

OFFICIAL NOTICE AND AGENDA OF A BROOKFIELD PUBLIC LIBRARY BOARD OF TRUSTEES MEETING

Notice is hereby given that a public meeting will be held on the date, time and location shown below. Upon attaining a quorum of members, all items listed on the agenda shown below may be considered (acted upon).

Date & Time: Wednesday, June 14, 2023 @ 7:00 pm

Location: Brookfield Public Library, Board Room, 1900 N. Calhoun Road, Brookfield, WI 53005

Members: Alderman Scott Berg, Margaret Courtright, Jeanmarie Deuster, Sara Field, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

(Number of Members Needed to meet Quorum Requirements: 5)

1. Roll Call.
2. Announcements:
 - a. The next regular scheduled meeting is August 2, 2023.
3. Minutes.
 - a. Minutes of the May 10, 2023 meeting.

Documents:

[June Mtg - May Minutes.pdf](#)

4. Financial Report and Expenditures.
 - a. May 2023 Financial Report

Documents:

[May 2023 Financial Report.pdf](#)

5. Librarians Report.
 - a. June Librarian's Report:

- a. May 2023 operating statistics

- b. Acknowledgment of donations received
- c. Staff Update
- d. Facilities update

Documents:

[June Mtg Librarians Report.pdf](#)

- 6. Friends of the Library Report.
- 7. Unfinished Business:
 - a. None.
- 8. New Business:
 - a. President appoints nominating committee - announcement
 - b. Agenda Center Overview
 - c. Circulation Policy

Documents:

[Circulation Policy.pdf](#)

- 9. Adjournment.

Cathy Tuttrup - Director of Library Services

Under the Americans with Disabilities Act, the City of Brookfield will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of Brookfield's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of Brookfield, should contact the office of the City Clerk at 262-782-9650 or at 2000 North Calhoun Road as soon as possible but no later than 48 hours before the scheduled event.

Note: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to in this notice.



MINUTES OF AN OFFICIAL MEETING:

Regular / Special Meeting: Brookfield Public Library, Board of Trustees

Date and Time: Wednesday, May 10, 2023 at 7:00 pm

Location: Brookfield Public Library, Board Room, 1900 N Calhoun Rd.

Members Present: Ald. Scott Berg, Margaret Courtright, Jeanmarie Deuster, Sara Field, Stanley Fox, Jim Heinrich, Susan Schweda, Beverly Wentz

Others Present: Cathy Tuttrup, Director of Library Services

1. Roll Call

President Courtright noted a quorum present and called the meeting to order at 7:00 pm.

2. Announcements

The next regularly scheduled meeting will be June 14, 2023.

3. Minutes of the March 8, 2023 and April 12, 2023 meeting

Motion by Wentz, second by Berg to approve the minutes of the March 8, 2023 meeting of the Library Board of Trustees. Motion carried unanimously.

Motion by Heinrich, second by Schweda to approve the minutes of the April 12, 2023 meeting of the Library Board of Trustees with spelling correction. Motion carried unanimously.

4. Financial Report and expenditures

Motion by Heinrich, second by Wentz to approve the March and April financial reports and expenditures. Motion carried unanimously.

5. Librarian’s Report

March 2023 - Operating Statistics

Rolling twelve*	4/21-3/22	4/22-3/23	% Change
Total Circulation	558,770	542,439	-2.92%
Resident	435,492	428,171	-1.68%
Crossover	84,729	77,044	-9.07%
Nonresident	38,549	37,224	-3.44%
	<u>2022</u>	<u>2023</u>	<u>% Change</u>
Total Circulation (March)	47,458	46,914	-1.15%
Resident	36,407	36,745	0.93%
Crossover	7,591	6,613	-12.88%
Nonresident	3,460	3,556	2.77%
User Visits	16,987	16,744	-1.43%
Adult			
# Programs	24	22	-8.33%
Attendance	528	578	9.47%
Children			
# Programs	30	39	30.00%
Attendance	1,036	1,360	31.27%

*Rolling twelve does not include digital circulation.

Programming:

In the Children's Department, we offered all of our regular book clubs, playgroup, craft, Lego Club, and Pokemon. We also offered some special programs during Spring Break: STEAM Build-it (a success despite the morning snowstorm); Mad Lab, Flex Your Fingers and magician Rick Allen.

