



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES
Monday, April 4, 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/84985814503?pwd=b0hjbHZHcDhQTDF3ajNjWkFLV0Rsdz09>

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: 849 8581 4503

Passcode: 522536

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: March 7, 2022
4. Approval of Expenditures for March 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. Discussion and Possible Action on Resuming In-Person Only Library Board Meetings.
 - d. Consideration of a motion to convene into Closed Session, pursuant to Section 19.85(1)(c) Wis. Stats. considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Library Director Evaluation.
 - e. Reconvene into open session for possible action(s) on items discussed in closed session.
9. General Items
 - a. Children's storefront area
10. Next meeting: Monday, May 2, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTES
March 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, Stricker, and TAB President Henry C. Absent: Tupper, Dean, Schuetz

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

Approval of Minutes: Stricker moved approval of the minutes of the meeting on February 7, 2022, as distributed, seconded by Collins. Motion passed unanimously.

Approval of Expenditures for February 2022: Clark moved approval of the February expenditures, seconded by Collins. Motion pass unanimously.

Director's Report: Ashlee shared the ALS/LLS system merger exploration website and the City of Milton's 2021 year in review presentation. Ashlee did close the library on Tuesday, February 22, because of the weather. Marijka was accepted into the PBS Community Learning Cohort, and the Travel Kits have been launched. Kanopy, the video streaming service, is off to a slow start, but is being used by library patrons.

Report on ALS activities: Smith shared that the Merger Exploration Committee is hoping to hold a vote in June to determine whether the merger should happen; their next meeting is April 4. Chromebooks and hotspots purchased through an ARPA grant have been distributed to the ALS libraries.

TAB President's Report: Henry C. reports that TAB did not have a February meeting because of the weather.

New Business

Discussion and Possible Action on Art Exhibit Policy: First reading.

Discussion and Possible Action on Circulation Policy: First reading.

Review and Discussion of 2021-2024 Strategic Plan: Kunkel shared the progress on objectives throughout the strategic plan.

Discussion and Possible Action on Resuming In-Person Only Library Board Meetings. Tabled until next month when more members are present.

General Items

Stairwell Mural Update: Kunkel shared that the library has received a contract from artist Emily Balsley for the stairwell mural. Work for the mural will start in May.

Story Gardens Update: The Story Walk stations have arrived at the library and are in storage. The chess tables have been ordered and will be stored at DPW. Continuing to talk with Sockness Builders to order the materials for the gazebo.

Motion to Adjourn: Collins moved adjournment at 7:14 p.m., seconded by Stricker. Motion passed unanimously.

Next meeting: Monday, April 4, at 6:30 p.m.

Respectfully submitted,
Ashlee Kunkel

**Library Expenditures
March 2022**

Amazon: Books & AV, Office Supplies	\$417.69
Baker & Taylor Books	\$2412.94
Corporate Business Services	\$83.98
TK Elevator Quarterly elevator service	\$200.45
USPS Postage	\$58.00
CANVA Design Program	\$119.99
DEMCO Book Cart & Supplies	\$694.33
FINDAWAY Playaways	\$116.98
Target DVD & Office Supplies	\$26.35
Lakeshores Library System Year BookPage subscription	\$108.00
TK Elevator Emergency Light Battery Replacement	\$37.50
Signarama	\$94.50

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2022

FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>INTERGOVERNMENTAL REVENUES</u>					
225-43570	.00	104,073.29	103,820.00	253.29	100.24
225-43720	2,623.00	2,842.10	3,060.00	(217.90)	92.88
TOTAL INTERGOVERNMENTAL REVENUES	2,623.00	106,915.39	106,880.00	35.39	100.03
<u>PUBLIC CHARGES FOR SERVICE</u>					
225-46710	485.39	1,310.92	6,000.00	(4,689.08)	21.85
225-46720	1,166.67	3,500.01	14,000.00	(10,499.99)	25.00
TOTAL PUBLIC CHARGES FOR SERVICE	1,652.06	4,810.93	20,000.00	(15,189.07)	24.05
<u>SOURCE 49</u>					
225-49200	.00	296,880.00	296,880.00	.00	100.00
TOTAL SOURCE 49	.00	296,880.00	296,880.00	.00	100.00
TOTAL FUND REVENUE	4,275.06	408,606.32	423,760.00	(15,153.68)	96.42

