.00
<u>GENERAL DONATIONS</u>					
241-53400-310 PROGRAMS	.00	428.60	.00	( 428.60)	.00
241-53400-340 OPERATING SUPPLIES	.00	156.07	.00	( 156.07)	.00
241-53400-350 FURNITURE	326.00	326.00	.00	( 326.00)	.00
TOTAL GENERAL DONATIONS	326.00	910.67	.00	( 910.67)	.00
<u>GRANT PURCHASES</u>					
241-53600-330 TECHNOLOGY	127.95	383.85	.00	( 383.85)	.00
241-53600-340 OPERATING SUPPLIES	.00	134.39	.00	( 134.39)	.00
TOTAL GRANT PURCHASES	127.95	518.24	.00	( 518.24)	.00
TOTAL FUND EXPENDITURES	1,479.45	5,209.89	.00	( 5,209.89)	.00
NET REVENUES OVER EXPENDITURES	( 1,296.45)	1,754.96	.00	1,754.96	



## DIRECTOR'S REPORT

### Online Resources Updates

- CreativeBug (art tutorials and videos) will be disappearing on July 31st. The usage is not there to keep paying for it. It was voted on by the SHARE consortium to discontinue it last year.
- Brainfuse will be discontinued soon, as voted by the PLLS Directors Committee in April. PLLS is determining the end date. Again, the usage is just not there.
- We did have 53 sessions for Transparent Languages in March.
- LinkedIn Learning was popular in March, too, with 28 completions.
- Prairie Lakes is going to look into some pricing for Gale Courses for next year. Arrowhead had paid for the Rock County libraries to have it for this year. The usage is not the greatest, so it may be on the chopping block for next year. We average about 2-3 uses a month.
- We will hopefully get some usage stats on Ancestry.com Library Edition soon.
- Prairie Lakes is also looking into funding a program/room reservation program for the libraries. This would be so great for us to utilize.

Funding for this year's CreativeBug was part of last year's budget (the yearly contract ends in July). Brainfuse, LinkedIn Learning, Gale Courses, Ancestry.com, some Hoopla, and WPLC (Overdrive/Libby), were a part of our payment to the library system (\$11,126.39 in 2023).

Transparent Languages is covered by state aid and will be so going forward.

Jayne and Ashlee's presentation for the Lead the Way Conference on the library's collaboration with the School District of Milton: <https://tinyurl.com/55ybbm6j>

### Food Truck Rally – Sunday, May 7, 11:00 to 3:00

#### In the Community

Staff will be at Milton Community Days on Friday, May 12 (Ashlee and Angie) and also the Wellness Fair at Schilberg Park on Saturday, May 13 (Denise and Chris). We will also have a table at the Civil War Days' schools-only day on May 19th, in the hopes of connecting more with the homeschooling community.

Myself and Justin Watson (Friends' President) will present Friends scholarships to three graduating seniors on Wednesday, May 10.

