



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**  
**Monday, January 9, 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/84349991726?pwd=Y3VOK2xLNUd3VjlEWUdwZFdndT0o3Zz09>

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: 843 4999 1726

Passcode: 620011

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: December 5, 2022
4. Approval of Expenditures for December 2022
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. 2022 Year in Review
  - b. Discussion and Possible Action on Approving Updated Collection Development Policy
  - c. Discussion of Circulation Policy
  - d. Review and Possible Action on the Board of Trustees By-Laws
9. General Items
10. Next meeting: Monday, February 6, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE MILTON PUBLIC LIBRARY**  
**BOARD OF TRUSTEES**  
**December 5<sup>th</sup>, 2022**

**Call to Order:**

The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Director Kunkel, Clark, Collins, Brown, Zweifel, Tupper (partial) and TAB President Bethany V. Absent: none

**Approval of Agenda:**

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

**Approval of Minutes:**

Clark moved approval of the minutes of the meeting on November 7<sup>th</sup>, 2022, as distributed, seconded by Zweifel. Motion passed unanimously.

**Approval of Expenditures:**

No concerns raised over expenditures. Collins moved approval, seconded by Brown, of the November 2022 expenditures. Motion passed unanimously.

**Director's Report:**

- a) MECAS student will be doing a work study at the library throughout this trimester. It will be a scaled-down version of a college practicum but give the student an opportunity to learn about the different aspects of working at a public library. If it goes well, future opportunities may be considered.
- b) Ashlee will be attending a Director's Retreat at the Watertown Public Library on Friday, December 9.
- c) Programming report provided to board.

**Report on ALS activities:**

- d) Smith reported that the strategic plan submitted to DPI has been approved. Prairie Lakes Library System (PLLS) is currently working on staffing and benefits plan. The new board should be in place January 1<sup>st</sup>, 2023. The board will consist of varying numbers from the different counties: 6 members from Racine, 4 from Walworth and 5 from Rock County.
- e) Tech Support and contract for servers will be from PLLS instead of Arrowhead.
- f) Merging of health care plan and HR is going well.
- g) Some libraries have expressed concern about having a diminished voice but Smith expressed confidence in Steve Ohs. in making sure each group gets chance to voice any concerns.
- h) Annette Smith's name was submitted as a possible board member for Rock County.

**TAB President's Report:**

- a) TAB President, Bethany V. reported that they presented the check from their fund raising to Project 16:49, nonprofit organization serving Rock County's unaccompanied homeless teens. This was shared on Facebook.
- b) An upcoming book club for high school students is underway.
- c) Discussed goals at last meeting and they want to look towards more promotion of the group to bring in more people and increase activities.
- d) End of year party planned for Friday, December 9<sup>th</sup> with the annual Nerf gun battle.

New Business:

- a) Discussion and Possible Action on Approving Updated Patron Code of Conduct Policy
  - a. The updated Patron Code of Conduct Policy was voted on and passed unanimously. Clark moved approval, seconded by Stricker.

- b) Discussion on Circulation Policy
  - a. Updated to include Prairie Lakes Library System (PLLS).
  - b. Patrons are responsible for items checked out and internet use (no filter). Library doesn't monitor checked out items.
  - c. Language for obtaining Youth Cards (under 160 was added. Some discussion on the topic that the school can help facilitate students in order to get a library card when parents are not available to sign on their behalf. This would be done for instances where the access to library materials could help the student for their schoolwork. Added language can be seen under section: 1.2 Youth Cards.
- c) Discussion on Collection Development Policy
  - a. The Policy was updated to add additional criteria for patrons requesting that material be withdrawn from or restricted within the collection.
  - b. Added language that it is up to parents to monitor the usage of youth under the age of 16.
- d) A motion was made by Collins and seconded by Stricker and passed unanimously 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 with the purpose to discuss Library Director Evaluation.
- e) Reconvene into open session for possible action(s) on items discussed in closed session.
  - a. Motion made by Clark, seconded by Tupper. Motion passed unanimously.
- f) Review and Discussion of Milton Public Library Board Calendar
  - a. Brown suggested submitting compensation information to city in August to allow more time.
  - b. General opinion was that it was fine otherwise.
- g) Review of Story Gardens' Conceptual Design
  - a. Electrical power to gazebo now
  - b. Waiting for spring to have walkway installed and further evaluate space
    - i. Looking to have landscape architect assist further in design
    - ii. Looking to hopefully have more trees to allow for more shade
    - iii. A pet brick memorial may be included
    - iv. 100 Woman butterfly archway