CITY OF MILTON
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2022

FUND 225 - LIBRARY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LIBRARY</u>					
225-55110-110 SALARIES	8,765.84	22,294.77	122,488.00	100,193.23	18.20
225-55110-120 HOURLY WAGES	9,019.51	22,073.00	109,920.00	87,847.00	20.08
225-55110-150 FICA	1,353.21	4,019.09	17,780.00	13,760.91	22.60
225-55110-151 RETIREMENT	1,078.72	3,218.18	14,817.00	11,598.82	21.72
225-55110-152 HEALTH/DENTAL/LIFE	952.61	2,861.31	20,043.00	17,181.69	14.28
225-55110-190 TRAINING	.00	.00	4,700.00	4,700.00	.00
225-55110-211 POSTAGE	58.00	72.73	358.00	285.27	20.32
225-55110-240 EQUIPMENT MAINTENANCE	6.15	692.15	6,000.00	5,307.85	11.54
225-55110-241 COMPUTER SERVICES	.00	776.00	3,500.00	2,724.00	22.17
225-55110-242 ARROWHEAD LIBRARY	.00	20,413.48	20,413.00	(.48)	100.00
225-55110-310 OFFICE SUPPLIES	291.40	1,066.30	3,800.00	2,733.70	28.06
225-55110-313 PROMOTIONS	.00	.00	1,500.00	1,500.00	.00
225-55110-320 MEMBERSHIPS/SUBSCRIPTIONS	252.49	525.46	2,000.00	1,474.54	26.27
225-55110-324 LIBRARY MATERIALS	2,469.24	3,829.17	22,000.00	18,170.83	17.41
225-55110-328 LIBRARY MATERIALS - AV	345.82	3,670.52	13,000.00	9,329.48	28.23
225-55110-330 VEHICLE OPERATION & MAINT	.00	.00	150.00	150.00	.00
225-55110-811 OFFICE EQUIPMENT	740.31	2,113.63	4,750.00	2,636.37	44.50
TOTAL LIBRARY	25,333.30	87,625.79	367,219.00	279,593.21	23.86
<u>LIBRARY BUILDING</u>					
225-55120-110 SALARIES	78.75	78.75	180.00	101.25	43.75
225-55120-120 HOURLY WAGES	1,322.93	4,315.31	19,892.00	15,576.69	21.69
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	101.19	360.47	1,568.00	1,207.53	22.99
225-55120-151 RETIREMENT	3.70	57.67	433.00	375.33	13.32
225-55120-152 HEALTH/DENTAL/LIFE	2.23	2.23	1,555.00	1,552.77	.14
225-55120-220 UTILITIES	1,741.29	8,415.73	26,248.00	17,832.27	32.06
225-55120-230 STORMWATER UTILITY	.00	77.56	465.00	387.44	16.68
225-55120-240 EQUIPMENT MAINTENANCE	311.44	2,645.76	2,500.00	(145.76)	105.83
225-55120-314 CLEANING AND MAINTENANCE	63.35	76.59	1,000.00	923.41	7.66
225-55120-350 REPAIR & MAINTENANCE SUPPLIES	.00	.00	1,900.00	1,900.00	.00
TOTAL LIBRARY BUILDING	3,624.88	16,030.07	56,541.00	40,510.93	28.35
TOTAL FUND EXPENDITURES	28,958.18	103,655.86	423,760.00	320,104.14	24.46
NET REVENUES OVER EXPENDITURES	(24,683.12)	304,950.46	.00	304,950.46	

CITY OF MILTON
 DETAIL REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 2022
FUND 241 - LIBRARY SPECIAL FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>DONATIONS</u>					
241-48520 FRIENDS OF LIBRARY DONATION	.00	1,275.00	.00	1,275.00	.00
241-48540 GENERAL DONATIONS	.00	450.00	.00	450.00	.00
241-48560 GRANT DONATIONS	1,500.30	1,500.30	.00	1,500.30	.00
TOTAL DONATIONS	1,500.30	3,225.30	.00	3,225.30	.00
TOTAL FUND REVENUE	1,500.30	3,225.30	.00	3,225.30	.00

