



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**  
**Monday, July 12, 2021, 6:30 p.m.**  
**Milton Public Library | 430 E. High St. Milton, WI 53563**

**This meeting will be held in-person.**

Members of the public may participate virtually in this meeting using the Zoom platform at <https://us02web.zoom.us/j/86800149503?pwd=VklZSHU2cU5vbTB3TXNFUUwwRlczQT09>

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: 868 0014 9503

Passcode: 985945

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: June 7, 2021
4. Approval of Expenditures for June 2021
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. Annual Meeting: Election of Officers
  - b. Discussion and possible action on approving Library Assistant job description.
  - c. Discussion and possible action on approving Security Camera Policy.
  - d. Library Roof Update
9. General Items
  - a. Story Gardens update
10. Next meeting: Monday, August 2, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
JUNE 7, 2021**

**Call to Order:** The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Director Kunkel, Dean, Collins, Tupper, Schuetz and Stricker. Absent: TAB President Emily M. and Lynda Clark, new City Council Representative.

**Approval of Agenda:** Stricker moved approval of the agenda, seconded by Collins. Motion passed unanimously.

**Approval of Minutes:** Collins moved approval of the minutes of the meeting on May 3, 2021 as distributed, seconded by Stricker. Motion passed unanimously.

**Approval of Expenditures:** Kunkel noted that Playaways are popular with the younger crowd so she is continuing to build upon that collection. Dean moved approval of the May expenditures, seconded by Tupper. Motion passed unanimously.

**Director's Report:** Kunkel shared some COVID updates – doing away with phased reopening. Mask mandates have loosened, have opened up some study rooms. Kunkel has begun allowing small groups in the community room and the basement is available for larger gatherings. Outdoor programming for the summer has been set. MPL received 4 grants: \$1,000 grant for Underground Railroad materials, \$2,000 grant for entryway to Story Gardens, \$4280 grant from WI Arts Board. \$250 Thrivent grant for memory kits for caregivers. Jayme recently received a Read Africa grant to purchase African literature. Colleen Szerlong put in her two weeks notice. Kunkel will work on a job description with the staff, and post for the opening by the end of July.

**Arrowhead Library System Report:** Discussed budget for fiscal year; discussed personnel, salaries, and possible combined services with Lakeshore system.

**TAB President's Report:** Emily absent; no report. Kunkel noted that TAB is planning a podcast series with other teen advisory groups in the Arrowhead system. Holding elections in August for new officers.

**New Business**

**Discussion and possible action regarding in-person Library Board meetings:** Stricker moved to approve a hybrid meeting for next month, seconded by Collins. Motion passed unanimously.

**Discussion and possible action on purchasing a new book bike:** Kunkel is looking into ways to sell or repurpose the book bike. She will also look into applying for federal funding to help with the purchase of a new bike. Motion tabled while Ashlee gathers more information about possible federal funding and what can be done with the old bike.

**Discussion of library services with regards to Rock County Health Department's discontinuation of their phased reopening plan on June 8:** Kunkel has been in touch with other libraries about their reopening plan. For the MPL, in-person indoor programming, the toys and play area are still on hold.

**General Items:**

**Story Gardens update:** Kunkel applied for a \$400,000 grant for railings on the ramps; she is gathering quotes for the construction. Applying for several other grant opportunities for signage. Another fundraising possibility is a possible pet memorial area – buy bricks to memorialize your pet. Another option is another round of the 100 women initiative.

**Friends of Milton Public Library update:** Book Sale next month/July. Friends will begin taking book donations in August for next year's sale.

