



MILTON PUBLIC LIBRARY | BOARD OF TRUSTEES

Monday, February 1, 2021, 6:30 p.m.

Zoom Teleconference

Dial in at 1-312-626-6799 and enter meeting ID 821 3938 3572 and Passcode: 146303

Weblink:

<https://us02web.zoom.us/j/82139383572?pwd=N0ZUVkIVdTFjU2wxTlZNeGhjeXRLdz09>

PLEASE NOTE: In-person attendance by members of the public temporarily prohibited due to COVID-19 physical distancing protocols pursuant to the Rock County Health Departments Reopening Phased Plan, dated May 21, 2020, which discourages public gatherings. Members of the public may monitor this meeting at <https://us02web.zoom.us/j/82139383572?pwd=N0ZUVkIVdTFjU2wxTlZNeGhjeXRLdz09>

Any person who is unable to access the meeting via the internet link may call 1(312) 626-6799 and enter Meeting ID: 821 3938 3572 to monitor the meeting via telephone.

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: January 4, 2021
4. Approval of Expenditures for January 2021
5. Director's Report
6. Report on ALS activities
7. TAB President's Report
8. New Business
 - a. Discussion and possible action on approving the 2020 Wisconsin Public Library Annual Report
 - b. Discussion and possible action on approving Circulation Policy
 - c. Discussion and possible action on approving WiFi Policy
 - d. Discussion and possible action on waiving all fines from overdue juvenile and YA Milton materials from Milton patrons' accounts.
9. General Items
 - a. Story Gardens update
10. Next meeting: Monday, March 1, at 6:30 p.m.
11. Motion to Adjourn
12. Adjournment

**PROCEEDINGS OF THE
MILTON PUBLIC LIBRARY
BOARD OF TRUSTEES
January 4, 2021**

Call to Order: The meeting was called to order at 6:32 p.m. by President Annette Smith. Present: Rusch, Director Kunkel, Dean, Tupper, Collins, Schuetz and TAB President Emily M. Absent: Stricker

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

Approval of Minutes: Collins moved approval of the minutes of the meeting on December 7, 2020 as distributed, seconded by Rusch. Motion passed unanimously.

Approval of Expenditures: Kunkel highlighted the elevator inspection (quarterly) a new doorbell/buzzer system on the side door for appointments, and the Hoopla subscription. Collins moved approval of the expenditures, seconded by Schuetz. Motion passed unanimously.

Director's Report: Jayme received a \$1,000 grant from PBS kids and the opportunity to participate in a Community Learning cohort. Kunkel Wrote Community voices article in Courier outlining services, activities at the MPL She has received positive feedback from that. Social media posts are getting a lot of positive attention as well.

Arrowhead Library System Report: Conversation around shared services; Smith recommended for renewal for another term.

TAB President's Report: TAB met December 15. Voted on new TAB logo; discussed Among Us program taking place after next meeting. Discussion around involving youth in community endeavors.

New Business

Discussion and possible action on eliminating overdue fines for juvenile and young adult materials: After discussion, Collins moved to eliminate overdue fines for juvenile and young adult materials. Schuetz seconded. Motion passed unanimously.

General Items:

Story Gardens update: The Library Foundation is sponsoring the gazebo (outdoor programming space). The MPL thanks them for their generosity. The MPL also thanks Lyons Concrete and Silha and Sons for their donations to complete construction on the outdoor ramp. Kunkel is talking to Scott Randall about the gazebo as a class project for the fall. Notecards will be sold as a fundraiser for the Story Gardens.

Motion to Adjourn: Collins moved adjournment at 6:56 pm, seconded by Rusch. Motion passed unanimously.

Next meeting: Monday, February 1, at 6:30 p.m.

Respectfully submitted,
Deborah Dean

**Library Expenditures
January 2021**

Amazon: Books & AV & Office Supplies	\$226.36
Baker & Taylor Books & AV	\$1032.42
Corporate Business Services	\$66.07
Department of Administration TEACH Services	\$600.00
Envisionware 1 yr maintenance on RFID equipment 4 pads and self-checkout	\$648.50
USPS Postage	\$2.80
Arrowhead Library System Participating library payment	\$19,073.81

Director's Report

We received **\$3,045** in donations.