In the Adult Department, we offered our regular book clubs, both in person and with a virtual option, Digital Downloads, Internet Resources, At Knit's End, Sew Amazing and the Writers' Circle. For special programs we offered a number of popular ones: Milwaukee Mafia, a Memory Screening, Decluttering our Hearts, Trinity Irish Dancers, and the James Webb Telescope. In addition, we kicked off a four-part monthly series on Genealogy. For teens, we hosted the Saint John Vianney middle schoolers and Dungeons and Dragons.

1st Quarter 2023 Operating Statistics

	2021	2022	2023	% Change 2022-2023	
Total Circulation	152,007	132,091	131,435	-0.50%	
Resident	117,114	101,130	103,083	1.93%	
Crossover	25,322	21,783	19,104	-12.30%	
Nonresident	9,571	9,178	9,248	0.76%	
Digital Magazine (Downloads & Views)	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>% Change</u>	
Flipster	747	658	393	-40.27%	
Overdrive (digital)	20,636	22,400	24,090	7.54%	
Self-Check	37,043	32,019	38,605	20.57%	29.37% → % of total Circ.
User Visits	46,131	45,532	47,194	3.65%	
CAFE					
\ # Items Sent to Fill a Hold	16,763	15,188	15,585	2.61%	(a)
\ # Items Received to Fill a Hold	18,037	15,575	15,046	-3.40%	(a)
Internet Use Sessions	7,291	7,475	6,820	-8.76%	
Internet Use Hours	2,844	2,438	2,025	-16.94%	
Wireless	3,759	4,749	4,344	-8.53%	
Library Website					
Visits	23,190	29,199	29,689	1.68%	(b)
Views	32,258	41,482	35,531	-14.35%	(c)
Volumes Added	4,793	4,863	3,925	-19.29%	
Adult Programs					
# Programs	25	53	52	-1.89%	
Attendance	211	789	909	15.21%	
Childrens Programs					
# Programs	40	83	110	32.53%	
Attendance	1,496	2,264	3,432	51.59%	
Meeting Room Use	249	383	405	5.74%	

(a) Statistics provided only include materials sent out and received to fill a hold. Items sent to fill a hold could be owned by another library.

CivicPlus website statistics program changed from Piwik to Google Analytics in January 2022.

(b) Library website Visits - Number of visits to this page. A visit is a series of actions that begin when a visitor views the first page from the server, and ends when a visitor leaves the site or remains idle beyond the idle-time limit. The default idle-time limit is thirty minutes. Library website set as homepage on public internet stations.

(c) Library websites Views - number of times this page was viewed by visitors. Library website set as homepage on public internet stations.

1st Quarter 2023 Goals & Objectives – The spreadsheet of the 1st quarter accomplishments was reviewed.

Acknowledgement of Donations Received

The 84th Railsplitters Association donated an American flag and stand. It is in the Community Room.

Staff Update

Betsy Bleck has accepted an offer of employment with the City of Brookfield for Deputy Library Director. She is coming to us from the Oconomowoc Public Library and brings her experience, expertise and enthusiasm to our team. Her first day will be April 26, 2023.

Facilities Update

Maintenance staff added a lock to the changing room in the Toddler Area so people using the adult changing station will have privacy. They also removed some of the old brown gates from the front of the library to open up the entrance.

Motion by Schweda, second by Deuster to approve the April Librarian’s Report with correction to 1st Quarter Goals and Objectives report. Motion carried unanimously.

April 2023 - Operating Statistics

Rolling twelve*	5/21-4/22	5/22-4/23	% Change
Total Circulation	555,091	540,884	-2.56%
Resident	432,108	428,030	-0.94%
Crossover	84,461	75,718	-10.35%
Nonresident	38,522	37,136	-3.60%
	<u>2022</u>	<u>2023</u>	<u>% Change</u>
Total Circulation (April)	43,333	41,778	-3.59%
Resident	33,435	33,294	-0.42%
Crossover	6,796	5,470	-19.51%
Nonresident	3,102	3,014	-2.84%
User Visits	15,456	15,045	-2.66%
Adult			
# Programs	21	29	38.10%
Attendance	348	372	6.90%
Children			
# Programs	34	38	11.76%
Attendance	1,114	918	-17.59%

*Rolling twelve does not include digital circulation.

Programming: In the Children’s department, we held all of our regular programs. We also had a Pokemon program and a Sensory Storytime.