4/1/2023	Milton Anime Club (MAC)	Young Adult (12-18)	Group attending	In-person	On-site	3	
4/2/2023	Easter Egg Scavenger Hunt	General Interest (all a	Individual Particip	In-person			200
4/3/2023	Tech Time	Adult (19+)	Individual Particip	In-person	On-site		2
4/3/2023	Storytime	Young Child (0-5)	Group Attending	In-person	On-site	25	
4/4/2023	State String Art	Adult (19+)	Group attending	In-person	On-site	11	
4/4/2023	Bear Hunt	Young Child (0-5)	Group attending	In-person	On-site	26	
4/5/2023	Storytime	Young Child (0-5)	Group attending	In-person	On-site	45	
4/7/2023	Tech Time	Adult (19+)	Individual Particip	In-person	On-site		1
4/7/2023	Red Cross Youth Club Bloo	Adult (19+)	Group attending	In-person	Off-site	47	
4/6/2023	West 4K Visit	Young Child (0-5)	Group Attending	In-person	Off-site	16	
4/6/2023	West 4K Visit	Young Child (0-5)	Group Attending	In-person	Off-site	13	
4/6/2023	West 4K Visit	Young Child (0-5)	Group Attending	In-person	Off-site	16	
4/6/2023	West 4K Visit	Young Child (0-5)	Group Attending	In-person	Off-site	14	
4/10/2023	Tech Time	Adult (19+)	Individual Particip	In-person	On-site		1
4/10/2023	Storytime	Young Child (0-5)	Group attending	In-person	On-site	12	
4/10/2023	Be The Change: Concrete P	Young Adult (12-18)	Group attending	In-person	On-site	4	
4/11/2023	Be The Change: Reusable B	Young Adult (12-18)	Group attending	In-person	On-site	4	
4/11/2023	American Lives	Adult (19+)	Group attending	In-person	On-site	5	
4/12/2023	Storytime	Young Child (0-5)	Group attending	In-person	On-site	25	
4/12/2023	Be The Change: Bingo	Young Adult (12-18)	Group attending	In-person	On-site	6	
4/13/2023	Tech Corner	Adult (19+)	Individual Particip	In-person	Off-site		3
4/13/2023	Palabras Spanish Club	Adult (19+)	Group attending	In-person	On-site	8	
4/14/2023	Read with Jasmine	Child (6-11)	Group attending	In-person	On-site	5	
4/15/2023	Dog Man Party	Child (6-11)	Group Attending	In-person	On-site	14	
4/16/2023	Sunday Chess Club	General Interest (all a	Group attending	In-person	On-site	20	
4/14/2023	Harmony 4K Visit	Young Child (0-5)	Group Attending	In-person	Off-site	15	
4/14/2023	Harmony 4K Visit	Young Child (0-5)	Group Attending	In-person	Off-site	12	
4/14/2023	Harmony 4K Visit	Young Child (0-5)	Group Attending	In-person	Off-site	16	
4/14/2023	Harmony 4K Visit	Young Child (0-5)	Group Attending	In-person	Off-site	17	
4/17/2023	Storytime	Young Child (0-5)	Group Attending	In-person	On-site	12	
4/18/2023	Libby for Beginners	Adult (19+)	Group Attending	In-person	On-site	1	
4/18/2023	7th Grade Middle School Vi	Young Adult (12-18)	Group attending	In-person	On-site	60	
4/18/2023	Mystery Book Club	Adult (19+)	Group attending	In-person	On-site	10	
4/18/2023	French Club	Adult (19+)	Group attending	In-person	On-site	8	
4/19/2023	Storytime	Young Child (0-5)	Group attending	In-person	On-site	62	
4/20/2023	MECAS STEM Visit	Young Adult (12-18)	Group attending	In-person	On-site	16	
4/21/2023	East 4K Visit	Young Child (0-5)	Group attending	In-person	Off-site	15	
4/21/2023	East 4K Visit	Young Child (0-5)	Group attending	In-person	Off-site	16	
4/21/2023	East 4K Visit	Young Child (0-5)	Group attending	In-person	Off-site	13	
4/21/2023	East 4K Visit	Young Child (0-5)	Group attending	In-person	Off-site	14	
4/21/2023	Harmony K Visit	Young Child (0-5)	Group attending	In-person	Off-site	18	
4/21/2023	Harmony K Visit	Young Child (0-5)	Group attending	In-person	Off-site	19	
4/21/2023	Harmony K Visit	Young Child (0-5)	Group attending	In-person	Off-site	18	
4/21/2023	Tech Time	Adult (19+)	Individual Particip	In-person	On-site		1
4/22/2023	Wolves in WI	Young Child (0-5)	Group attending	In-person	On-site	45	
4/24/2023	Storytime	Young Child (0-5)	Group attending	In-person	On-site	21	
4/24/2023	Maria's Story	Adult (19+)	Group attending	In-person	On-site	8	
4/24/2023	Tech Time	Adult (19+)	Individual Particip	In-person	On-site		2
4/25/2023	Red Cross Youth Club	Young Adult (12-18)	Group attending	In-person	On-site	4	
4/25/2023	Storytime	Young Child (0-5)	Group attending	In-person	On-site	4	
4/26/2023	Storytime	Young Child (0-5)	Group attending	In-person	On-site	63	
4/26/2023	Teen Advisory Board	Young Adult (12-18)	Group attending	In-person	On-site	8	
4/26/2023	MPL Running Club	General Interest (all a	Group attending	In-person	Off-site	10	
4/27/2023	Homeschool Crafting Hour	General Interest (all a	Group attending	In-person	On-site	20	

## Programming

Programming may include policies, planning, and execution of educational, recreational, informational and cultural programs.

