



**MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES**  
**Monday, March 7, 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/81564585802?pwd=aXRtZn13RVVrdGN0U0RvNE1ycWpKdz09>

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: 815 6458 5802

Passcode: 488633

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: February 7, 2022
4. Approval of Expenditures for February 2022
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
  - a. Discussion and Possible Action on Art Exhibit Policy.
  - b. Discussion and Possible Action on Circulation Policy.
  - c. Review and Discussion of 2021-2024 Strategic Plan.
  - d. Discussion and Possible Action on Resuming In-Person Only Library Board Meetings.
9. General Items
  - a. Stairwell Mural Update
  - b. Story Gardens Update
10. Next meeting: Monday, April 4, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE  
MILTON PUBLIC LIBRARY  
BOARD OF TRUSTEES  
February 7, 2022**

**Call to Order:** The meeting was called to order at 6:30 p.m. by President Annette Smith. Present: Director Kunkel, Clark, Collins, Schuetz, Stricker, Tupper, TAB President Henry C, and guest Anna M. Absent: Dean

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

**Approval of Minutes:** Clark moved approval of the minutes of the meeting on January 3, 2022, as distributed, seconded by Schuetz. Motion passed unanimously.

**Approval of Expenditures:** Collins moved approval of the January expenditures, seconded by Tupper. Motion passed unanimously.

**Director's Report:** Ashlee and Jayme did a podcast wrapping up 2021. Ashley completed a grant application and received an Inclusive Financial Literacy Programming kit. Jayme just received a South Asia grant from UW-Madison for South-Asian materials. Ashlee and Jayme met with muralist Emily Balsley to discuss the stairwell mural being funded by the Milton Public Library Foundation. Emily will have some concepts in a few months that will incorporate Milton's history, agriculture, gardens, and literacy. The library's online catalog app is changing to SHARE Anywhere soon. Anna McCullum has started her UW-Whitewater practicum here at the library. Kunkel shared an article in the Milton Courier about Story Gardens and her and Inga Cushman presented at City Council about the garden's progress. Kunkel also shared some progress on the nonfiction collection to make it more browseable and some stats about new users to Hoopla.

**Report on ALS activities:** Smith shared information on the ALS/LLS merger committee, including the launch of a new website. The next meeting of the committee will be on March 7.

**TAB President's Report:** Henry C. shared TAB activities, including a March Madness program involving interviews of student athletes, and the purchase of vending machine. TAB is also moving the location of the annual Library Lope to Schilberg Park.

### **New Business**

**Discussion and possible action on approving the 2021 DPI Annual Report:** Tupper moved to approve the 2021 DPI Annual Report, Stricker seconded. Motion passed unanimously.

**Review and discussion of competencies for annual review of Library Director:** The City of Milton is moving to a new employee performance review platform. The Library Board will use the competencies based off of the City of Milton and Library goals to evaluate the Library Director.

**Review of 2022 Annual Community Survey:** Kunkel shared the results of the 2022 annual survey.

**General Items:** The Board discussed the children's store-front area and determined to continue to keep it closed at this time.

**Motion to Adjourn:** Stricker moved adjournment at 7:21 p.m., seconded by Tupper. Motion passed unanimously.

**Next meeting:** Monday, March 7, at 6:30 p.m.

Respectfully submitted,  
Ashlee Kunkel

**Library Expenditures  
February 2022**

Amazon: Books & AV, Office Supplies	\$170.80
Baker & Taylor Books	\$1,145.34
Corporate Business Services	\$71.76
Al Beyers, Inc. Heating unit repairs	\$726.97
Kanopy 1 year deposit	\$2,750.00
AE Heating and Air Conditioning Heating units repairs	\$695.00
Globalcom Technologies Network cabling repair	\$176.00
Pieper Power Recessed can light replacement (2 <sup>nd</sup> floor)	\$412.10
Lakeshores Library System RFID Tags	\$354.02
DEMCO Alphabet Dividers	\$1,245.34
Arrowhead Library System SHARE lost items reconciliation	\$245.56
USPS Postage	\$14.73
Findaway Playaways	\$403.91
Johnson Controls Security System	\$73.49