In the Adult department, we hosted a variety of programs in addition to our regular offerings: Medicare, Motor Vehicle Repair, Degenerate, Internet History, Mary Todd Lincoln, Genealogy and the Ice Age Trail. We were also able to host a series of programs on Dealing with Grief. For tweens, we offered a three week art class taught by a teen from Brookfield East.

We were pleased to host the art show from Brookfield Academy for three weeks in our periodical area. Our patrons were impressed by the talents of these students.

Acknowledgement of Donations Received

As a Thank you to staff, The Friends of the Library brought in treats during National Library Week.

Staff Update

Betsy Bleck our new Deputy Director started on Wednesday, April 26.

Two of our librarians were able to make presentations outside of the library: Rachel Muniz presented a program at the Wisconsin Association of Public Libraries (WAPL) conference in Oshkosh. Anni Parsons, attended High Interest Day at Brookfield Elementary and presented a Pokemon program.

On April 14, our staff attended an in-service meeting. Staff from CVMIC presented on communications and safety topics. It was helpful to meet with all of our staff at one time.

Facilities Update

We asked facilities to remove some cubicles and desks that we were not using in our sorting area. Removing them opened up a lot of space in the area and we are now storing carts there. The facilities staff also removed a large shelf with uprights that we were not using on the west end of the sorting area. We now have more room to store carts.

Motion by Heinrich, second by Berg to approve the May Librarian's Report. Motion carried unanimously.

6. Friends of the Library – no report

7. Unfinished Business

Motion by Schweda, second by Wentz to hold a Library Courtyard dedication ceremony for Edell Schaefer on Wednesday, June 14 at 6:00pm.

8. New Business

a. Allowable Costs Worksheet for Waukesha County Libraries

Motion by Heinrich, second by Schweda to approve the Allowable Costs Worksheet. Motion carried unanimously.

b. Volunteers and Support Groups Policy

Motion by Deuster, second by Wentz to approve the Volunteers and Support Groups Policy. Motion carried unanimously.

c. Meeting Room Application Policy

Motion by Heinrich, second by Fox to approve the Meeting Room Application Policy. Motion carried unanimously.

d. Date for August Board Meeting

Motion by Heinrich, second by Deuster to approve the date August 2, 2023 for the August board meeting. Motion carried unanimously.

9. Adjournment

Motion by Wentz, second by Field to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:20 pm.

Board members who wished to join were given a behind the scenes tour of some of the library.

Respectfully Submitted:	Cathy Tuttrup
Name of Responsible Staff	Cathy Tuttrup
Department / Title	Brookfield Public Library / Director of Library Services

May 2023 Expenditures (Included in Budget Detail Report)

Salaries	Payroll May 5 & 19	\$	185,785.43
503400 Employment	Organizational Development (Assessment Feedback Deputy Director)	\$	350.00
505000 Meetings, Conferences	Mileage Reimbursement - Rachel Muniz WAPL Conference	\$	101.53
523000 Publishing/ Advertising	Bright Star Theatre (CH program)		670.00
	Healing Place Farm (AD program)		150.00
	Live Tribute Productions (AD program)		300.00
	Jocelyn Szczepaniak - Gillette (AD program)		200.00
	Snake Discovery (CH program)		300.00
	Stray Voltage (AD program)		600.00
	Kevin Wood (CH program)		375.00
	Roberta Woodard (AD program)		250.00
	Account subtotal	\$	2,845.00
527000 Computer Software	WILS (Baker & Taylor TS 360 Subscription)	\$	2,190.93
541000 Library Materials	Bridges (Bookpage subscription renewal)		960.00
	Cengage (AD BK large print & database)		2,932.36
	Lost & Paid refunds		106.15
	Midwest Tape (AD BK AV & digital)		1,117.89
	Unique Management (April overdue placements)		19.70
	Wils (Oxford Dictionary online renewal)		2,956.30
	Account subtotal	\$	8,092.40
570003 Telephone	On-call cell phone stipends	\$	75.00
		Budget Report expenditures (included) subtotal	\$ 199,440.29

May 2023 Expenditures from Pcards (Not included in Budget Detail Report)

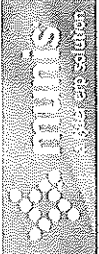
520000 Office Supplies	Amazon (Pen holder, seat covers, TS supplies)		152.43
	Cintas (1st Aid cabinet supplies)		49.52
	Staples (Markers)		21.02
	Account subtotal	\$	222.97