**Next month:** Annual election of officers

**Motion to Adjourn:** Tupper moved adjournment at 7:10 pm, seconded by Stricker. Motion passed unanimously.

**Next meeting:** Monday, July 12, at 6:30 p.m. (Note DATE Change)

Respectfully submitted,  
Deborah Dean

**Library Expenditures  
June 2021**

Amazon: Books & AV, Office Supplies (fax machine)	\$708.71
Baker & Taylor Books	PAYMENT ERROR
Corporate Business Services	\$103.86
DEMCO Book covers and CD labels	\$285.53
Menards Canopy and weights	\$105.48
Braun TK Elevator Quarterly Elevator Inspection	\$194.05
Maris Associates Wisconsin Historical Society Books	\$87.16
APG Southern Wisconsin Janesville Gazette	\$24.50
Johnson Controls Security Systems Quarterly billing for monitoring system	\$381.17
Department of Administration TEACH Services (Internet), January-June	\$600.00
<b>Donation Purchases</b>	
Underground Railroad Collection & Read Africa books Reimbursed with grants	\$820.66
Summer Learning Program Supplies Reimbursed by Friends of Milton Public Library	\$117.59

## DIRECTORS REPORT

Summer Learning Program is going well, and we've definitely seen an increase in library visits and checkouts (see below). The YMCA and Tami's Tender Times come on a weekly basis, and our outdoor programs are bringing in good crowds. We're still seeing some good interactions with our virtual programs as well. Our study rooms are being used quite often, but there's not too much of a demand for the Community Room or Breakroom.

Staff is currently working of planning fall programs, with the intention of having in-person, in-house programs.