We are officially fine free on juvenile and YA materials! It was official on January 18, but I'm delaying announcing it as items that were checked out before January 18 will still show fines, but they'll be waived overnight. Just want to avoid any confusion, phone calls, and having staff explain over and over. Article will be in the Courier the week of February 1. Here's an explanation from Dave from the Lakeshores Library System IT Department of how it will work:

“Technically Fine free is determined by the item type that is assigned to the item record. So, any item of another library that has the same "Fine Free" item type as you, would have their materials checked out at your library fine free. So for example. If another library has their juv materials tagged as BOOK21DAYJ materials, like your juv materials will be, then their materials will go out fine free, but if a library codes their books as BOOK21DAY, then they will assess a fine. Now if your item that is BOOK21DAYJ goes out to Hedberg (not fine free), the item will assess their juvenile fine rate since they are not fine free.”

Marijka, Jayme, and myself started Project READY, a five-month opportunity to improve knowledge about race and racism, racial equity, and culturally sustaining pedagogy for better services to youth:

<https://ready.web.unc.edu/>

Most staff members are attending various webinars from the Wild Wisconsin Winter Web Conference. I attended an amazing webinar about how libraries can impact small businesses and now I have so many ideas, including improving our small business book collection, promoting relevant Gale and Lynda.com courses, but also working with the Chamber to provide programs and presentations.

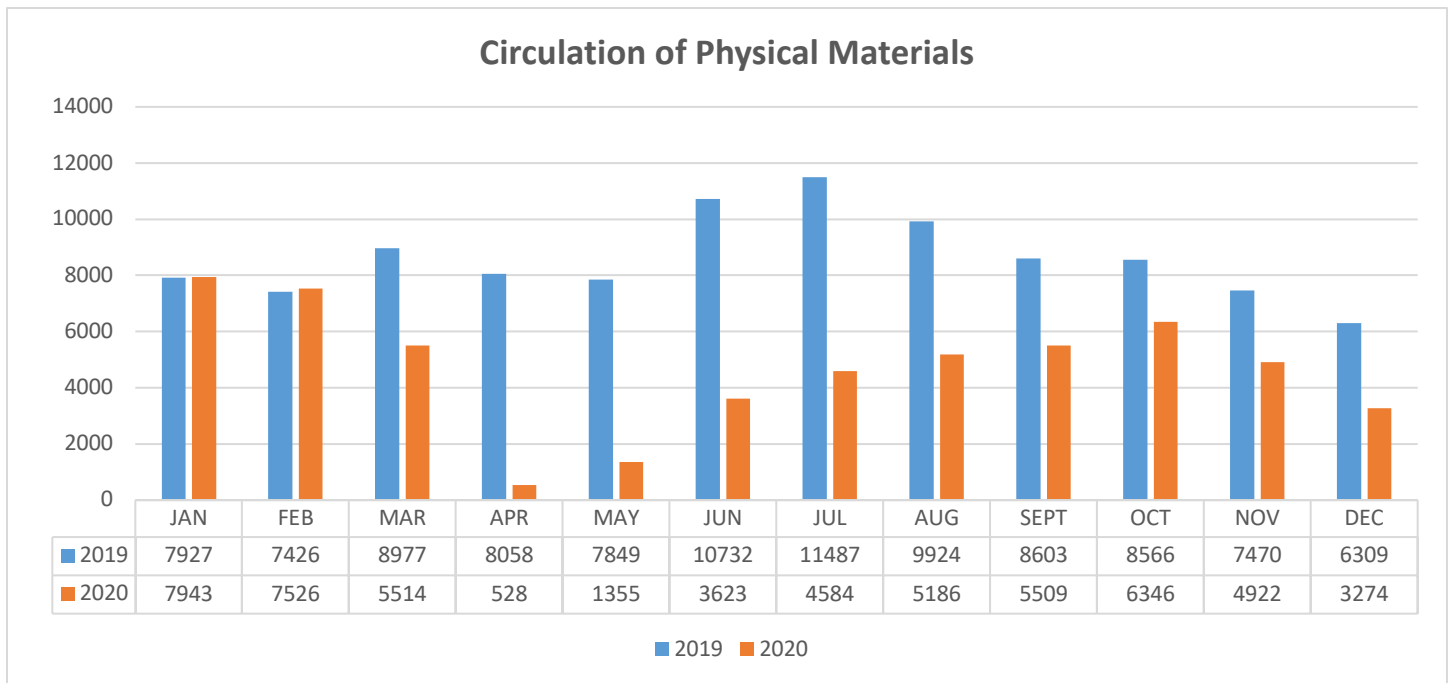
I'm working with Keighton at the Milton House Museum to create a special collection of Underground Railroad books. The Museum has seen an increase of people wanting to learn more about this aspect of Black history, and we want to be able to be an accessible resource of materials, particularly because of the local connection.