**CITY OF MILTON**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022

**FUND 225 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUES</u>					
225-43570	104,073.29	104,073.29	103,820.00	253.29	100.24
225-43720	219.10	219.10	3,060.00	( 2,840.90)	7.16
<b>TOTAL INTERGOVERNMENTAL REVENUES</b>	<b>104,292.39</b>	<b>104,292.39</b>	<b>106,880.00</b>	<b>( 2,587.61)</b>	<b>97.58</b>
<u>PUBLIC CHARGES FOR SERVICE</u>					
225-46710	825.53	825.53	6,000.00	( 5,174.47)	13.76
225-46720	2,333.34	2,333.34	14,000.00	( 11,666.66)	16.67
<b>TOTAL PUBLIC CHARGES FOR SERVICE</b>	<b>3,158.87</b>	<b>3,158.87</b>	<b>20,000.00</b>	<b>( 16,841.13)</b>	<b>15.79</b>
<u>SOURCE 49</u>					
225-49200	296,880.00	296,880.00	296,880.00	.00	100.00
<b>TOTAL SOURCE 49</b>	<b>296,880.00</b>	<b>296,880.00</b>	<b>296,880.00</b>	<b>.00</b>	<b>100.00</b>
<b>TOTAL FUND REVENUE</b>	<b>404,331.26</b>	<b>404,331.26</b>	<b>423,760.00</b>	<b>( 19,428.74)</b>	<b>95.42</b>

**CITY OF MILTON**  
**DETAIL EXPENDITURES WITH COMPARISON TO BUDGET**  
**FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022**

**FUND 225 - LIBRARY FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
225-55110-110 SALARIES	13,528.93	13,528.93	122,488.00	108,959.07	11.05
225-55110-120 HOURLY WAGES	13,053.49	13,053.49	109,920.00	96,866.51	11.88
225-55110-150 FICA	2,665.88	2,665.88	17,780.00	15,114.12	14.99
225-55110-151 RETIREMENT	2,139.46	2,139.46	14,817.00	12,677.54	14.44
225-55110-152 HEALTH/DENTAL/LIFE	1,908.70	1,908.70	20,043.00	18,134.30	9.52
225-55110-190 TRAINING	.00	.00	4,700.00	4,700.00	.00
225-55110-211 POSTAGE	14.73	14.73	358.00	343.27	4.11
225-55110-240 EQUIPMENT MAINTENANCE	686.00	686.00	6,000.00	5,314.00	11.43
225-55110-241 COMPUTER SERVICES	776.00	776.00	3,500.00	2,724.00	22.17
225-55110-242 ARROWHEAD LIBRARY	20,413.48	20,413.48	20,413.00	(.48)	100.00
225-55110-310 OFFICE SUPPLIES	774.90	774.90	3,800.00	3,025.10	20.39
225-55110-313 PROMOTIONS	.00	.00	1,500.00	1,500.00	.00
225-55110-320 MEMBERSHIPS/SUBSCRIPTIONS	272.97	272.97	2,000.00	1,727.03	13.65
225-55110-324 LIBRARY MATERIALS	1,359.93	1,359.93	22,000.00	20,640.07	6.18
225-55110-328 LIBRARY MATERIALS - AV	3,324.70	3,324.70	13,000.00	9,675.30	25.57
225-55110-330 VEHICLE OPERATION & MAINT	.00	.00	150.00	150.00	.00
225-55110-811 OFFICE EQUIPMENT	1,373.32	1,373.32	4,750.00	3,376.68	28.91
<b>TOTAL LIBRARY</b>	<b>62,292.49</b>	<b>62,292.49</b>	<b>367,219.00</b>	<b>304,926.51</b>	<b>16.96</b>
<u>LIBRARY BUILDING</u>					
225-55120-110 SALARIES	.00	.00	180.00	180.00	.00
225-55120-120 HOURLY WAGES	2,992.38	2,992.38	19,892.00	16,899.62	15.04
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	259.28	259.28	1,568.00	1,308.72	16.54
225-55120-151 RETIREMENT	53.97	53.97	433.00	379.03	12.46
225-55120-152 HEALTH/DENTAL/LIFE	.00	.00	1,555.00	1,555.00	.00
225-55120-220 UTILITIES	4,363.53	4,363.53	26,248.00	21,884.47	16.62
225-55120-230 STORMWATER UTILITY	77.56	77.56	465.00	387.44	16.68
225-55120-240 EQUIPMENT MAINTENANCE	2,334.32	2,334.32	2,500.00	165.68	93.37
225-55120-314 CLEANING AND MAINTENANCE	13.24	13.24	1,000.00	986.76	1.32
225-55120-350 REPAIR & MAINTENANCE SUPPLIES	.00	.00	1,900.00	1,900.00	.00
<b>TOTAL LIBRARY BUILDING</b>	<b>10,094.28</b>	<b>10,094.28</b>	<b>56,541.00</b>	<b>46,446.72</b>	<b>17.85</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>72,386.77</b>	<b>72,386.77</b>	<b>423,760.00</b>	<b>351,373.23</b>	<b>17.08</b>
<b>NET REVENUES OVER EXPENDITURES</b>	<b>331,944.49</b>	<b>331,944.49</b>	<b>.00</b>	<b>331,944.49</b>	