1. Does the library have a written programming policy?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
2. Does the programming policy include a <u>diversity</u> or inclusivity statement?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
3. Does the library offer programming at different times of day and various days of the week, including nights and weekends?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
4. Are efforts made to make library programs accessible in languages other than English (e.g. movies with subtitles, Spanish/English versions of the same program, etc.) ?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
5. Are people able to participate in library programming whether or not they have a library card?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
6. Does the library include an inclusivity statement on promotional materials?	<input type="radio"/> Y	<input checked="" type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
7. Does the library include a variety of community members in the development of programs?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
8. Does the library plan programs based on community needs and interest?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
9. Does the library collaborate with established community organizations when planning and promoting programs?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
10. Are the library board and staff aware of <u>ADA</u> compliance in a public library setting and what constitutes reasonable accommodation?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
11. Does the library provide a clear procedure for persons (attendees and presenters) to request <u>ADA</u> accommodations that will enable them to participate fully in library programs?	<input type="radio"/> Y	<input type="radio"/> N	<input checked="" type="radio"/> IP	<input type="radio"/> NA
12. Are there multiple avenues available for program attendees to provide feedback?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
13. Does the library offer programming targeting multiple <u>dimensions of personal identity</u> , including, but limited to: race, ethnicity, age, citizenship, literacy level, ability, family structure, income level, health status, gender identity, <u>sexuality</u> , style of dress, familiarity with public libraries?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
14. Does the library contract with performers, authors, and presenters reflecting multiple <u>dimensions of personal identity</u> ?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA
15. Does the library regularly evaluate programming practices to determine if individuals or groups are potentially excluded (e.g. excluding adults with cognitive disabilities on the basis of age from sensory storytimes targeting children)?	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> IP	<input type="radio"/> NA

- |   |                                    |   |    |    |
|---|------------------------------------|---|----|----|
| 16. Does the library offer free programs related to work and life skills development, as well as cultural and recreational presentations through local partnerships, volunteers, or contracted performers for people of all ages? | <input checked="" type="radio"/> Y | N | IP | NA |
| 17. Are there free classes for people who want to learn and improve their English or literacy skills?   | <input checked="" type="radio"/> Y | N | IP | NA |
| 18. Does the library offer programs that celebrate a wide variety of heritages and cultural events?   | <input checked="" type="radio"/> Y | N | IP | NA |

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**TOTAL**

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**Services**

Services may include physical resources/equipment that allow individuals to make use of the library or they may be the intrinsic way that staff interact with users.

- |  |                                    |   |    |    |
|--|------------------------------------|---|----|----|
| 1. Does the library use programs, literature, and publicity in creative ways and in a variety of settings to attract those for whom libraries are not part of their life experience?                         | <input checked="" type="radio"/> Y | N | IP | NA |
| 2. Does the library provide programs and services about <u>gender identity</u> and <u>sexuality</u> ?  | <input checked="" type="radio"/> Y | N | IP | NA |
| 3. Does the library avoid asking about <u>gender</u> on forms, or segregating activities based on <u>gender</u> ?  | <input checked="" type="radio"/> Y | N | IP | NA |
| 4. Does the library create pathfinders, subject guides or reader's advisory bookmarks related to topics of interest to a variety of communities (e.g. <u>LGBTQ</u> , immigrants, neurodiverse people, etc.)? | <input checked="" type="radio"/> Y | N | IP | NA |
| 5. Do library displays regularly include materials by and about people with various <u>dimensions of identity</u> ?  | <input checked="" type="radio"/> Y | N | IP | NA |
| 6. Does the library offer discreet information, such as shortcuts to local services on computer desktops, about <u>PTSD</u> and other sensitive topics?  | <input checked="" type="radio"/> Y | N | IP | NA |
| 7. Are resources available for all community members?  | <input checked="" type="radio"/> Y | N | IP | NA |
| 8. Does the library provide visual schedules of library events or due dates of materials?  | <input checked="" type="radio"/> Y | N | IP | NA |
| 9. Does the library provide visual timers for program or computer scheduling?  | <input checked="" type="radio"/> Y | N | IP | NA |
| 10. Does the library provide touch screen devices for internet or communication purposes?  | <input checked="" type="radio"/> Y | N | IP | NA |