AD = Adult, CH = Childrens, BK = Book, AV = Audio-Visual, TS = Technical Services

520001 Postage	UPS (April Shipping)	\$	14.11
520004 Coin Op - Copier	Gordon Flesch (lease & cost per copy)	\$	321.88
522000 Office Equipment	Amazon (Digital Camera)		144.83
	Staples (Heavy Duty Stapler)		<u>25.00</u>
	Account subtotal	\$	169.83
523000 Publishing / Advertising	Amazon (AD & CH program supplies)		238.31
	Clear Cut / Lithocraft (Printing)		985.90
	Michaels (AD program supplies)		31.87
	Oriental Trading (CH Summer reading program supplies)		34.99
	Pick N Save (AD program supplies)		37.72
	Wehr Nature (CH Program)		<u>219.50</u>
	Account subtotal	\$	1,548.29
526000 Computer Equipment	Amazon (HDMI cable)	\$	16.02
541000 Library Materials	Amazon (AD & CH BK)		368.37
	Baker & Taylor (AD & CH BK & AV)		14,663.44
	Blackstone (AD BK)		588.70
	BottomLine Health (Subscription Renewal)		29.95
	Cavendish Square (CH BK)		204.44
	Center Point (AD BK)		52.59
	Congressional Digest (Subscription Renewal)		1,995.00
	Conley Media (Subscription Renewal)		264.00
	Craftways (AD BK)		34.40
	Dear Reader (Subscription Renewal)		550.00
	Grey House (AD BK)		561.00
	Lexis Nexis (Reference Materials)		681.87
	Milwaukee Journal Sentinel (Subscription Renewal)		1,745.82
	Reiman (AD BK)		35.98
	Rowman & Littlefield (Reference materials)		56.65
	Value Line (Subscription Renewal)		<u>1,050.00</u>
	Account subtotal	\$	22,882.21
	Pcard expenditures (not included) subtotal	\$	25,175.31
	May 2023 Total Expenditures	\$	224,615.60

AD = Adult, CH = Childrens, BK = Book, AV = Audio-Visual, TS = Technical Services

CITY OF BROOKFIELD, WI



YTD BUDGET REPORT

MAY 2023
PG 1 OF 2

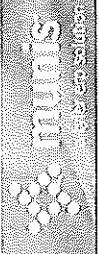
FOR 2023 05

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
05010001 LIBRAR. SALARIES/BENEFITS							
05010001 501000 SALARIES	1,708,566	1,674,868	639,561.05	130,404.99	.00	1,035,306.95	38.2%
05010001 501400 RHS PAYMENTS	56,452	56,452	23,138.86	4,238.80	.00	33,313.14	41.0%
05010001 501600 SALARIES-MAINTENAN	79,437	80,650	33,597.05	4,364.21	.00	47,052.95	41.7%
05010001 502000 EMPLOYER FICA TAX	131,940	129,143	54,542.04	9,897.37	.00	74,600.96	42.2%
05010001 502100 PENSION EXPENSE	121,586	119,218	47,843.26	9,048.16	.00	71,374.74	40.1%
05010001 502200 GROUP INSURANCE-OT	20,540	20,216	8,356.74	1,548.87	.00	11,859.26	41.3%
05010001 502700 GROUP INSURANCE-HE	324,997	326,606	143,353.29	26,283.03	.00	183,252.71	43.9%
TOTAL LIBRARY SALARIES/BENEFITS	2,443,518	2,407,153	950,392.29	185,785.43	.00	1,456,760.71	39.5%
05010002 LIBRARY PERSONNEL EXP							
05010002 503400 EMPLOYMENT EXPENSE	750	750	1,356.00	350.00	.00	-606.00	180.8%***
05010002 504000 MEMBERSHIPS/SUBSCR	1,185	1,185	942.00	.00	.00	243.00	79.5%
05010002 505000 MTGS CONFERENCES &	5,050	5,050	575.73	101.53	.00	4,474.27	11.4%
TOTAL LIBRARY PERSONNEL EXP	6,985	6,985	2,873.73	451.53	.00	4,111.27	41.1%
05010004 LIBRARY OPERATING EXP							
05010004 520000 OFFICE SUPPLIES	22,000	22,000	9,905.24	.00	6,504.32	5,590.44	74.6%
05010004 520001 POSTAGE	1,000	1,000	209.97	.00	.00	790.03	21.0%
05010004 520002 COPYING EXPENSE	7,100	7,100	1,741.45	.00	4,127.36	1,231.19	82.7%
05010004 520004 COIN-OP COPIER EXP	4,500	4,500	1,235.17	.00	2,614.83	650.00	85.6%
05010004 522000 OFFICE EQUIP. & RE	10,500	10,500	2,919.32	.00	280.01	7,300.67	30.5%
05010004 523000 PUBLISHING/ADVERTI	23,747	23,747	10,929.75	2,845.00	.00	12,817.25	46.0%
05010004 524000 MATERIALS & SUPPLI	9,500	9,500	2,966.01	.00	.00	6,533.99	31.2%
05010004 525000 COMPUTER SUPPLIES	7,300	7,300	2,329.32	.00	.00	4,970.68	31.9%
05010004 526000 COMPUTER EQPT. MAI	8,342	8,342	832.14	.00	.00	7,509.86	10.0%
05010004 527000 COMPUTER SOFTWARE	58,643	58,643	49,810.76	2,190.93	.00	8,832.24	84.9%
05010004 528000 GROUNDS & MAINTENA	22,000	22,000	1,556.78	.00	2,425.00	18,018.22	18.1%
05010004 529000 HVAC GROUNDS & MAIN	0	0	4,296.00	.00	.00	-4,296.00	100.0%*
05010004 529000 RISK MANAGEMENT	26,483	26,483	8,827.68	.00	.00	17,655.32	33.3%
05010004 541000 LIBRARY MATERIALS	428,297	428,297	171,991.42	8,092.40	206,342.45	49,963.13	88.3%
TOTAL LIBRARY OPERATING EXP	629,412	629,412	269,551.01	13,128.33	222,293.97	137,567.02	78.1%