**CITY OF MILTON**  
 DETAIL REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2022  
 FUND 241 - LIBRARY SPECIAL FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>DONATIONS</u>					
241-48520 FRIENDS OF LIBRARY DONATION	1,275.00	1,275.00	.00	1,275.00	.00
241-48540 GENERAL DONATIONS	450.00	450.00	.00	450.00	.00
TOTAL DONATIONS	1,725.00	1,725.00	.00	1,725.00	.00
TOTAL FUND REVENUE	1,725.00	1,725.00	.00	1,725.00	.00

**CITY OF MILTON**  
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 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	93.29	93.29	.00	( 93.29)	.00
TOTAL FRIENDS OF THE LIBRARY	93.29	93.29	.00	( 93.29)	.00
<u>GENERAL DONATIONS</u>					
241-53400-340 OPERATING SUPPLIES	1,756.54	1,756.54	.00	( 1,756.54)	.00
241-53400-350 FURNITURE	167.57	167.57	.00	( 167.57)	.00
TOTAL GENERAL DONATIONS	1,924.11	1,924.11	.00	( 1,924.11)	.00
<u>GRANT PURCHASES</u>					
241-53600-340 OPERATING SUPPLIES	896.40	896.40	.00	( 896.40)	.00
TOTAL GRANT PURCHASES	896.40	896.40	.00	( 896.40)	.00
TOTAL FUND EXPENDITURES	2,913.80	2,913.80	.00	( 2,913.80)	.00
NET REVENUES OVER EXPENDITURES	( 1,188.80)	( 1,188.80)	.00	( 1,188.80)	

## Director's Report

ALS/LLS System Merger Exploration website: <https://www2.lakeshores.lib.wi.us/library-system-merger-exploration-1>

City of Milton's 2021 Year in Review:

<https://www.milton-wi.gov/AgendaCenter/ViewFile/Item/9522?fileID=7326>

I closed the library on Tuesday, February 22, due to the weather.

Marijka was accepted into the Library Educator & Community Learning Cohort group through PBS. The same opportunity that Jayme had last year. She'll go through a series of workshops and will receive a grant of \$1,000 to create a program.

Ashley will be launching the Travel Kits on March 7 with a series of videos, social media posts, and the launch of the first interview podcast. Again, these kits were funded by the Wisconsin Humanities Council grant. An additional kit, India, was added when Jayme received the \$1,000 grant from Center of South Asian studies at UW-Madison.

First month of Kanopy (slow start!):