### Summer Reading Challenge sign ups:

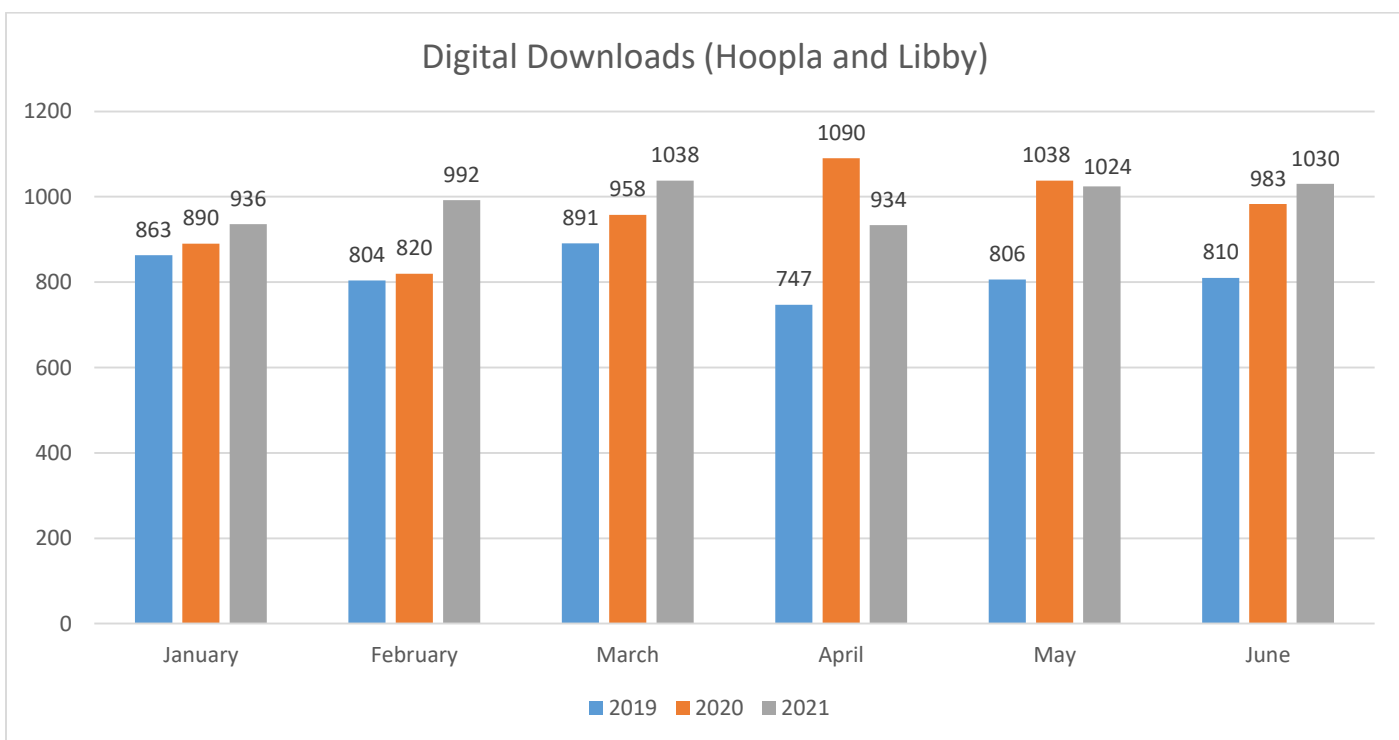
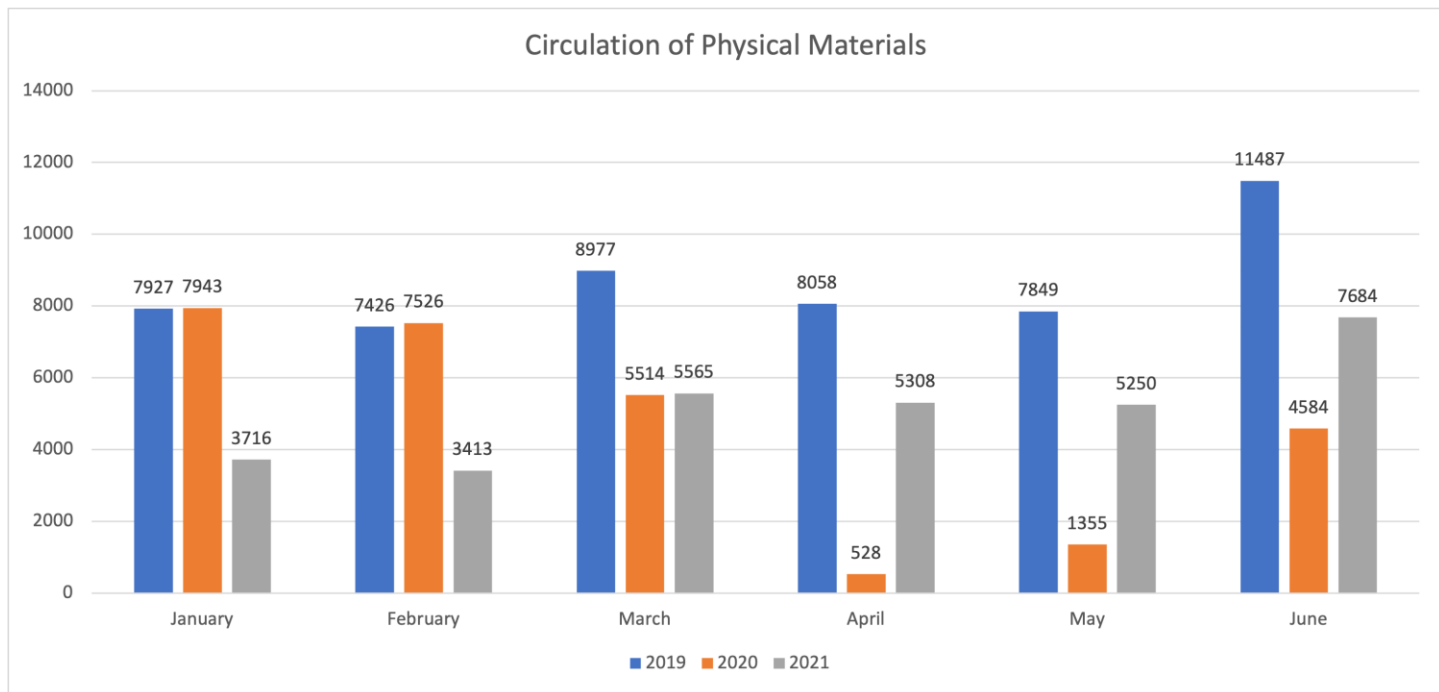
Children & Tweens – 384