05010006 LIBRARY CONTRACTUAL SERV

*Annual HVAC Service
**Deputy Director Search

CITY OF BROOKFIELD, WI



YTD BUDGET REPORT

MAY 2023
PG 2 OF 2

FOR 2023 05

ACCOUNTS FOR: 101 GENERAL FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
05010006 560001 CONTRACT SERVICES-	5,000	5,000	707.65	.00	.00	4,292.35	14.2%
05010006 560001 HVAC CONTRACT SERVI	7,000	7,000	.00	.00	.00	7,000.00	.0%
TOTAL LIBRARY CONTRACTUAL SERV	12,000	12,000	707.65	.00	.00	11,292.35	5.9%
05010008 LIBRARY UTILITIES							
05010008 570001 NATURAL GAS EXPENS	28,542	28,542	10,201.80	.00	.00	18,340.20	35.7%
05010008 570002 ELECTRICITY EXPENS	75,333	75,333	22,716.27	.00	.00	52,616.73	30.2%
05010008 570003 TELEPHONE EXPENSE	12,590	12,590	3,288.76	75.00	.00	9,301.24	26.1%
05010008 570005 WATER/SEWER EXPENS	3,481	3,481	922.23	.00	.00	2,558.77	26.5%
TOTAL LIBRARY UTILITIES	119,946	119,946	37,129.06	75.00	.00	82,816.94	31.0%
TOTAL GENERAL FUND	3,211,861	3,175,496	1,260,653.74	199,440.29	222,293.97	1,692,548.29	46.7%
TOTAL EXPENSES	3,211,861	3,175,496	1,260,653.74	199,440.29	222,293.97	1,692,548.29	

+ 25,175.31 PCards (Not Included in
Budget Detail Report)
\$224,615.60 GRAND TOTAL
MAY 2023 Expenditures

NAME OF ACCOUNT	AMOUNT
Gifts & Memorials	\$14,034.05
Lib. Equipment Fund	\$26,264.46
Marjorie Shea Bequest	\$108,198.70
County Aid	\$142,134.91
Library Fines & Fees	\$14,231.52
Copy Revenue	\$930.75
PC Supplies	\$1,296.87
Revenue Account	\$832.20

**Brookfield Public Library
Board of Trustees Meeting
Wednesday, June 14, 2023
Librarian's Report**

May 2023 Operating Statistics

Rolling twelve*		6/21-5/22	6/22-5/23	% Change
Total Circulation		553,170	540,934	-2.21%
	Resident	430,491	428,788	-0.40%
	Crossover	83,857	75,327	-10.17%
	Nonresident	38,822	36,819	-5.16%
		2022	2023	% Change
Total Circulation (May)		40,961	41,011	0.12%
	Resident	31,477	32,235	2.41%
	Crossover	6,318	5,927	-6.19%
	Nonresident	3,166	2,849	-10.01%
User Visits		15,184	15,606	2.78%
Adult	# Programs	23	24	4.35%
	Attendance	476	467	-1.89%
Children	# Programs	13	22	69.23%
	Attendance	362	1,190	228.73%

*Rolling twelve does not include digital circulation.