### Milton Public Library - WI | February 2022

Take a look at this month's usage and spend

#### Monthly Snapshot



73

VISITS

86

PAGES

7

PLAYS

#### Program Update



4

NUMBER OF  
REGULAR PLAY  
CREDITS INCURRED  
IN FEBRUARY

1

NUMBER OF KIDS  
PLAY CREDITS  
INCURRED IN  
FEBRUARY

0

NUMBER OF SERIES  
PLAY CREDITS  
INCURRED IN  
FEBRUARY

#### Annual Snapshot - Last 12 Months



144

VISITS

166

PAGES

7

PLAYS

\$8

TOTAL SPEND IN FEBRUARY

\$250

BALANCE AT THE  
START OF CURRENT MONTH

0

RATINGS, COMMENTS,  
PLAYLISTS, AND WATCH LISTS

12

USER ACCOUNTS



2/1/2022	Mini Coinhole Game	Adult	Group attending	In-person	4
2/2/2022	Tween Steam Take out	Children (6-11)	Individual Participants		
2/2/2022	Storytime	Children (0-5)	Group Attending	In-person	17
2/4/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	13
2/4/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	15
2/4/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	11
2/4/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	15
2/7/2022	Storytime	Children (0-5)	Group Attending	In-person	8
2/7/2022	Story Break	Children (0-5)	Individual Participants	Pre-recorded	
2/9/2022	Storytime	Children (0-5)	Group Attending	In-person	19
2/10/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	11
2/10/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	15
2/10/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	15
2/10/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	14
2/11/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	15
2/11/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	14
2/11/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	13
2/11/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	12
2/11/2022	K Storytime Visit	Children (0-5)	Group Attending	In-person	15
2/11/2022	K Storytime Visit	Children (0-5)	Group Attending	In-person	16
2/11/2022	K Storytime Visit	Children (0-5)	Group Attending	In-person	18
2/8/2022	Red Cross Youth Club	Young Adult (12-18)	Group attending	In-person	3
2/8/2022	American Lives	Adult	Group attending	In-person	6
2/9/2022	The Gathering Place Tech Time	Adult	Group Attending	In-person	1
2/10/2022	The Gathering Place Tech Time	Adult	Group Attending	In-person	5
2/12/2022	Storrs Lake Hike with IATA	General (all ages)	Group attending	In-person	21
2/14/2022	Bigfoot Hunt	Children (0-5)	Individual Participants	In-person	37
2/14/2022	Hot Chocolate Bar	General (all ages)	Group attending	In-person	7
2/15/2022	6th Grade Virtual Visit	Children (6-11)	Group attending	Live, virtual	265
2/9/2022	Bird Feeder Take out	Children (6-11)	Individual participants	In-person	
2/16/2022	Tween Steam Take out	Children (6-11)	Individual participants		
2/15/2022	Mystery Book Club	Adult	Group attending	In-person	8
2/16/2022	Storytime	Children (0-5)	Group Attending	In-person	27
2/1/2022	Yeti craft	General (all ages)	Individual Participants	In-person	
2/7/2022	Alien craft	General (all ages)	Individual Participants	In-person	
2/14/2022	Nessie craft	General (all ages)	Individual Participants	In-person	
2/23/2022	Storytime	Children (0-5)	Group attending	In-person	31
2/24/2022	G-suite Tech Time	Adult	Group Attending	In-person	1
2/24/2022	Proctoring	Adult	Individual participants	In-person	
2/25/2022	Celebrate Creative Black Expression	General (all ages)	Individual participants	Pre-recorded	
2/28/2022	Storytime	Children (0-5)	Group Attending	In-person	20
3/1/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	15
3/1/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	16
3/1/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	13
3/1/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	11
3/2/2022	Storytime	Children (0-5)	Group Attending	In-person	39



## **Milton Public Library Art Exhibit Policy**

### **Statement of Purpose**

The primary purpose of Milton Public Library art gallery wall and temporary art exhibits is to enhance the experience of the library patron.

### **Application to Exhibit**

- The Adult Programming Coordinator will maintain a schedule of exhibits available at the library.
- Artists or photographers who wish to exhibit their original work may contact the Milton Public Library to request an opportunity to exhibit.
- All requests will be referred to the Adult Programming Coordinator for review and acceptance as outlined in this policy.

### **Selection of Art**

- Special consideration will be given to works of art produced by local artists.
- Preference may be given to artists who have not displayed at the library within one year.
- Art selected for display must be of exhibition quality and overall community interest.
- Works selected for exhibit must be appropriate for all ages.
- Samples of art may be shared for review prior to acceptance.
- The Milton Public Library reserves the right to reject any exhibit in full or in part.

