



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
Monday, May 2, 2022, 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/83539376386?pwd=eXkrbHQvMmNveGJtSTJiZFhJVDJxQT09>

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: 835 3937 6386

Passcode: 299569

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: April 4, 2022
4. Approval of Expenditures for April 2022
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Discussion and Possible Action on Resuming In-Person Only Library Board Meetings.
 - b. Discussion and Possible Action on Approving Public Information Coordinator Job Description.
 - c. Discussion and Possible Action on Approving Tween and Technology Assistant Job Description.
9. General Items
 - a. Story Gardens update
 - b. Stairwell mural update
 - c. July 2022's meeting date
10. Next meeting: Monday, June 6, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
April 4, 2022**

Call to Order: The meeting was called to order at 6:31 p.m. by President Annette Smith. Present: Director Kunkel, Dean, Clark, Collins, Schuetz, Smith, Stricker, Tupper and TAB President Henry C. Guest: Heidi Zweifel

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

Approval of Minutes: Clark moved approval of the minutes of the meeting on March 7, 2022, as distributed, seconded by Schuetz. Motion passed unanimously.

Approval of Expenditures: Tupper moved approval, seconded by Schuetz, of the March expenditures, which included books, quarterly elevator service, Canva subscription, and a book cart for SPARK books. Motion passed unanimously.

Director's Report: Ashlee and Jayme presenting at (WI Association of Public Libraries (WAPL) in May– “You’ve Got to Be KITing Me”. Attended Career Day at the HS. MPL staff participating in various trainings. Ashlee has been invited to do some fundraising presentations to local libraries. Slight decrease in township circulation. Working on March programming.

Arrowhead Library System Report: - ALS has several new members. Merger meeting – Committee will be sharing information to Library Boards. Smith and Kunkel will meet to discuss communication to the MPL Board. All documentation and meeting minutes can be found on the merger [website](#).

TAB President's Report: Collins reported members discussed spring/summer programming. They continue to create playlists on Spotify. Library Lope details. Plan in the works for “Words of Advice from Seniors to Young Adults.”

New Business

Discussion and Possible Action on Art Exhibit Policy: Stricker moved to approve the Art Exhibit Policy as presented, seconded by Clark. Motion passed unanimously.

Discussion and Possible Action on Circulation Policy: Tupper moved to approve policy as written, seconded by Stricker. Motion passed unanimously.

Discussion and Possible Action on Resuming In-Person Only Library Board Meetings: Discussion tabled for next month as there may be new members who would like to be included in the discussion.

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. Dean moved approval, seconded by Clark. Motion passed unanimously.

Reconvene into open session for possible action(s) on items discussed in closed session. Tupper moved approval, seconded by Collins. Motion passed unanimously.

General Items:

Children's storefront area – The Board discussed the possibility of opening up the area. Making hand sanitizer available, increased signage, wiping items down more frequently, less toys, spread some of the toys into other areas of the library were all options for a possible reopening of the area.

MPL members: This is Dean's and Schuetz's last meeting as they have stepped down. Heidi Zweifel will take Dean's place on the Board as Superintendent's representative and another community member will take Schuetz's place. The Board thanks them for their service.

Motion to Adjourn: Tupper moved adjournment at 7:22 pm, seconded by Schuetz. Motion passed unanimously.

Next meeting: Monday, May 2, at 6:30 p.m.

Respectfully submitted,
Deborah Dean

**Library Expenditures
April 2022**

Amazon: Books & AV, Office Supplies	\$719.33
Corporate Business Services	\$73.11
United Electric Fire panel monitoring and maintenance	\$1951.76
Facebook Promotions	\$8.00
Vistaprint Staff apparel	\$17.79

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	
<u>INTERGOVERNMENTAL REVENUES</u>						
225-43570	ROCK COUNTY LIBRARY AID	.00	104,073.29	103,820.00	253.29	100.24
225-43720	OTHER COUNTY AID	.00	2,842.10	3,060.00	(217.90)	92.88
	TOTAL INTERGOVERNMENTAL REVENUES	.00	106,915.39	106,880.00	35.39	100.03
<u>PUBLIC CHARGES FOR SERVICE</u>						
225-46710	LIBRARY FINES	643.01	1,953.93	6,000.00	(4,046.07)	32.57
225-46720	RENT PAYMENT	1,166.67	4,666.68	14,000.00	(9,333.32)	33.33
	TOTAL PUBLIC CHARGES FOR SERVICE	1,809.68	6,620.61	20,000.00	(13,379.39)	33.10
<u>SOURCE 49</u>						
225-49200	TRANSFER FROM GEN FUND	.00	296,880.00	296,880.00	.00	100.00
	TOTAL SOURCE 49	.00	296,880.00	296,880.00	.00	100.00
	TOTAL FUND REVENUE	1,809.68	410,416.00	423,760.00	(13,344.00)	96.85