We recently put out a Library Stories survey as an effort from the Lakeshores consortium libraries to gather library stories as a way to advocate for ourselves. Here are some responses from Milton patrons to the question, “Tell us why you love the library.”:

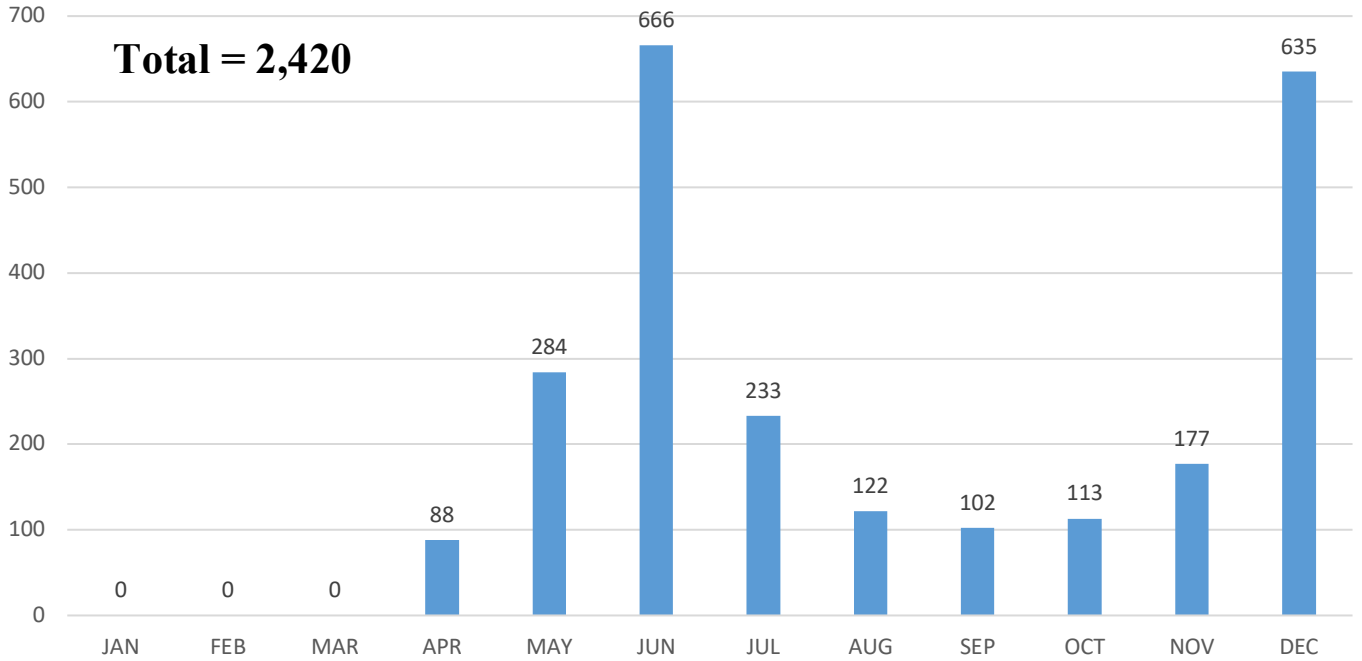
- Everything! The librarians are creative in coming up with programs, story time, and activities for kids. During the pandemic, they created to-go kits with STEM activities or crafts. The librarians also used a "surprise me" option for picking out books. The librarians knew exactly what types of books to pick for my kiddos during the pandemic! I know many parents worry about losing academic ground during the pandemic, but the library provided us with so many quality, age appropriate, and engaging materials that my school age daughter actually is now reading two levels above her grade level. My son said the library is the place he misses the most! They have a SPARK center for creative projects and with STEM activities and he misses going in and tinkering. We can't wait to get back to the library!
- I love the Milton Public Library-Wisconsin because I love books, I love the activities available to my kids, and I love that they partner with us at the Youth Center. I love the movie selection and I love the atmosphere. The staff is wonderful also.
- The staff are amazing, great selection and just an amazing part of our community.