Programming:

In the children's department we offered one week of storytimes before taking a break from them to prepare for the Summer Reading Program. We also had a special program on Mixed up Fairy Tales presented by the Pocket Lady. In addition, we offered I-spy, Pokemon, Lego Club and Craft Saturday.

School Visits: We were very happy to be able to visit the schools again this year. We sent librarians to Brookfield Elementary, Swanson, Dixon and for the teens Wisconsin Hills. St. John Vianney students continued to visit us as well. In addition, we hosted artwork from the students at Brookfield Central and Brookfield East.

In the adult department, one of our big events was the celebration of the 50th anniversary of our building. We had the band Stray Voltage playing in the courtyard, we offered "back-stage" tours of the library and ran a continuous presentation about our services. In addition, we hosted author Keven Kluesner and a Plant Based Diet for a second time. New programs this month included The Color of Hollywood, The History of the War Memorial, and #MeMadeMay. Abraham Lincoln also returned for another visit and the Writers' Circle started a new session. We also offered our regular book clubs, Digital Downloads, Internet Resources You Need to Know, At Knits End, Sew Amazing, Genealogy and Dungeons and Dragons. For the May Memory Cafe, we painted picture frames and talked about families.

Acknowledgement of Donations Received - None

Staff Update

Technician Elissa Perez has resigned due to health issues. We will recruit for this position after the summer.

Facilities Update

Staff installed a hand sanitizing unit in the changing room. They are working with roofers to repair a leak in the ceiling in the Technical Services copier room. We have been working with them regularly to get the heating and cooling of the building regulated. OAK Box information: Cathy has contacted the Police and Fire departments and we are not pursuing a box at this time. From the press release: *Waukesha County is encouraging additional businesses, organizations, and municipalities to join the fight against the fentanyl crisis and host an OAK box. Interested parties can contact the Waukesha County Department of Health and Human Services for more information.*

Circulation Policies

ELIGIBILITY *

As a member of the Bridges Library System and the Café automation consortium the Brookfield Public Library will serve all residents of our library system, and such other library systems with which our library system has borrowing agreements. Borrowing privileges are not offered to individuals who reside in Milwaukee County because of the exemption for that county that is provided for in the State Statutes.

The Brookfield Public Library will not deny or abridge service for the library system residents because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

The use of the library may be denied for due cause. Such cause may be failure to return library materials, to pay penalties, destruction of library property, disturbance of other patrons, or any illegal, disruptive, or objectionable conduct on library premises.

The library provides temporary registration for individuals who temporarily reside in the service area. Such individuals could include college students, business professionals, etc. The library reserves the right to restrict both length of time such a card is valid, and the number and types of items that may be checked out. Individuals requesting a temporary library card are still required to provide proof of their residency in Waukesha County.

To meet the needs of individuals who work in, or attend school in, the library system service area, the Brookfield Library may provide special borrowing privileges. Employees of the City of Brookfield are eligible for an Employee Card if they reside outside of the library's service area.

REGISTRATION

All persons who want to borrow materials available from the Brookfield Public Library must be registered. To register an individual must complete the application form and provide their signature agreeing to be responsible for loss or damage to materials and overdue charges on materials borrowed on their card, including materials borrowed on it by others with or without their consent. The individual will further agree to pay all overdue charges, damage and replacement costs promptly. The borrower agrees to observe the rules of the library, and to give immediate notice of change of address or loss of their library card. Library cards are not transferable. Parents or legal guardians are required to sign for juvenile borrowers up to the age of 14 years. Materials cannot be checked out until a library card is issued.

The Brookfield Public Library is a member of the Café shared automation consortium and cooperates with other member libraries in the registration and provision of library services. Each library in the consortium is governed by its own municipal library board and each sets its own policies, guidelines and procedures. In a shared system, only one library card is issued to any individual regardless of their community of residence. Persons who have received a Café library card from their home community library need not re-register at the Brookfield Public Library to use our services.