CITY OF MILTON
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
225-55110-110 SALARIES	8,427.97	30,722.74	122,488.00	91,765.26	25.08
225-55110-120 HOURLY WAGES	9,357.37	31,430.37	109,920.00	78,489.63	28.59
225-55110-150 FICA	1,353.21	5,372.30	17,780.00	12,407.70	30.22
225-55110-151 RETIREMENT	1,078.72	4,296.90	14,817.00	10,520.10	29.00
225-55110-152 HEALTH/DENTAL/LIFE	952.61	3,813.92	20,043.00	16,229.08	19.03
225-55110-190 TRAINING	.00	.00	4,700.00	4,700.00	.00
225-55110-211 POSTAGE	.00	72.73	358.00	285.27	20.32
225-55110-240 EQUIPMENT MAINTENANCE	.00	692.15	6,000.00	5,307.85	11.54
225-55110-241 COMPUTER SERVICES	.00	776.00	3,500.00	2,724.00	22.17
225-55110-242 ARROWHEAD LIBRARY	.00	20,413.48	20,413.00	(.48)	100.00
225-55110-310 OFFICE SUPPLIES	109.96	1,176.26	3,800.00	2,623.74	30.95
225-55110-313 PROMOTIONS	8.00	8.00	1,500.00	1,492.00	.53
225-55110-320 MEMBERSHIPS/SUBSCRIPTIONS	.00	525.46	2,000.00	1,474.54	26.27
225-55110-324 LIBRARY MATERIALS	177.87	4,007.04	22,000.00	17,992.96	18.21
225-55110-328 LIBRARY MATERIALS - AV	319.07	3,989.59	13,000.00	9,010.41	30.69
225-55110-330 VEHICLE OPERATION & MAINT	.00	.00	150.00	150.00	.00
225-55110-811 OFFICE EQUIPMENT	216.46	2,330.09	4,750.00	2,419.91	49.05
TOTAL LIBRARY	22,001.24	109,627.03	367,219.00	257,591.97	29.85
<u>LIBRARY BUILDING</u>					
225-55120-110 SALARIES	45.00	123.75	180.00	56.25	68.75
225-55120-120 HOURLY WAGES	1,362.75	5,678.06	19,892.00	14,213.94	28.54
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	104.00	464.47	1,568.00	1,103.53	29.62
225-55120-151 RETIREMENT	5.46	63.13	433.00	369.87	14.58
225-55120-152 HEALTH/DENTAL/LIFE	17.58	19.81	1,555.00	1,535.19	1.27
225-55120-220 UTILITIES	2,780.07	11,618.93	26,248.00	14,629.07	44.27
225-55120-230 STORMWATER UTILITY	.00	155.12	465.00	309.88	33.36
225-55120-240 EQUIPMENT MAINTENANCE	1,850.00	4,495.76	2,500.00	(1,995.76)	179.83
225-55120-314 CLEANING AND MAINTENANCE	.00	76.59	1,000.00	923.41	7.66
225-55120-350 REPAIR & MAINTENANCE SUPPLIES	.00	.00	1,900.00	1,900.00	.00
TOTAL LIBRARY BUILDING	6,164.86	22,695.62	56,541.00	33,845.38	40.14
TOTAL FUND EXPENDITURES	28,166.10	132,322.65	423,760.00	291,437.35	31.23
NET REVENUES OVER EXPENDITURES	(26,356.42)	278,093.35	.00	278,093.35	

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

FUND 241 - LIBRARY SPECIAL FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>DONATIONS</u>					
241-48520 FRIENDS OF LIBRARY DONATION	.00	1,275.00	.00	1,275.00	.00
241-48540 GENERAL DONATIONS	.00	450.00	.00	450.00	.00
241-48560 GRANT DONATIONS	992.83	3,094.13	.00	3,094.13	.00
TOTAL DONATIONS	992.83	4,819.13	.00	4,819.13	.00
TOTAL FUND REVENUE	992.83	4,819.13	.00	4,819.13	.00

CITY OF MILTON
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING APRIL 30, 2022