Children					
January 6	Virtual Storytime				11
January 8	4K Storytime				90
January 13	Virtual Storytime				10
January 14	JAMuary				17
January 20	Virtual Storytime				11
January 27	Virtual Storytime				
Tween					
	You Do You		9		9
	Purry Stones		16		16
Teens					
January 14	Craft Takeout: Bee Informed			10	10
January 19	Red Cross Youth Club			3	3
January 26	TAB			8	8
January 26	Among Us Game Night			15	15
Adult					
January 19	Mystery Book Club	10			10
January 12	American Lives	6			6
Proctoring					
January 5		1			1

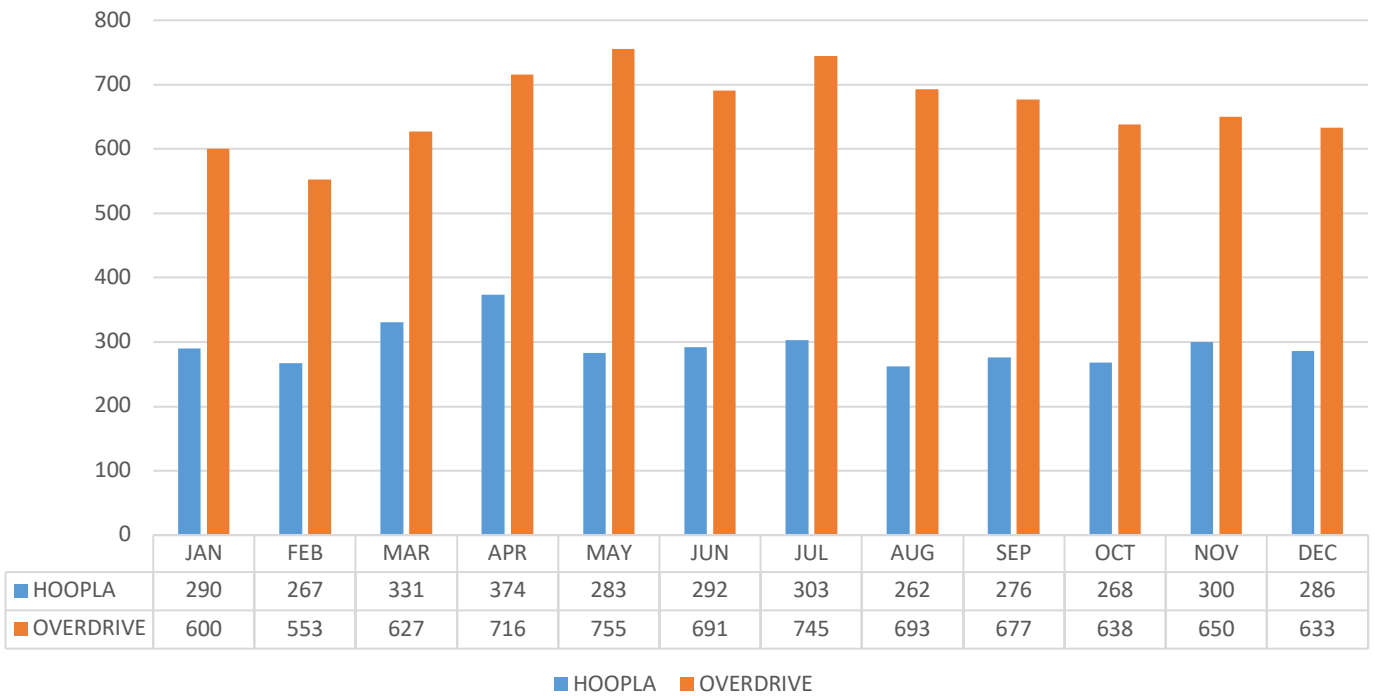
2020 STATISTICS



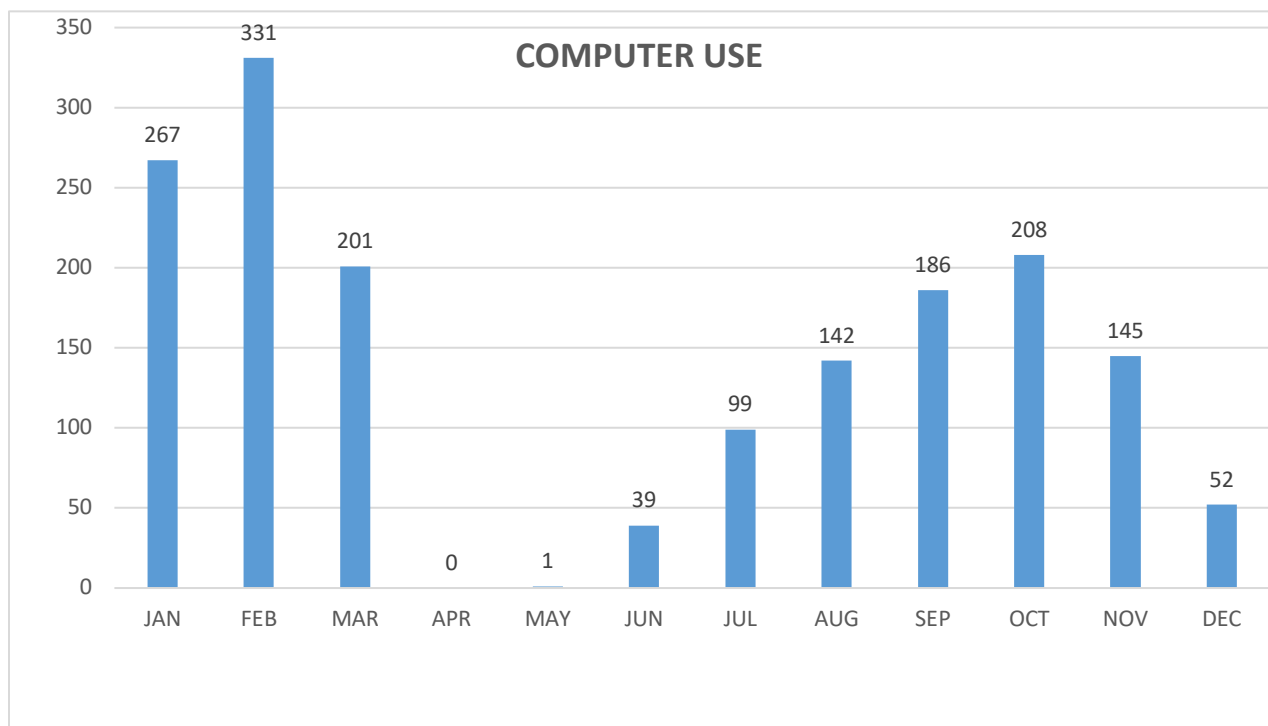
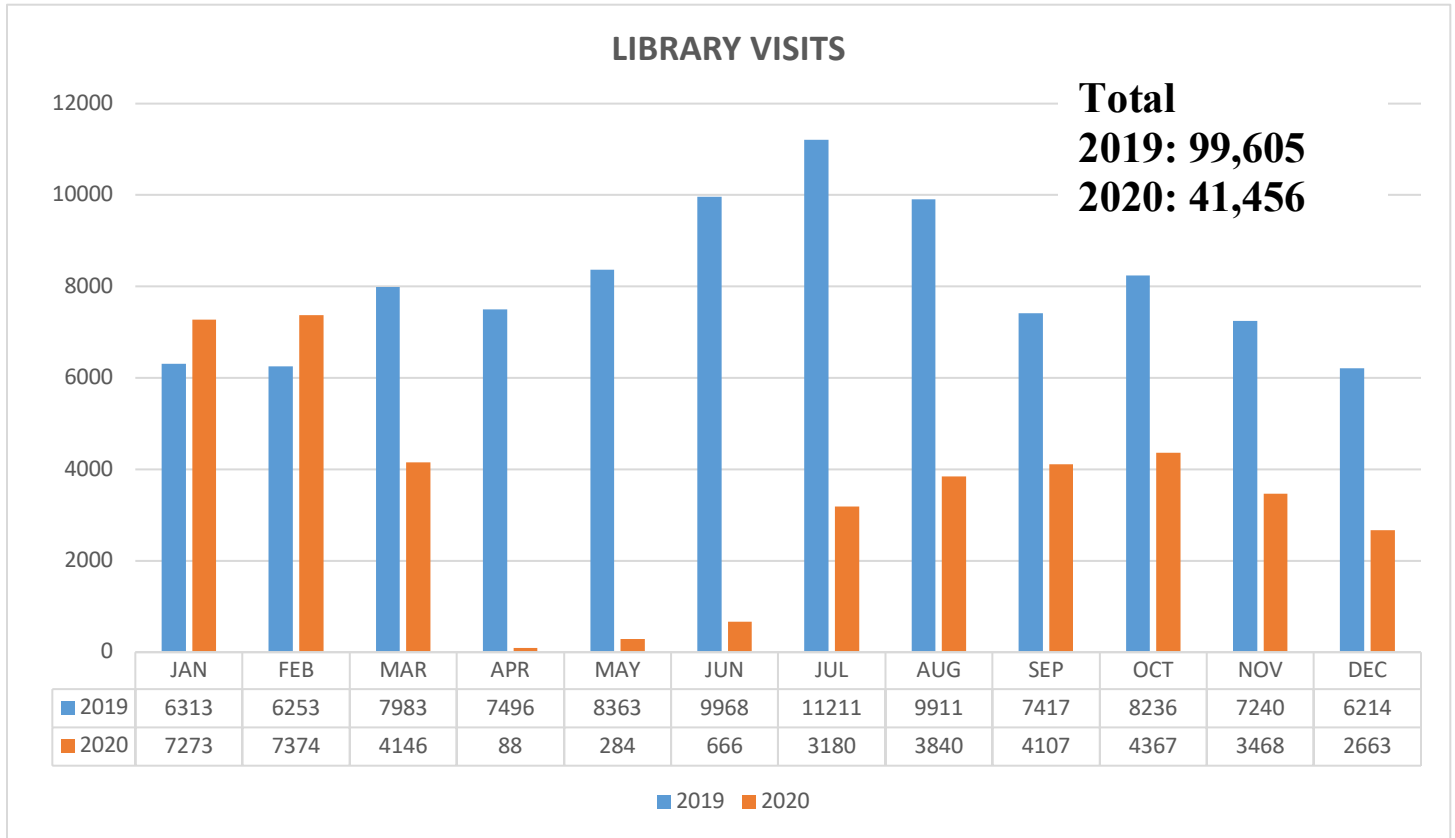
CURBSIDE PICK UPS