CITY OF MILTON
 DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING MARCH 31, 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	58.62	151.91	.00	(151.91)	.00
241-53200-340 OPERATING SUPPLIES	902.82	902.82	.00	(902.82)	.00
TOTAL FRIENDS OF THE LIBRARY	961.44	1,054.73	.00	(1,054.73)	.00
<u>GENERAL DONATIONS</u>					
241-53400-310 PROGRAMS	250.00	250.00	.00	(250.00)	.00
241-53400-340 OPERATING SUPPLIES	.00	1,756.54	.00	(1,756.54)	.00
241-53400-350 FURNITURE	.00	167.57	.00	(167.57)	.00
TOTAL GENERAL DONATIONS	250.00	2,174.11	.00	(2,174.11)	.00
<u>GRANT PURCHASES</u>					
241-53600-340 OPERATING SUPPLIES	1,186.88	2,083.28	.00	(2,083.28)	.00
TOTAL GRANT PURCHASES	1,186.88	2,083.28	.00	(2,083.28)	.00
TOTAL FUND EXPENDITURES	2,398.32	5,312.12	.00	(5,312.12)	.00
NET REVENUES OVER EXPENDITURES	(898.02)	(2,086.82)	.00	(2,086.82)	

DIRECTOR'S REPORT

Jayne and I will be presenting at the Wisconsin Association for Public Libraries (WAPL) conference on Friday, May 13. We'll be talking about all of our kit collections, why we created them, and best practices for packaging and delivery. I'm hoping to present with a couple Lakeshores Directors about fundraising at WLA.

I'll be at the Milton High School's Career Day on April 6 representing the library and Milton Youth Coalition. We're concentrating more on self-care and mental wellbeing.

Marijka started her PBS Community Learning training.

Ashley and Jayme have been participating in Compassion Resilience training through ALS.

County Reimbursements

	2023	2022	2021
Rock	\$96,704.30	\$103,820.27	\$94,175.36
Jefferson	\$2,711	\$2,318	\$2,647
Dane	\$470	\$305	\$936
Walworth	Unknown	\$304.67	\$1340.42
Green	\$0.00	\$132.62	\$219.10
Total	\$99,885.30	\$106,880.56	\$99,317.88

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
3/3/2022	MECAS STEAM Visit	Young Adult (12-18)	Group attending	In-person	13
3/7/2022	Storytime	Children (0-5)	Group Attending	In-person	19
3/8/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	13
3/8/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	14
3/8/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	15
3/8/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	15
3/9/2022	Storytime	Children (0-5)	Group Attending	In-person	75
3/11/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	13
3/11/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	16
3/11/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	15
3/11/2022	4K Storytime Visit	Children (0-5)	Group Attending	In-person	14
3/11/2022	Harmony K Storytime Visit	Children (0-5)	Group Attending	In-person	15
3/11/2022	Harmony K Storytime Visit	Children (0-5)	Group Attending	In-person	16
3/11/2022	Harmony K Storytime Visit	Children (0-5)	Group Attending	In-person	18
3/8/2022	American Lives	Adult	Group attending	In-person	7
3/9/2022	The Gathering Place Tech Time	Adult	Group Attending	In-person	6
3/10/2022	The Gathering Place Tech Time	Adult	Group Attending	In-person	2
3/14/2022	Storytime	Children (0-5)	Group attending	In-person	5
3/15/2022	Mystery Book Club	Adult	Group attending	In-person	9
3/16/2022	Storytime	Children (0-5)	Group attending	In-person	31
3/16/2022	MECAS STEM Visit	Young Adult (12-18)	Group attending	In-person	13
3/21/2022	TAB	Young Adult (12-18)	Group attending	In-person	8
3/15/2022	6th Grade Virtual Visit	Children (6-11)	Group Attending	Live, virtual	265
3/22/2022	Windsor Court History	Adult	Group attending	In-person	10
3/23/2022	Storytime	Children (0-5)	Group attending	In-person	36
3/25/2022	West 1st Grade Field Trip	Children (0-5)	Group Attending	In-person	75
3/28/2022	Storytime	Children (0-5)	Group Attending	In-person	16
3/30/2022	Storytime	Children (0-5)	Group attending	In-person	52



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 (relative to artist's age) and overall community interest.
- Works selected for exhibit must be appropriate for all ages.
- Samples of art maybe 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 is fee for the exhibitor. The library would be grateful for a nominal donation if the exhibitor sells art because 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.
- The waiver will 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 will 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, 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, 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 PK-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 library card, 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.

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 noticed 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. THEFT 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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