FUND 241 - LIBRARY SPECIAL FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>FRIENDS OF THE LIBRARY</u>					
241-53200-310 PROGRAMS	237.06	388.97	.00	(388.97)	.00
241-53200-340 OPERATING SUPPLIES	28.84	931.66	.00	(931.66)	.00
TOTAL FRIENDS OF THE LIBRARY	265.90	1,320.63	.00	(1,320.63)	.00
<u>GENERAL DONATIONS</u>					
241-53400-310 PROGRAMS	.00	250.00	.00	(250.00)	.00
241-53400-340 OPERATING SUPPLIES	.00	1,756.54	.00	(1,756.54)	.00
241-53400-350 FURNITURE	.00	167.57	.00	(167.57)	.00
TOTAL GENERAL DONATIONS	.00	2,174.11	.00	(2,174.11)	.00
<u>GRANT PURCHASES</u>					
241-53600-330 TECHNOLOGY	350.70	350.70	.00	(350.70)	.00
241-53600-340 OPERATING SUPPLIES	.00	2,083.28	.00	(2,083.28)	.00
TOTAL GRANT PURCHASES	350.70	2,433.98	.00	(2,433.98)	.00
TOTAL FUND EXPENDITURES	616.60	5,928.72	.00	(5,928.72)	.00
NET REVENUES OVER EXPENDITURES	376.23	(1,109.59)	.00	(1,109.59)	

Director's Report

Upcoming Community Events:

April 30 – Healthy Kids Fair at YMCA (Jayme and Ashlee)

May 7 – School District's Wellness and Safety fair at Schilberg (Ashlee, Ashley, and Angie)

I'll be giving a presentation for the Women's Studies class at Milton High School about women and the library on May 5.

Marijka and I will be attending the Wisconsin Association for Public Libraries (WAPL) Conference, May 11-13 in Pewaukee. Jayme will come over on Friday and her and I will be presenting a program titled, "You've Got to be 'Kit'ten Me." Presentation included!

Anna McCallum completed her practicum on April 27. Her letter of recommendation gives an overview of what she did here at Milton Public Library. Anna was accepted into library school at UW-Madison and received a part-time job at the Horicon Public Library as a teen/technical services librarian.

Pictures from her two programs:



We have hired a Project Coordinator for the city's Drug-Free Communities grant. I am the Project Director for the grant because the city is the fiscal agent. Megge Casique lives in Beloit and was a part of their Drug Free Communities initiative. Her and I will work together, but with her now taking the lead, to fulfil grant requirements and carry out the Milton Youth Coalition's mission and goals. Up until her hire, I have had a bigger part in the grant process, attending trainings, writing progress reports, and keeping track of Coalition activities. I am very happy with this hire and am excited to move forward.

Programming:

4/3/2022	Spring Break Scavenger Hunt	General (all ages)	Individual participants	In-person		40
4/4/2022	Storytime	Children (0-5)	Group Attending	In-person	14	
4/4/2022	Tech Time	Adult	Group Attending	In-person	2	
4/5/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	18	
4/5/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	15	
4/5/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	12	
4/5/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	13	
4/5/2022	Tami's Tender Times 1s and 2s	Children (0-5)	Group Attending	In-person	11	
4/6/2022	Storytime	Children (0-5)	Group Attending	In-person	62	
4/7/2022	Tech Time	Adult	Group Attending	In-person	1	
4/7/2022	Afternoon Poetea	General (all ages)	Individual participants	In-person		1
4/11/2022	Tech Time	Adult	Group attending	In-person	3	
4/12/2022	American Lives	Adult	Group attending	In-person	7	
4/13/2022	Storytime	Children (0-5)	Group attending	In-person	63	
4/15/2022	Red Cross Youth Club Blood Drive	Adult	Individual participants	In-person		43
4/15/2022	Scavenger Hunt	General (all ages)	Individual participants	In-person		34
4/18/2022	Storytime	Children (0-5)	Group attending	In-person	9	
4/18/2022	Tech Time	Adult	Group attending	In-person	1	
4/19/2022	Mystery Book Club	Adult	Group attending	In-person	8	
4/20/2022	Storytime	Children (0-5)	Group attending	In-person	44	
4/21/2022	Tech Time	Adult	Group Attending	In-person	2	
4/22/2022	4K Storytime Visit	Children (0-5)	Group attending	In-person	12	
4/22/2022	4K Storytime Visit	Children (0-5)	Group attending	In-person	13	
4/22/2022	4K Storytime Visit	Children (0-5)	Group attending	In-person	15	
4/22/2022	4K Storytime Visit	Children (0-5)	Group attending	In-person	11	
4/22/2022	4K Storytime Visit	Children (0-5)	Group attending	In-person	14	
4/22/2022	4K Storytime Visit	Children (0-5)	Group attending	In-person	10	
4/22/2022	4K Storytime Visit	Children (0-5)	Group attending	In-person	16	
4/22/2022	4K Storytime Visit	Children (0-5)	Group attending	In-person	16	
4/22/2022	K Storytime Visit	Children (0-5)	Group attending	In-person	18	
4/22/2022	K Storytime Visit	Children (0-5)	Group attending	In-person	18	
4/22/2022	K Storytime Visit	Children (0-5)	Group attending	In-person	18	
4/23/2022	Peter Rabbit Party	Children (0-5)	Group attending	In-person	30	
4/25/2022	Creative Kids Storytime	Children (0-5)	Group Attending	In-person	11	
4/25/2022	Anna's Storytime	Children (0-5)	Group attending	In-person	30	
4/25/2022	Consolidated Art Show	General (all ages)	Group attending	In-person	75	
4/26/2022	Teen Advisory Board	Young Adult (12-18)	Group attending	In-person	8	
4/27/2022	Storytime	Children (0-5)	Group attending	In-person	50	