General Items: None

**Motion to Adjourn:** Collins moved to adjourn at 7:48 p.m., seconded by Stricker. Motion passed unanimously.

**Next meeting:** Monday, January 9<sup>th</sup>, at 6:30 p.m.

Respectfully submitted,  
Marty Collins

**Library Expenditures  
December 2022**

Janesville Gazette	\$24.50
Amazon: Books & AV, Magazines, Office Supplies	\$507.27
Baker & Taylor: Books & AV	\$2,065.57
Corporate Business Services	\$80.87
Zoll Medical AED pads	\$126.84
Department of Administration TEACH	\$600.00

**CITY OF MILTON**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 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	3,147.10	3,060.00	87.10	102.85
	<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>.00</b>	<b>107,220.39</b>	<b>106,880.00</b>	<b>340.39</b>	<b>100.32</b>
<u>PUBLIC CHARGES FOR SERVICE</u>						
225-46710	LIBRARY FINES	418.94	7,634.68	6,000.00	1,634.68	127.24
225-46720	RENT PAYMENT	1,166.67	14,000.04	14,000.00	.04	100.00
	<b>TOTAL PUBLIC CHARGES FOR SERVICE</b>	<b>1,585.61</b>	<b>21,634.72</b>	<b>20,000.00</b>	<b>1,634.72</b>	<b>108.17</b>
<u>SOURCE 49</u>						
225-49200	TRANSFER FROM GEN FUND	.00	296,880.00	296,880.00	.00	100.00
	<b>TOTAL SOURCE 49</b>	<b>.00</b>	<b>296,880.00</b>	<b>296,880.00</b>	<b>.00</b>	<b>100.00</b>
	<b>TOTAL FUND REVENUE</b>	<b>1,585.61</b>	<b>425,735.11</b>	<b>423,760.00</b>	<b>1,975.11</b>	<b>100.47</b>

**CITY OF MILTON**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2022**

**FUND 225 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
225-55110-110 SALARIES	9,227.21	109,417.35	122,488.00	13,070.65	89.33
225-55110-120 HOURLY WAGES	11,107.55	115,442.74	109,920.00	( 5,522.74)	105.02
225-55110-150 FICA	1,550.27	17,757.80	17,780.00	22.20	99.88
225-55110-151 RETIREMENT	1,243.45	14,170.11	14,817.00	646.89	95.63
225-55110-152 HEALTH/DENTAL/LIFE	1,008.97	11,560.10	20,043.00	8,482.90	57.68
225-55110-190 TRAINING	.00	2,520.79	4,700.00	2,179.21	53.63
225-55110-211 POSTAGE	.00	149.60	358.00	208.40	41.79
225-55110-240 EQUIPMENT MAINTENANCE	.00	892.60	6,000.00	5,107.40	14.88
225-55110-241 COMPUTER SERVICES	600.00	2,156.00	3,500.00	1,344.00	61.60
225-55110-242 ARROWHEAD LIBRARY	.00	20,413.48	20,413.00	( .48)	100.00
225-55110-310 OFFICE SUPPLIES	80.87	3,868.68	3,800.00	( 68.68)	101.81
225-55110-313 PROMOTIONS	.00	16.71	1,500.00	1,483.29	1.11
225-55110-320 MEMBERSHIPS/SUBSCRIPTIONS	24.50	1,287.82	2,000.00	712.18	64.39
225-55110-324 LIBRARY MATERIALS	2,263.58	22,094.67	22,000.00	( 94.67)	100.43
225-55110-328 LIBRARY MATERIALS - AV	215.58	7,116.86	13,000.00	5,883.14	54.75
225-55110-330 VEHICLE OPERATION & MAINT	.00	.00	150.00	150.00	.00
225-55110-350 SPARK EQUIPMENT & SUPPLIES	.00	26.53	.00	( 26.53)	.00
225-55110-811 OFFICE EQUIPMENT	214.81	5,369.84	4,750.00	( 619.84)	113.05
<b>TOTAL LIBRARY</b>	<b>27,536.79</b>	<b>334,261.68</b>	<b>367,219.00</b>	<b>32,957.32</b>	<b>91.03</b>
<u>LIBRARY BUILDING</u>					
225-55120-110 SALARIES	.00	276.25	180.00	( 96.25)	153.47
225-55120-120 HOURLY WAGES	1,257.63	26,037.89	19,892.00	( 6,145.89)	130.90
225-55120-125 OVERTIME WAGES	.00	.00	400.00	400.00	.00
225-55120-126 SEASONAL LABOR	.00	728.00	400.00	( 328.00)	182.00
225-55120-150 FICA	96.16	2,707.16	1,568.00	( 1,139.16)	172.65
225-55120-151 RETIREMENT	7.48	1,224.42	433.00	( 791.42)	282.78
225-55120-152 HEALTH/DENTAL/LIFE	4.10	1,469.33	1,555.00	85.67	94.49
225-55120-220 UTILITIES	.00	32,176.70	26,248.00	( 5,928.70)	122.59
225-55120-230 STORMWATER UTILITY	.00	502.94	465.00	( 37.94)	108.16
225-55120-240 EQUIPMENT MAINTENANCE	200.45	4,946.79	2,500.00	( 2,446.79)	197.87
225-55120-314 CLEANING AND MAINTENANCE	67.05	893.01	1,000.00	106.99	89.30
225-55120-350 REPAIR & MAINTENANCE SUPPLIES	.00	480.91	1,900.00	1,419.09	25.31
<b>TOTAL LIBRARY BUILDING</b>	<b>1,632.87</b>	<b>71,443.40</b>	<b>56,541.00</b>	<b>( 14,902.40)</b>	<b>126.36</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>29,169.66</b>	<b>405,705.08</b>	<b>423,760.00</b>	<b>18,054.92</b>	<b>95.74</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>( 27,584.05)</b>	<b>20,030.03</b>	<b>.00</b>	<b>20,030.03</b>	