Teens – 20

Adults – 65

6/1/2021	Urban Forestry with Brian Wahl	Other (all ages)	Group attending	Live, virtual	3	
6/1/2021	Virtual Google Meet for Summer Reading	Children (0-11)	Group attending	Live, virtual	25	
6/1/2021	Virtual Google Meet for Summer Reading	Children (0-11)	Group attending	Live, virtual	32	
6/1/2021	Virtual Google Meet for Summer Reading	Children (0-11)	Group attending	Live, virtual	325	
6/2/2021	Virtual School Visit (Northside)	Children (0-11)	Group attending	Live, virtual	240	
6/2/2021	Virtual Storytime	Children (0-11)	Group attending	Live, virtual	3	
6/9/2021	Virtual Storytime	Children (0-11)	Group attending	Live, virtual	5	
6/9/2021	Summer Reading Kickoff	Other (all ages)	Individual Participants	In-person		90
6/14/2021	Tami's Storytime	Children (0-11)	Group attending	In-person	20	
6/16/2021	Milton Veterinary Visit	Children (0-11)	Group attending	In-person	30	
6/15/2021	Mystery Book Club	Other (all ages)	Group attending	In-person	11	
6/21/2021	Tami's Storytime	Children (0-11)	Group attending	In-person	17	
6/23/2021	Owl's Presentation	Children (0-11)	Group attending	In-person	30	
6/22/2021	Teen Advisory Board	Young Adult (12-18)	Group attending	In-person	7	
6/23/2021	Running Club	Other (all ages)	Group attending	In-person	4	
6/28/2021	Give a Stray a Story	Young Adult (12-18)	Individual participants	In-person		2
6/30/2021	Unlovables Craft	Children (0-11)	Individual Participants			42
6/29/2021	Getting Started with Etsy	Other (all ages)	Group attending	Live, virtual	5	
6/8/2021	Nature Art Journal Kits & Video	Other (all ages)	Individual Participants	Pre-recorded		10