Department: Milton Public Library

Position: Public Information Coordinator

Position Accountability: Works under the direction and supervision of the Milton Public Library Director.

Major Duties and Responsibilities:

- Uses Wordpress to maintain the accuracy and presentation of the library's website.
- Creates promotional items, including posters, program brochures, logos, graphics, and videos.
- Maintains the library's Twitter, Pinterest, Goodreads, Instagram, and YouTube accounts.
- Assist in preparing news releases that promote library events and services.
- Seeks out and completes grant opportunities for the library
- Seeks out and creates community connections through networking.
- Assist patrons with basic word processing, database searching, spreadsheet software, email, social networking sites and other technology related question through scheduled one-on-one help.
- Assist with routine circulation desk procedures including book check-in/out, overdue fee processing, book deliveries, and assisting patron with ready-reference questions, reader's advisory, bibliographic instruction, and database searching in person and on phone.

Knowledge and Abilities

The Milton Public Library is a fast-moving and creative work place. Its success depends on employees' abilities to work independently, organize and prioritize work, respond to varied and changing work demands, and make decisions while maintaining courteous and professional relationships with the library patrons, coworkers, and supervisors. Employees are responsible for understanding library policies and procedures and applying them to library operations. Employees are further encouraged to maintain their work skills through participation in professional development activities.

Work Environment:

The library work environment requires the ability to sit or stand for extended periods of time; walking, climbing, kneeling, reaching, and crouching; ability to move, bend, stoop, and lift and carry books approximately 25 pounds or less; and ability to maneuver a fully-loaded book cart. Some travel is required to attend meetings in Milton and outside of Milton. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Equipment Used

Computers and printers, book truck, copy machine, telephone, laminator, and iPads.

Special Requirements

- Ability to work evenings and weekends

Education and Experience

Applicants must have a high school diploma or GED. At least two years of library experience preferred.

Department: Milton Public Library

Position: Tween and Technology Assistant

Position Accountability: Works under the direction and supervision of the Milton Public Library Director

Major Duties and Responsibilities

- Assist with routine circulation desk procedures including book check-in/out, overdue fee processing, book deliveries, and assisting patron with ready-reference questions, reader's advisory, bibliographic instruction, and database searching in person and on phone.
- Develop and implement tween programs and the tween book collection for the community and build and sustain relationships with community partners relevant to tween services.
- Help obtain, maintain, and utilize technology for The SPARK (makerspace).
- Perform other related work as needed.

Knowledge and Abilities

The Milton Public Library is a fast-moving and creative work place. Its success depends on employees' abilities to work independently, organize and prioritize work, respond to varied and changing work demands, and make decisions while maintaining courteous and professional relationships with the library patrons, coworkers, and supervisors. Employees are responsible for understanding library policies and procedures and applying them to library operations. Employees are further encouraged to maintain their work skills through participation in professional development activities.

Work Environment:

The library work environment requires the ability to sit or stand for extended periods of time; walking, climbing, kneeling, reaching, and crouching; ability to move, bend, stoop, and lift and carry books approximately 25 pounds or less; and ability to maneuver a fully-loaded book cart. Due to varying health concerns in the community, staff may be required to wear face masks or cloth face coverings and clean more frequently. Additional protective measures may be imposed depending on the severity of the situation and recommendations from DPI and public health officials. Some travel is required to attend meetings in Milton and outside of Milton. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Equipment Used

Computers and printers, book truck, copy machine, telephone, laminator, and iPads.

Special Requirements

- Ability to work evenings and weekends

Education and Experience

Applicants must have a high school diploma or GED. At least two years of library experience or equivalent experience preferred