**CITY OF MILTON**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2022

FUND 241 - LIBRARY SPECIAL FUNDS

	PERIOD PERIOD	YTD ACTUAL	BUDGET AMOUNT	% OF BUDGET
<u>DONATIONS</u>				
241-48510	TEEN ADVISORY BOARD DONATION	100.00	1,368.75	.00
241-48520	FRIENDS OF LIBRARY DONATION	.00	2,525.00	.00
241-48540	GENERAL DONATIONS	1,300.00	6,348.75	.00
241-48560	GRANT DONATIONS	.00	6,594.13	.00
	TOTAL DONATIONS	1,400.00	16,836.63	.00
	TOTAL FUND REVENUE	1,400.00	16,836.63	.00

**CITY OF MILTON**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 12 MONTHS ENDING DECEMBER 31, 2022**

**FUND 241 - LIBRARY SPECIAL FUNDS**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>TEEN ADVISORY BOARD</u>					
241-53100-310 PROGRAMS	.00	979.57	.00	( 979.57)	.00
241-53100-350 FURNITURE	.00	160.09	.00	( 160.09)	.00
TOTAL TEEN ADVISORY BOARD	.00	1,139.66	.00	( 1,139.66)	.00
<u>FRIENDS OF THE LIBRARY</u>					
241-53200-310 PROGRAMS	67.95	2,134.74	.00	( 2,134.74)	.00
241-53200-340 OPERATING SUPPLIES	.00	931.66	.00	( 931.66)	.00
TOTAL FRIENDS OF THE LIBRARY	67.95	3,066.40	.00	( 3,066.40)	.00
<u>GENERAL DONATIONS</u>					
241-53400-310 PROGRAMS	.00	538.51	.00	( 538.51)	.00
241-53400-330 TECHNOLOGY	.00	111.78	.00	( 111.78)	.00
241-53400-340 OPERATING SUPPLIES	728.60	3,401.90	.00	( 3,401.90)	.00
241-53400-350 FURNITURE	.00	587.45	.00	( 587.45)	.00
TOTAL GENERAL DONATIONS	728.60	4,639.64	.00	( 4,639.64)	.00
<u>GRANT PURCHASES</u>					
241-53600-330 TECHNOLOGY	310.38	1,556.58	.00	( 1,556.58)	.00
241-53600-340 OPERATING SUPPLIES	416.88	5,193.05	.00	( 5,193.05)	.00
TOTAL GRANT PURCHASES	727.26	6,749.63	.00	( 6,749.63)	.00
TOTAL FUND EXPENDITURES	1,523.81	15,595.33	.00	( 15,595.33)	.00
NET REVENUES OVER EXPENDITURES	( 123.81)	1,241.30	.00	1,241.30	



## Director's Report

Jayne and Marijka will be attending the SEWI Youth Service (YS) Programming Workshop in New Berlin on Tuesday, January 10.