### **Fees and Sales**

- No admission fee will be charged for any exhibit in the library.
- There shall be no fee for the exhibitor. The library would be grateful for a nominal donation if the exhibitor sells art as a result of the exhibit in the library, but a donation is not required.
- Sale of artwork is allowed, but not required. All pricing and contact information (i.e., business cards) shall be provided by the artist.
- Library staff is not responsible for collecting money or serving as liaison between artist and buyer.

### **Security and Liability**

- The library is not responsible for reimbursement or replacement of lost, stolen, or damaged items.
- The artist or lender will be required to complete and sign a waiver of liability for the Milton Public Library and City of Milton before any works of art are exhibited.
- Such waiver form shall be kept on file in the library for one year following the exhibit.

### **Exhibition Presentation, Installation, and Dismantling**

- Two-dimensional artwork may be framed and wired ready for hanging or may be displayed on the art gallery wall using carefully placed push pins.
- Art shall be hung or placed in areas specified by the library as determined by the Library Director or Adult Programming Coordinator.
- The Adult Programming Coordinator will supervise the hanging, display and dismantling of all exhibits. Typical exhibits will run one month.

- If an item is sold it may be replaced with another item. It is preferred that sold pieces remain with the exhibit until its close.
- The artist or lender will be asked for a biography, related to their exhibit, to be used for advertising and openly available for library patrons to read.

**Milton Public Library Artist Waiver of Liability**

I, \_\_\_\_\_, understand and agree that the Milton Public Library and the City of Milton are allowing me to display items at the Milton Public Library. My work/Items shall be displayed: \_\_\_\_\_ to \_\_\_\_\_.

I understand neither the Milton Public Library nor the City of Milton shall assume any responsibility or obligation for any loss or damage to any item or items so displayed.

I understand that the displayed item(s) are not and will not be covered under any insurance policy owned by the City of Milton.

I understand that I am solely responsible for insurance coverage for the item(s) being displayed, and the burden is on me to do so at my own cost.

I agree that any artwork/item(s) shall be removed from the library within two (2) days following the end date above, unless otherwise noted in a written agreement between myself and the Adult Programming Coordinator. I also understand that the Milton Public Library reserves the right to remove any artwork from public viewing for any reason.

\_\_\_\_\_  
Signature of Exhibitor

Date \_\_\_\_\_



## **Circulation Policy**

The Milton Public Library (MPL) is a member of the Arrowhead Library System (ALS), which serves seven public libraries in Rock County, Wisconsin. The Library maintains a Circulation Policy and applicable procedures to ensure that all patrons are provided with consistent and equitable services from Library staff members and that every patron has clear expectations of their rights.

### **A. ELIGIBILITY**

#### **1.1 Residents of the City of Milton**

Any resident or property owner of the City who has not abused library privileges may obtain a library card.

#### **1.2 Residents of Rock County outside the city limits**

Township property owners and those township residents living outside the city limits who have not abused library privileges may obtain a library card. Furthermore, Rock County residents who have not yet registered with their home library within ALS may obtain a card with proper identification and proof of address.

#### **1.3 Residents of Lakeshore Library System (LLS)**

Residents of the Lakeshores Library System may use their library cards at Milton Public Library. Those who have not yet registered with their home library may be issued Milton Public Library card with proper identification and proof of address.

#### **1.4 Transient Situations**

Adults and children who are in transient situations, such as shelters or temporary housing, are eligible for a temporary library card. Temporary cards are set to expire in three months. When the card expires, they will be asked to update all information including an address and phone number. For patrons without a permanent address, staff will accept a letter from a shelter or a piece of mail for verification purposes. Patrons may check out a total of eight items at one time.

#### **1.5 Summer Residents**

Summer residents owning property who are paying taxes in the county may obtain a library card under the same guidelines as year-round residents.

#### **1.6 Others**

Residents from library systems outside of ALS and LLS may be issued a library card with approval from the Library Director.

### **B. REGISTRATION AND BORROWING PRIVILEGES**

All borrowers must be registered and have a library card in good standing to borrow library materials. Materials cannot be checked out until a library card is issued.