## Mid-year Statistics



### Totals

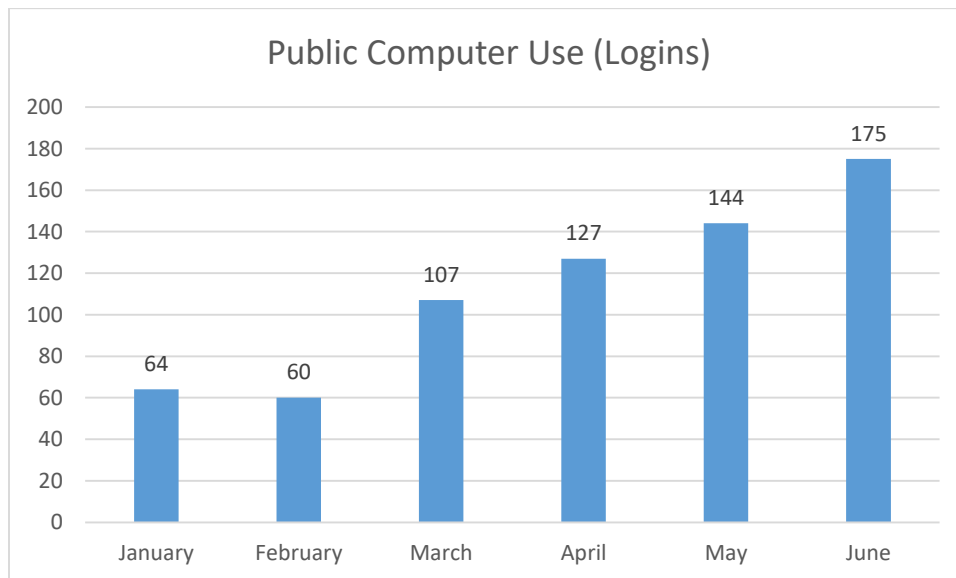
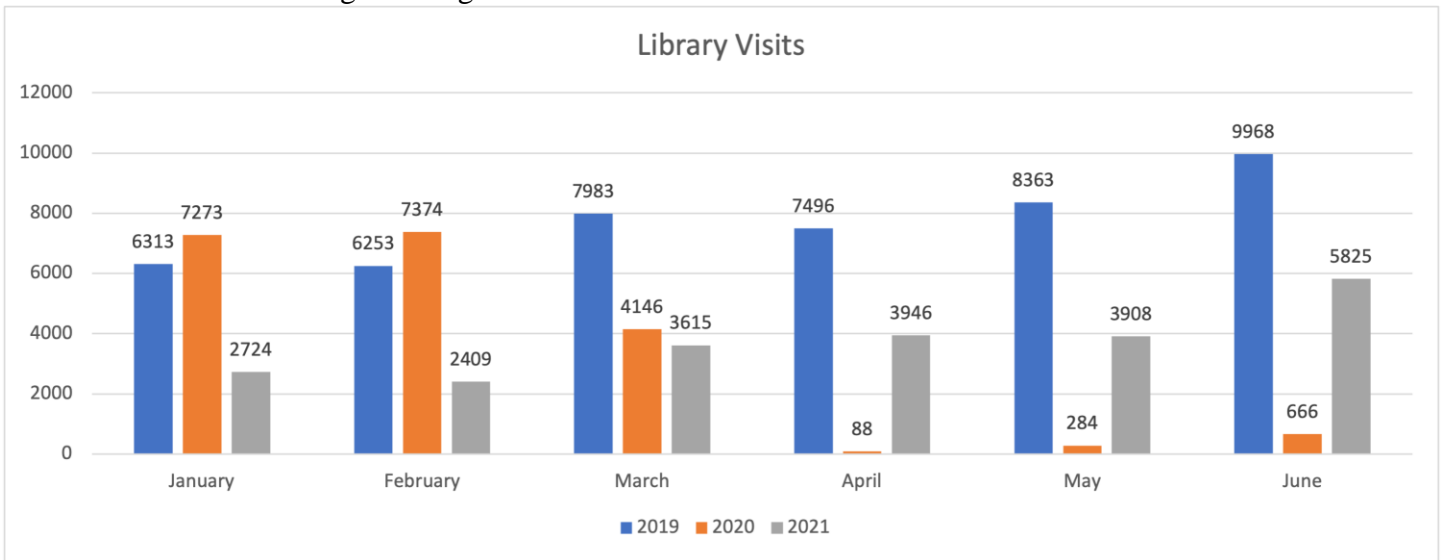
2019: 4,921

2020: 5,779

2021: 5,954

The last three months, digital downloads have been about 15% of our total circulations (digital + physical). In 2019, the average was about 8.5% of total circulation. Interesting to note, but it's important to take into account that we were bringing in more people to the library with programming in 2019, but also important to consider

that people may have turned to digital because of the pandemic and library closures. Definitely a trend to watch to determine where funding should go.



\*\*We still only have 4 computers open for social distancing purposes. It's very rare that they're all used at the same time.

**Department:** Milton Public Library

**Position:** Library Assistant

**Purpose of Position**

To perform a variety of work involving general circulation and patron assistance responsibilities with reference, readers' advisory, and technology help. This position helps with the daily functioning of the Milton Public Library by performing a variety of assigned tasks. Position has set hours as well as occasional additional hours to fill staff absences.

**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.
- Skilled in assisting patrons with basic word processing, database searching, spreadsheet software, email, social networking and other technology-related questions pertaining to software and hardware.
- 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. 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, fax machine, and iPads.

**Special Requests**

- Ability to work evenings and weekends
- Schedule flexibility to accommodate staffing absences

**Education and Experience**

Minimum requirement of two years of high school and 16 years or older.





## **Security Camera Policy**

### **PURPOSE**

The purpose of this policy is to establish guidelines for the use of video security cameras, as well as the access and retrieval of recorded video images at Milton Public Library.

The Library Board of Trustees is committed to providing an atmosphere in which people of all ages may utilize Library facilities and resources for intended purposes to the maximum extent possible. Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically Section 43.52 (2), the Milton Public Library Board of Trustees may enact regulations, create policies, or take actions that serve to ensure the safety of all library staff and patrons, protect the collection and maintain order in the library.