Here's an interactive map showing the percentage of active patrons in each census block group throughout the SHARE service region: [https://www.lakeshores.lib.wi.us/webfiles/reports/act\\_borrowers2022.html](https://www.lakeshores.lib.wi.us/webfiles/reports/act_borrowers2022.html)

### Social Media as of December 2022

	New Followers	Post Likes	Post Comments	Impressions	Total Followers
Facebook	28	1,604	97	13,327	3,675
Instagram (MPL)	5	297	12	7,966	1,032
Instagram (MPLteens)	1				983
Twitter	5	253	73	13,700	306
TikTok	24	226	15	3,077 views	1006
Goodreads	5	N/A	N/A	N/A	265
Pinterest	1	32 saves	N/A	5,352	68
YouTube	5	N/A	N/A	345 views	339

	Open Rate	Click Rate	New subscribers
Adult Newsletter	46%	0.3%	9 (some signed up for both)
Youth Newsletter	42.9%	0.7%	5 (some signed up for both)
Total Email Subscribers	416		9 Total

### Programs

Winter program brochure: <https://www.als.lib.wi.us/MPL/wp-content/uploads/2022/12/PROGRAM-GUIDE-Winter-2023.pdf>

It's Time for Art clock raffle: <https://www.als.lib.wi.us/MPL/art-clock-raffle/>. Money raised will go towards purchasing a Little Free Art Gallery for Story Gardens. This is the third year we've done something like this and Angela organized it all.

12/2/2022	West 4K Storytime	Children (0-5)	Group attending	In-person	13	
12/2/2022	West 4K Storytime	Children (0-5)	Group attending	In-person	13	
12/2/2022	West 4K Storytime	Children (0-5)	Group attending	In-person	14	
12/2/2022	West 4K Storytime	Children (0-5)	Group attending	In-person	12	
12/3/2022	Milton Anime Club	Young Adult (12-1	Group attending	In-person	4	
12/5/2022	Storytime	Children (0-5)	Group attending	In-person	19	
12/7/2022	Storytime	Children (0-5)	Group attending	In-person	43	
12/5/2022	Tech Time	Adult	Individual participants	In-person		1
12/7/2022	Tech Corner	Adult	Individual participants	In-person		1
12/8/2022	Tech Corner	Adult	Individual participants	In-person		1
12/8/2022	Palabras	Adult	Group attending	In-person	6	
12/9/2022	Harmony 4K Storytime	Children (0-5)	Group attending	In-person	15	
12/9/2022	Harmony 4K Storytime	Children (0-5)	Group attending	In-person	12	
12/9/2022	Harmony 4K Storytime	Children (0-5)	Group attending	In-person	14	
12/9/2022	Harmony 4K Storytime	Children (0-5)	Group attending	In-person	16	
12/9/2022	K Visit-Harmony	Children (0-5)	Group attending	In-person	18	
12/9/2022	K Visit-Harmony	Children (0-5)	Group attending	In-person	18	
12/9/2022	K Visit-Harmony	Children (0-5)	Group attending	In-person	19	
12/9/2022	TAB	Young Adult (12-1	Group attending	In-person	20	
12/13/2022	American Lives	Adult	Group attending	In-person	4	
12/15/2022	MECAS STEAM Visit	Young Adult (12-1	Group attending	In-person	13	
12/19/2022	Proctoring	Adult	Individual participants	In-person		1
12/20/2022	Red Cross Youth Club	Young Adult (12-1	Group attending	In-person	8	
12/20/2022	Baking Soda Ornamen	Adult	Group attending	In-person	5	
12/20/2022	French Club	Adult	Group attending	In-person	7	
12/20/2022	6th Grade Virtual Visit	Children (6-11)	Group attending	Live, virtual	270	
12/16/2022	4K Visit-East	Children (0-5)	Group attending	In-person	16	
12/16/2022	4K Visit-East	Children (0-5)	Group attending	In-person	15	
12/16/2022	4K Visit-East	Children (0-5)	Group attending	In-person	13	
12/16/2022	4K Visit-East	Children (0-5)	Group attending	In-person	10	
12/16/2022	Read with Jasmine	Children (6-11)	Individual participants	In-person		2
12/27/2022	December STEAM	Children (0-5)	Individual participants	In-person		14
12/30/2022	Lego Scavenger Hunt	General (all ages)	Individual participants	In-person		70