- |  |                                    |                                    |                                     |                                     |
|--|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| 11. Does the library provide adaptive technologies, such as screen readers, text to speech software, adaptive mice, and magnifiers?  | <input checked="" type="radio"/> Y | <input type="radio"/> N            | <input type="radio"/> IP            | <input type="radio"/> NA            |
| 12. Does the library provide fidgets (e.g. small manipulatives, such as soft balls, that fit safely and comfortably in the hand) for <u>neurodiverse</u> users?  | <input type="radio"/> Y            | <input checked="" type="radio"/> N | <input type="radio"/> IP            | <input type="radio"/> NA            |
| 13. Does the library provide sensory storytimes or programs for children?  | <input type="radio"/> Y            | <input type="radio"/> N            | <input checked="" type="radio"/> IP | <input type="radio"/> NA            |
| 14. Does the library provide inclusive seating options, such as the option to sit at the front of the room, space for wheelchairs, or space to stand, during library programs and activities?                                | <input checked="" type="radio"/> Y | <input type="radio"/> N            | <input type="radio"/> IP            | <input type="radio"/> NA            |
| 15. Does the library offer personal FM or other listening devices during presentations?  | <input type="radio"/> Y            | <input checked="" type="radio"/> N | <input type="radio"/> IP            | <input type="radio"/> NA            |
| 16. Does the library help non-English speaking immigrants understand and interact with the culture, government, and educational system of the United States, via resources and services offered?                             | <input checked="" type="radio"/> Y | <input type="radio"/> N            | <input type="radio"/> IP            | <input type="radio"/> NA            |
| 17. Is there information on free legal assistance and financial counseling for people interested in citizenship and information on free legal services for immigrants?   | <input checked="" type="radio"/> Y | <input type="radio"/> N            | <input type="radio"/> IP            | <input type="radio"/> NA            |
| 18. Do programs and services reflect local immigrant community needs and offer a variety of print materials, media, and online resources in the language(s) used by the population?  | <input type="radio"/> Y            | <input type="radio"/> N            | <input type="radio"/> IP            | <input checked="" type="radio"/> NA |
| 19. Are there programs and resources readily available for teen parents?   | <input checked="" type="radio"/> Y | <input type="radio"/> N            | <input type="radio"/> IP            | <input type="radio"/> NA            |
| 20. Are there multigenerational family literacy programs for children and their parents, grandparents, and caregivers?   | <input checked="" type="radio"/> Y | <input type="radio"/> N            | <input type="radio"/> IP            | <input type="radio"/> NA            |
| 21. Are programs and materials presented in both English and other prevailing languages within the community?  | <input type="radio"/> Y            | <input type="radio"/> N            | <input type="radio"/> IP            | <input checked="" type="radio"/> NA |
| 22. Is there a community space/meeting room that all groups are welcomed to reserve?   | <input checked="" type="radio"/> Y | <input type="radio"/> N            | <input type="radio"/> IP            | <input type="radio"/> NA            |
| 23. Does the library have a feedback mechanism to provide insight on the needs of specific service populations (e.g., teen advisory board, ex-officio member of the library board representing the <u>Latinx</u> community)? | <input checked="" type="radio"/> Y | <input type="radio"/> N            | <input type="radio"/> IP            | <input type="radio"/> NA            |

→ through LinkedIn Learning

**TOTAL**



## Programming Policy

The Milton Public Library supports its mission of opening doors for curious minds and nurturing learning and creativity by developing and presenting programs that provide opportunities for educational, cultural, and recreational experiences. A “program” is **either** a planned presentation or interaction between the library staff and/or a library-sponsored presenter and program participants, **or a passive activity done independently by participants for a period of time. A program is created with the aim of that is aimed at** accomplishing these goals:

1. Expanding the library’s role and visibility as a community resource and community center.
2. Introducing patrons and non-users to library resources and services.
3. Providing opportunities for lifelong learning and entertainment.