DOWNLOADS



	2019	2020	
Physical Materials	103,328	56,310	-45%
Hoopla	3,113	3,532	+12%
Overdrive	6,956	7,978	+13%





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.

C. LOST/FORGOTTEN CARDS

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. The cost for a replacement card is ~~\$2.00~~ ~~\$1.00~~. 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**, and ~~Battle Book collections~~ 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.** ~~are due the date indicated by the lending library.~~ 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.**

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.

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

~~To encourage the prompt return of materials,~~ 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 DVDs (including children's DVDs) have a fine of 25 cents a day.~~
- All adult materials, **including adult DVDs,** have a fine of 25 cents a day.
- ~~All children and young adult materials have a fine of 10 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~~ **\$10.00** 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 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.

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.

Reviewed and Approved: 7/15/07

Reviewed and Approved: 1/21/2009

Amended: 2/16/2011

Amended: 1/18/2012

Amended: 1/23/2013

Amended: 12/3/2018

Amended: 3/4/2019



Wi-Fi Policy

The Milton Public Library provides unfiltered Wi-Fi to library patrons. When using the Wi-Fi, patrons must respect the following policy, rules, and regulations:

The Library does not require patrons to register or use a password to access the Wi-Fi. Patrons desiring to utilize the Library's Wi-Fi must have a portable computing device.

Wi-Fi is accessible within the library and outside on library property.

The Library does not provide portable computing devices for patrons to use and does not provide extensive technical assistance to patrons using their own portable computing device.

There is no guarantee that a wireless connection can be made or maintained.

The Library's Wi-Fi does not provide a secure connection. Patrons use the Library's Wi-Fi at their own risk. The Library encourages patrons to use virus protection, a personal firewall, and other measures to protect personal information from disclosure. Patrons using their portable computing devices are solely responsible for protecting their personal information and assume all risks of an invasion of privacy or disclosure of personal information that may occur when using the Library's Wi-Fi.

The Library's Wi-Fi *does* include the ability to print documents on library printers. Patrons desiring to print documents from a personal device should ask for assistance or visit the library's website for more information.

The Milton Public Library is not responsible for any loss of information or damage that may occur, either directly or indirectly, to any personal equipment or data.

The library internet service may not be used for illegal or unethical activity. Patrons utilizing the Library's Wi-Fi are expected to act in a lawful and respectful manner and comply with all other policies of the Milton Public Library, including, but not limited to, the Internet Policy.