## Milton Public 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. 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. Preliminary budget presentation by City Treasurer. 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.



## **Materials Selection/Collection Development**

### **OBJECTIVES**

The purpose of the Milton Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, pleasure, and the creative use of leisure time. And because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet the community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection. The Library Bill of Rights (Appendix A) and The Freedom to Read Statement (Appendix B), adopted by the American Library Association, have been endorsed by the Milton Public Library Board of Trustees and are integral parts of the policy. The materials selection/collection development policy, like all other policies will be reviewed and/or revised on a scheduled basis.

### **RESPONSIBILITY FOR SELECTION**

The final responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Milton Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the Director must be available to answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

### **CRITERIA FOR SELECTION**

1. The main points considered in the selection of materials are:
  - a. Creative, literary, educational, and technical merit of each item
  - b. Current and anticipated needs and interest of the public, including items discussed on public media
  - c. Relation to existing collection and other materials on the subject
  - d. Suitability of the format for library use
  - e. Accuracy and timeliness
  - f. Local historical significance, interest, or value
  - g. Space and budgetary limits
2. Reviews and booklists are the major source of information about new materials.
3. The lack of a review or an unfavorable review shall not be sole reason for rejecting a title that is in demand. Materials are judged on the basis of the work as a whole, not on part taken out of context.
4. To assure the acquisition of resources desired by library users, patron suggestions are always considered for their addition to the collection. Patrons can contact the Library Director about specific requests.

### **INTERLIBRARY LOAN**

Because of limited budgets and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for using interlibrary loan to satisfy the needs of our patrons, the Milton Public Library agrees to lend its materials to other libraries through the same interlibrary loan network and to make an effort to have current holdings listed in a tool that is accessible by other libraries throughout the state.

### **GIFTS AND DONATIONS**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, or dated information, the Director can dispose of them as needed, including adding materials to the library's book sale to raise funds to support the library.

The Milton Public Library encourages and appreciates gifts and donations. The same criteria of selection, which are applied to purchased materials, are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of specific titles to be offered after consultation with the Library Director. The Director will make the book selection if no specific book is requested.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgement of receipt of the items if requested by the donor.

### **WEEDING**

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Withdrawal and replacement of materials is dependent upon usage, current demand, item's condition, usefulness, factual accuracy, more recent acquisitions, availability of newer editions, available shelf space, and whether the item is available elsewhere in the library system. This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### **RECONSIDERATION**

Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern about Library Resources" form (Appendix C), which is available at the library. The person requesting the reconsideration must be a resident of Milton Public Library's service area, which is the City of Milton and the adjoining townships. The person must have read/reviewed/listened to the title in question. The item in question will not be removed from the shelf during the reconsideration process.

Only one "Statement of Concern about Library Resources" may be filled out by a person at time to go through the reconsideration process.

The Director, in consultation with the Library Board President, will review the request and the challenged material(s). The Director will then communicate a decision in writing to the patron. If the patron is not satisfied with the decision, they can appeal to the MPL Board of Trustees

Once a title has been reviewed and a decision made for reconsideration by the Director and/or the Board, four years must pass before it will be eligible again for reconsideration.

Please note that library materials will not be marked or identified to show approval or disapproval of contents, and no library material will be sequestered except to protect it from damage or theft. Furthermore, the reading and viewing activity of children under 16 is ultimately the responsibility of parents/guardians, who guide and oversee their own children's development.