Library staff are responsible for developing and delivering library-sponsored programs and utilizing staff expertise, collections, services, and facilities. The library may partner with community agencies, organizations, and individuals to present co-sponsored programs. Furthermore, professional performers and presenters may be hired for library programs. Programs may be held on site, off-site, or virtually.

These criteria are used in making decisions about programs, set up, topics, speakers, and accompanying resources:

- Relation to the Library’s mission and service goals found in the library’s current strategic plan
- Health and safety of participants
- Availability of program space and equipment
- Budget and staffing considerations
- Community needs and interests
- Quality of presentation
- Speaker’s background and qualifications in the content area
- Historical, educational, and cultural significance
- Connection to other community programs, exhibitions, or events

### ACCESS AND PARTICIPATION

Library programs are open to the public and are free to attend. A person’s right to attend a program will not be denied because of national origin, race, color, sex, religion, background, views, sexual orientation, or disability. Every attempt will be made to accommodate all who wish to attend a program. **If specific ADA accommodations are needed, the Library Director can be contacted at 608-868-7462 at least two days before the program of interest.** Furthermore, a library card is not required to attend a program.

Registration may be required for planning purposes and when space is limited. Details about registration requirements will always be included in the program’s description on the library’s website and advertising materials. Registrants should notify the library in advance if they must cancel their registration.

The library reserves the right to:

- Limit attendance at events due to space considerations, budget constraints, and/or ~~based on~~ the nature of the program.
- Set age limits for library-sponsored programs.
- Cancel programs, to be rescheduled or not.
- Deny attendance to anyone who is disruptive or who violates the library’s Code of Conduct.

For the purpose of marketing library programs on the library’s website and social media, staff may ask **for verbal** permission to photograph, videotape, and/or virtually record program participants.

The library welcomes expressions of opinion from community members concerning programming. If a community member questions a library program, **that concern should be brought up to a library staff member.** ~~he/she should address the concern with a Library staff member.~~ If the community member wishes to continue the request for review, ~~he/she may write a letter~~ **may be** written to the Library Board and it will be reviewed at their next regularly scheduled meeting.

## Library Board Calendar

<b>January</b>	Review previous year's Year in Review Review of Library Board By-Laws
<b>February</b>	Review, approve, and submit annual report to the municipality, system, and DPI. Conduct annual performance review of the Director. Review of annual community survey results.
<b>March</b>	Review library strategic plan; discuss budgetary implications of any plan changes. Review and revise library policies, as necessary.
<b>April</b>	Municipality appoints new trustees to 3-year terms. Finalize any revisions of library policies, as necessary.
<b>May</b>	New trustee terms begin on <b>May 1</b> ; Director provides trustee orientation sessions and trustee handbook. Board reviews any current wage study findings for all library positions. Hold trustee continuing education session during meeting.
<b>June</b>	Director provides prior year usage and expenditure statistics to the home county and bills adjacent counties, per s. 43.12, <b>before July 1 deadline</b> . Discuss budget goals and needs for coming year. Review and revise library policies, as necessary.
<b>July</b>	Hold annual election of officers Director provides mid-year statistics with comparison to previous years. Preliminary budget presentation by City Treasurer. Director provides preliminary budget priorities; board discusses and revises director's recommendations, as necessary Finalize any revisions of library policies, as necessary.
<b>August</b>	Director provides draft budget for coming year (if available from the municipality) including salary adjustments; board discusses and revises, as necessary. Hold trustee continuing education session during meeting. Review the Inclusive Services Assessment and Guide.
<b>September</b>	Remind the municipality to request exemption from the county library tax. Continue to discuss draft budget; go into closed session to discuss Library Director compensation. Approve library closures for next year
<b>October</b>	Board approves budget and funding request for upcoming year. Review Library Director's performance evaluation criteria. Review and revise library policies, as necessary.
<b>November</b>	Municipality approves library appropriation: Revise budget, if necessary, based on actual appropriation. Finalize any revisions of library policies, as necessary. Review community survey questions for next year.
<b>December</b>	Director provides goals for upcoming year. Review the Wisconsin Public Library Standards. Hold trustee continuing education session during meeting.