



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
January 9, 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: December 3, 2018
4. Approval of Expenditures for December 2018
5. Director's Report
6. Report on ALS activities.
7. TAB President's Report
8. New Business
 - a. "Retire the Debt" campaign update
 - b. Request to the Community Foundation of Southern Wisconsin for transfer of funds to pay for library furnishings.
 - c. Review of Patron Code of Conduct policy
 - d. Review of Author Visits and Book Signing policy
 - e. Discussion of Technical Services/Outreach Coordinator position
9. General Items
10. Next meeting: Monday, February 4 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
December 3, 2018**

Call to Order: The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Bill Wilson, Deb Dean, Tim Schigur, Director Ashlee Kunkel and Jen Schuetz
Absent: Rose Stricker, Theresa Rusch

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

Approval of Minutes: Wilson moved approval of the minutes of the meeting of November 5, as distributed, seconded by Schigur. Motion approved unanimously.

Approval of Expenditures: Expenditures include the bulletin board for front lobby and the beanbag chairs for reading area. Wilson moved approval, Schuetz seconded. Motion approved unanimously.

Director's Report: Patron count is up by 3,000 from last year. Average around 700 per month. Stool raffle raised around \$350 so far. Technical Services position posted.

Arrowhead Library System Report: Wilson - action items included approval of contracts for delivery of items to affiliates libraries and a youth services consulting agreement for 2019.

TAB President's Report: Preparing a preliminary Survey for another Library Lope in January; programming plans including an Astronomy program on Dec. 13.

New Business

Request to the Community Foundation of Southern Wisconsin for transfer of funds to pay for library furnishings: Wilson moved to transfer \$35,000 from the Community Foundation of Southern Wisconsin to the city of Milton to compensate for expenditures on the building project. Schigur seconded. Motion passed unanimously.

Possible action on Circulation Policy: Policy was reviewed last month. Schigur moved approval of Circulation Policy, seconded by Schuetz. Motion passed unanimously.

Possible action on Book Locker Policy: Wilson moved approval, seconded by Schuetz. Motion passed unanimously.

Discussion and Possible action on author book sales: Kunkel looked at policies of surrounding libraries authors/author visits. In most cases, author is in charge of sales of their own book; library staff not involved in selling items. Kunkel will bring a policy to next meeting.

Discussion of fundraising ideas: Ideas for fundraising were discussed. Wilson meeting with Foundation next week.

General Items: None

Adjournment: Wilson moved adjournment and Schuetz seconded the motion. Motion approved unanimously and the meeting adjourned at 7:03 p.m.

Next meeting date: Monday, January 7, 6:30 p.m.

Respectfully Submitted,
Deborah Dean

December 2018 Expenditures

Amazon: Books & AV, Office Supplies	\$330.41
Baker & Taylor Books	\$1493.93
Corporate Business Services	\$57.74
Department of Administration Internet Access	\$600.00
Facebook: Advertisements	\$4.29
Gazette Subscription	\$24.50
Lakeshores Tech Services	\$45.00
Signarama Library of the Year Banner	\$65.00
TechMax Monthly Server Agreement	\$50.00
USPS Postage	\$5.54
WPLC OverDrive Course	\$45.00
Johnson Controls Security Systems	\$304.96

Director's Report

December Statistics

P-Count: 5,808

User Library	User Profile	Count (User Id)
Milton Public Library	GENERAL	22
	ONLINE	8
	Total	30
Total		30

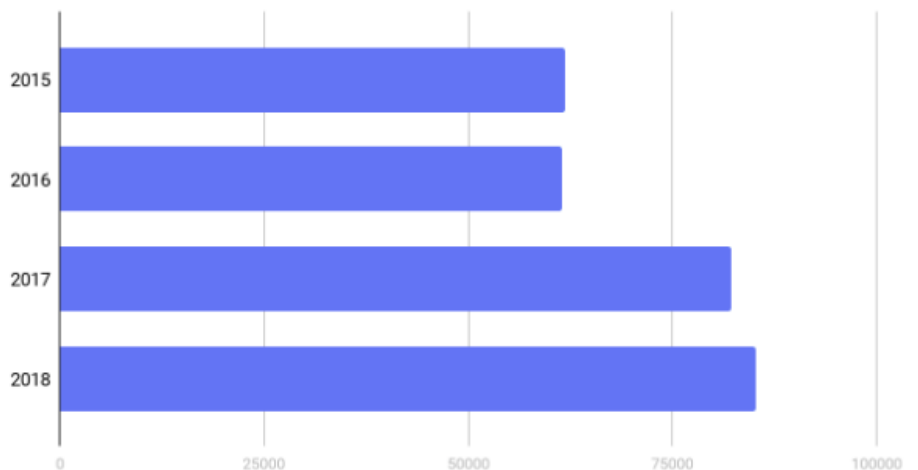
DECEMBER PROGRAMMING		
Age	# of programs	# of participants
Children	20	526
Tween (9-12)	2	21
Teens	4	45
Adult	2	14
Proctoring		10
1-on-1		8
Total		624

Trans Stat Month	December
Trans Stat Icat2	Number of Statistical Transactions
ADULT	3,323
JUVENILE	2,683
YA	195
	81
Total	6,282

Library Visits

2015	61,900
2016	61,444
2017	82,217
2018	85,194

Library Visits (January-November)



Milton
PUBLIC LIBRARY



Checkouts

Digital Downloads	Hoopla	Overdrive	Total
2017	1,148	5,096	6,244
2018	1,751	5,431	7,182



Milton
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13.1% Increase



Checkouts

	Physical	Downloads	Total
2017	90,750	6,244	96,994
2018	87,043	7,182	94,225