**APPENDIX A**  
**Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.  
Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

## APPENDIX B

### The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*



It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers for Free Expression](#)  
[The Association of American University Presses](#)  
[The Children's Book Council](#)  
[Freedom to Read Foundation](#)  
[National Association of College Stores](#)  
[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)

The Thomas Jefferson Center for the Protection of Free Expression

APPENDIX C



**Statement of Concern About Library Resources**

The Milton Public Library Board of Trustees has authorized the use of this form. The person who has a concern about material in the library’s collection may fill it out and return it to the Library Director. The Director, in consultation with the Library Board President, will review the request and the challenged material(s). The Library Director will then respond to the person making the objection. If there are any remaining objections, they may be brought to the attention of the Board of Library Trustees.

Please print clearly.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Item Information:

Title \_\_\_\_\_

Author/Publication Date \_\_\_\_\_

Type of Material:  Book  Audiobook  Magazine  CD  DVD  Other

1. To what do you object? Please be as specific as possible, including citing page numbers.
  
  
  
  
  
  
  
  
  
  
2. Have you read or listened or viewed the entire content? If not, what parts?
  
  
  
  
  
  
  
  
  
  
3. Your additional comments:

Thank you for taking the time to complete this Statement of Concern. Your comments are appreciated and will be reviewed by the Library Director and Board of Library Trustees President.



## BOARD OF TRUSTEES BYLAWS

### ARTICLE I: IDENTIFICATION

This organization is the Board of Trustees of the Milton Public Library, located in Milton, Wisconsin, established by the Wisconsin municipality of Milton, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

### ARTICLE II: MEMBERSHIP

Section 1. Pursuant to Chapter 43 of the Wisconsin Statutes, the Board of Trustees of the Milton Public Library shall consist of seven (7) members, who shall be appointed by the Mayor of the City of Milton, one whom shall be a school district administrator or his representative to represent the public school district; only one may be a member of the City Common Council.

Section 1.a. A Teen Representative, aged 13-18, may serve as an ad hoc member of the Library Board for a one-year term. The Teen Representative shall not be an official member of the board and shall not have voting rights, but serves in an advisory capacity and is encouraged to contribute to the discussion of any matter that comes before the board. The Teen Representative shall be excluded from any closed sessions. The Teen Representative is selected by the Young Adult Librarian and may be removed from this advisory position by a majority vote of the Library Board.

Section 2. Each regular appointment. There are no term limits. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made.

Section 3. When any Board member fails to attend four (4) consecutive meetings of the Board, the Board may recommend to the City Council that the position be declared vacant and the member be removed for cause.

### ARTICLE III: OFFICERS

Section 1. Officers of the Board shall be President, Vice President, and Secretary.

Section 2. The officers shall be elected annually at the time of their annual meeting. Vacancies in office shall be filled at the next regular meeting of the Board after a vacancy occurs.

Section 3. The duties of the officers shall be those of associations and organizations of its type and in accordance with their titles.

### ARTICLE IV: MEETINGS

Section 1. The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting. The annual meeting shall be held in conjunction with the regular meeting in July of each year.

- Section 2. Special meetings may be called by the President or upon written request of four (4) members for the transaction of business as stated. Written notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the board at least one (1) day in advance of each meeting.
- Section 3. Four (4) or more members shall constitute a quorum for the transaction of business.
- Section 4. All Board meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).
- Section 5. The order of business shall be as follows:
- |                          |                    |
|--------------------------|--------------------|
| Call to order            | President's report |
| Approval of agenda       | New business       |
| Approval of minutes      | General items      |
| Approval of expenditures | Next Meeting       |
| Director's report        | Motion to adjourn  |
- Section 6. Robert's Rules of Order, last revised edition, shall be govern the parliamentary procedure of the Board.

#### ARTICLE V: LIBRARY DIRECTOR

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The Library Director shall be considered the library administrator and shall have sole charge of the library under the discretion and review of the Board. The Library Director shall be responsible for the care of the building and equipment, for the direction of the staff, for the efficiency of the library's service to the public and for the operation of the library under the financial conditions set forth in the annual budget.

#### ARTICLE VI: DUTIES OF THE BOARD OF TRUSTEES

The Board shall have such duties and responsibilities as provided for in Chapter 43 of the Wisconsin Statutes and in such other statutes pertaining to municipalities.

Reviewed and Updated: 10/24/2001  
 Reviewed and Updated: 4/18/2007  
 Reviewed and Updated: 1/18/2012  
 Reviewed and Updated: 3/25/2015  
 Reviewed and Updated: 2/3/2020