Security cameras are used where needed to provide peace of mind to library users and staff by discouraging violations of the Library's Patron Code of Conduct policy, to assist library staff in preventing the occurrence of any violations, and when necessary, to provide law enforcement assistance in prosecuting criminal activity. Staff and patron safety is the first priority; protection of library property is of secondary importance.

### **USE OF SECURITY CAMERAS**

- A. All staff may have access to real-time images, viewable on desktop monitors.
- B. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
- C. Video recording cameras will be used in public spaces of library locations to discourage criminal activity and violations of the Library's Patron Code of Conduct policy.
- D. Cameras are strategically located to monitor most outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the library such as parking lots, outside yard areas, entrances, seating areas, service desks, children's play areas, book stacks, areas prone to theft or misconduct, and areas where money is stored or handled.
- E. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy such as restrooms or private offices.
- F. Because cameras are not continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. Neither the Milton Public Library or the City of Milton is responsible for loss of property or personal injury.
- G. Recorded data is confidential, secured in a controlled area, and is retained by the library. Video recordings are typically stored for no longer than 30 days provided no criminal activity or policy violation has occurred. As new images are recorded, the oldest images will be automatically deleted.
- H. Cameras are not installed for, nor will they be used for the purpose of routine staff performance evaluations.

### **USE OF SECURITY CAMERA FOOTAGE**

- A. The library has video surveillance cameras inside and outside the building that reside on the library's network which may only be accessed by those so authorized by the Director for bona fide technical, library, or legal reasons as determined by the State Statutes. Video surveillance data are considered to be protected public library records. Access is allowed by law enforcement when pursuant to a subpoena, court order, or for matters of local law enforcement. State Statutes carefully define law enforcement officials' authority to view surveillance data, and the Milton Public Library will cooperate with law enforcement officials as permitted by Wisconsin Statutes Chapter 43.30 (5):

- a. “Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.”
  - b. “If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.”
- B. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users. If the Library receives a request from the general public to inspect security camera footage, the requester(s) will be advised to file a police complaint.
- C. A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of any unauthorized disclosure of a video recording and/or a potential privacy breach has a responsibility to immediately inform the Library Director of the breach.

#### **DISCLAIMER OF RESPONSIBILITY**

A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Milton Public Library’s official website.

Questions from the public may be directed to the Library Director.

The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

#### **Resources**

Wisconsin Statutes Chapter 43.30: <https://docs.legis.wisconsin.gov/statutes/statutes/43>

## **Library Roof**

I noticed a leak from one of the can lights on the second floor near the bathrooms and luckily away from the books. DPW came to look, and after looking at the roof, determined that the deterioration of the roof was a concern. Throughout the day and the couple days that followed, the interior damage increased. A second leak in a different location appeared about a week later.

The roof was not replaced with the library's renovation and is thought to be at least 25 years old. The City of Milton did include the roof replacement in the recently-completed Capital Improvement Plan to be done sometime in the next five years or so, and had begun setting aside money a couple years ago for at least repairs. The leak and damage have moved things along faster.

The Public Works Committee declared a "Public Welfare Emergency" at their June 15 meeting. A memo and some pictures of the roof and interior damage can be found here: [https://www.milton-wi.gov/AgendaCenter/ViewFile/Agenda/\\_06152021-1656?html=true](https://www.milton-wi.gov/AgendaCenter/ViewFile/Agenda/_06152021-1656?html=true)

The City approved a quote from Pioneer Roofing Company on June 29. Additional memos, including funding sources for the replacement can be found here: <https://www.milton-wi.gov/AgendaCenter/ViewFile/Item/8656?fileID=6594>

In the memo titled "Funding sources for library roof," it indicates that the library's current fund balance is approximately \$72,000. The city is asking that the interior repairs be funded through this fund. Staff does not anticipate the repairs from the water damage to exceed \$25,000, however, the actual cost of the repair will not be known until the repairs starts. The repairs will likely not start until the roof replacement is complete.

A timeline is unknown at this time, but hopefully I'll know more soon.