Patrons must fill out an application form to register for a new library card in person, at the library. Exceptions can be made for people who are disabled and unable to come to the library. The following statement will be printed on the registration form for the patron's information and acceptance:

*I agree to be responsible for borrowed materials under their name, to pay fines for overdue items, and to pay for the replacement of damaged, lost, or stolen items. The Milton Public Library assumes no responsibility for internet use by children. It is the right and responsibility of the parent or guardian.*

Your Signature \_\_\_\_\_

Identification is required for card registration. A valid government issued photo is mandatory. Valid forms of ID include: driver's license, state identification card, student identification card, child safety card, military identification card, social service card, and passport. If no current address is available, a recent non-personal piece of mail may be acceptable.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. A valid government issued photo ID is also acceptable. An individual without a library card or photo ID will be denied the privilege of checking out materials until they present their card at the library.

A patron may allow another person (i.e., spouse or children) in good standing with the library to use his/her library card to check out materials, but the library card holder will be held responsible for all items charged to his/her card regardless of who the borrower is.

A patron will not be allowed to use another person's library card to avoid paying fines assessed against his/her own card. Furthermore, if an adult patron has fines over \$10.00, he or she cannot use their child's card to check out adult materials. Only children's materials may be checked out under the child's card.

### **1.1 Youth Registration (0-15)**

A parent or guardian may obtain a library card for their child by providing a valid form of identification and proof of current address and signing the registration card. The parent/guardian assumes responsibility for all materials and any fines incurred through the use of the child's card. The child must be present at the time of registration. If the parent/guardian indicates that they do not wish their child to have a library card, the card will be made inactive with notation in the child's account.

The Library Director retains the right to modify the registration process for youths in situations where the above policy does not apply.

### **1.2 Organizations**

City of Milton community organizations, ~~schools~~, and local businesses may be issued organizational borrowers' cards for use by authorized individuals. The head of the organization must sign the application form and supply acceptable identification for the organization and a list of authorized individuals. The organization, ~~school~~, or business assumes responsibility for any library materials checked out on the card. All rights and responsibilities held by individual card holders will be assumed by organizational card holders.

### **1.3 Educators**

Rock County teachers, preschools, licensed childcare centers, homeschool families and public and private schools serving students in grades K-12 may use these cards when classroom projects call for materials beyond the school's media center scope.

Any teacher living in or teaching in Rock County is eligible for a Teacher Card. A teacher who lives in Rock County, but teaches somewhere else – or teaches in Rock County and lives somewhere else – is welcome to apply for a card. Homeschool teachers and childcare providers are also eligible.

To apply for a Teacher Card, individuals will need:

- A personal library card in good standing (less than \$10 in fines) from Milton Public Library or any other library in the Arrowhead Library System, Lakeshores Library System, or Kenosha Library System.
- An active email address that is monitored for library alerts.
- Proof of employment at an educational facility (I.D. with name and school, letter from principal/director/etc.), a homeschool state certificate, or a childcare license.

### **Teacher Card Responsibilities**

- A minimum of six (6) weeks loan period is available on most materials. Loan periods on Milton Public Library items may be extended upon request to fit your lesson plan, with the exceptions of popular DVDs and TV series and high-demand holiday/theme picture books.
- Items are eligible for one renewal as long as there are no holds.
- The individual card holder is responsible for all materials checked out on the Teacher Card, including overdue fees, damaged, and lost items. Although Milton Public Library has no fines on their juvenile and young adult materials, other libraries within the SHARE Consortium may have different policies.
- All card holders, including teacher cards, are billed for the replacement cost of an item approximately 28 days after the item was due.
- Cards with \$10.00 or more in fines will be blocked.
- Personal items may not be checked out on your teacher card and may not be used to circumvent rules and limits that apply to regular library cards.
- The Teacher Card is valid for one school year. All teacher cards expire on July 1st.
- Teachers may reapply or ask for their card to be reissued with the start of each school year.
- Teacher Cards are nontransferable.

### **C. LOST/FORGOTTEN CARDS**

If a patron loses ~~their his/her~~ library card, ~~he should notify~~ the library ~~should be notified~~ as soon as possible and request a replacement. The cost for a replacement card is \$2.00. To replace a lost or stolen card, library staff will require documentation sufficient to establish the patron's identity and place of residence.

### **D. LOAN PERIODS AND RENEWALS**

- Books, audiobooks, magazines and music CDs circulate for 3 weeks.
- Current issues of periodicals do not circulate.
- Jackpot, The SPARK Mini Makers, Emmy's Early Lit Kits, and Sitter Sacks, circulate for 2 weeks. Jackpot items cannot be renewed.
- Generally, DVDs containing 1-2 discs circulate for 1 week while DVDs containing 3 or more discs circulate for 2 weeks.
- Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
- Interlibrary Loans (or items obtained from outside the ALS and LLS systems) have a 3-week check out period, with exception of book club requests. Patrons must make any renewal requests at least 2 days in advance of due date, so that the owning library may be contacted. Patrons may request up to five ILLs per week.
- ~~There is no limit on the number of items a patron can borrow at one time.~~

~~With the exception of DVD checkouts, there is no limit on the number of items a patron can borrow at one time. A cardholder may have up to 8 Milton DVDs checked out at one time. Different rules may apply to library cards issued to organizations.~~

**Most** items may be renewed three times unless a hold has been placed on the item. Items can be renewed in person, by phone, or online. Renewals are granted for the length of the item's loan period based on the calendar date on which the item is renewed. Loan periods may be extended for special circumstances at the discretion of Library staff.

The Library Director may establish the loan period for special collections or materials which are temporarily in great demand.

The library reserves the right to limit checkouts at any time.

#### **E. FINES AND CHARGES**

Milton Public Library has established the following schedule of fines and fees:

- There are **NO FINES** on juvenile and young adult materials, including Family, YA, and Children DVDs.
- All adult materials, including adult DVDs, have a fine of 25 cents a day.
- Milton Public Library items do not have a grace period.

Maximum fine accrual for an individual item is \$5.00.

A first overdue notice is sent 7 days after the material is due. A second notice is sent 14 days after the due date, and a third notice is sent 21 days after the due date. After 28 days, a bill is sent by mail for the replacement cost of the material. The first, second, and third notices are sent by email or automated phone call, as designated by patron.

Patrons who have over \$9.99 in fines or fees shall be denied borrowing privileges until those fines are paid for, overdue materials are returned or paid for, and/or if lost and/or damaged items are paid for.

Patrons who pay for a lost item are not required to pay the late fees accrued for the item.

No refunds will be issued if a lost item is found after a replacement cost is paid.

Patrons may, with the permission of Library Director, be allowed to work off overdue fines at the library.

#### **F. RESERVES/HOLDS**

Reserves may be placed by patrons either in person, over the phone, or online. Patrons will be notified by email, automated telephone message, or text message when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

Patrons are allowed to pick up holds for other patrons, after library staff has been notified. However, patrons will not be allowed to utilize this service when their own card has a block due to unreturned materials and/or excessive fines.

If a patron cannot pick up their holds during regular library hours, they may use the Book Lockers available in the Library's lobby. Please see the Book Locker Policy.

#### **G. DAMAGED AND LOST MATERIALS**

A patron must pay for the replacement cost for any damaged or lost item. The Library Director will assess the extent of the damage and determine whether a replacement copy is needed. The patron will be charged the current list price of the book. The library will not accept a replacement copy from the patron for the damage item.

**The following replacement fees apply if an element is missing or damaged by a patron:**

RFID tag	\$2.00
Barcode	\$1.00
DVD case	\$2.00
Audiobook case	\$3.00
Artwork (i.e, DVD, audiobook, playaway)	\$2.00
Rubber band for puzzle	\$2.00
Hanging bag (kits)	\$3.00
Playaway case	\$5.00
Playaway lanyard	\$1.00
Playaway battery cover	\$1.00
**Library of Things kits (i.e. Mini Makers, Sitter Sacks, Emmy EarlyLit Kits)	Kits contain individual price lists.

#### **H. THIEF OF LIBRARY MATERIALS**

As specified in Wisconsin State Statute 943.61, "Whoever intentionally takes and carries away, transfers, conceals or retains possession of any library material without the consent of a library official, agent or employee and with intent to deprive the library of possession of the material may be penalized as provided in sub. (5).

The Milton Public Library adheres strictly to all sections of this Statute regarding the thief of library materials.

#### **I. CONFIDENTIALITY**

As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."

The Milton Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

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