Identification

Proper official identification is required. A driver's license or current photo ID with address is preferred; however, any other official ID or recent non-personal piece of mail may be acceptable. Only street addresses are acceptable – the library will not accept post office boxes as proof of residence.

Lost or forgotten cards

A library card must be presented each time materials are borrowed. This ensures the integrity of library records and speeds up the checkout process.

If a patron loses his/her card, he should notify the library immediately and request a replacement. A nominal replacement fee may be assessed.

As a convenience to patrons, the library may make an exception if the individual verifies his/her current address by presenting identification that lists *both* the person's name and current address. A nominal fee may be assessed. Such identification could include:

- Current State of Wisconsin driver's license
- Wisconsin State ID
- Student ID from an educational institution
- Other official picture ID

LOAN PERIODS AND LIMITS

Loan Periods

- 21 days for all items except as listed below
- 10 days for new adult fiction
- 10 days for new adult non-fiction
- 14 days for TV DVD series
- 7 days DVDs and Hotspots
- 3 days for Explore Passes
- Loan period for materials from another library may vary
- 90 days for Book Club Kits

Loan and Age Limits (per card)

250 items per card regardless of format unless otherwise designated (ex. holiday books, emerging formats)

Adult DVDs

- Age restriction: 17+ to check out Entertainment DVDs
- Age restriction: 14+ to check out Documentary, PG and PG-13 entertainment DVDs

Children's DVDs

- Age restriction: none

Hotspots and Explore Passes

- Age Restriction: 18 + to check out
- Limit one per card

Renewals

Most library materials may be renewed for three additional loan periods.

Items that may not be renewed are:

- items with holds on them
- items previously renewed three times
- interlibrary loan items
- browsing collection
- Explore Passes

Patrons are able to renew at the Circulation desks, at self-check, by telephone, or online.

Placing Holds (Reserves)

Circulating materials may be placed on hold with the exception of Browsing Collection items and Explore Passes.

Patrons who have blocked library cards are not eligible to place holds.

No more than 100 holds may be attached to a patron's library account at any given time.

Material will be held at the Circulation Desk for the patron for three days. If the material is not claimed by the designated day, it will be offered to the next patron on the hold list, or be returned to the circulating collection.

FINES, FEES and CHARGES

<u>By Item</u>	<u>Per Day</u>
Books	\$0.15
Board Books	\$0.15
Book Club Kits:	\$1.00
Books-on-disc	\$0.15
Cliff Notes	\$0.15
Compact Discs	\$0.15
DVDs	\$1.00
Explore Passes	\$50.00
Hotspots	\$1.00
Interlibrary Loan Materials	\$1.00
Magazines	\$0.15
Playaways	\$0.15

Lost Cards

Replacement: \$1.00

Children's Materials on Children's Cards

No overdue fines will be charged to children 13 years and younger, checking out materials from the Children's Department on their own cards. When materials go to final overdue a flat rate, non-refundable fee of \$5.00 per item will be applied.

This policy is intended to encourage young readers to use the library without fear of accumulating fines they may be unable to pay. However, children are encouraged to return materials in a timely fashion so others may also use and enjoy them.

Standard Replacement Costs

Damaged or lost library materials will be charged by the following schedule.

Adult Print Materials

List price	Books
List Price	Cliff Notes
\$20.00	Book Club Kits
\$ 5.00	Magazines

Adult Non-Print Materials

List price	DVDs
List price	Compact Discs
List price	Books on CD
List price	Playaway
List price	Hotspots
\$150	Explore Passes

Children's Print Materials

List price	Books
\$ 4.00	Magazines

Children's Non-Print Materials

List price	DVDs
List price	Compact Disc
List price	Books on CD

Materials Owned by Another Library

Price determined by owning Library

Refunds

If an item that has been "lost and paid" is returned to the library in good condition with the original lost and paid receipt, the material cost will be refunded. Receipts are kept on file for twelve (12) months. Fine amounts are not refunded. All refunds will be made by check and mailed to the patron. Payment for Explore Passes and individual parts of an item cannot be refunded.

Lost or Damaged Special Articles

Appropriate charges will be assessed for lost or damaged special items in the \$1.00 - 20.00 price range based on actual costs. Current cost list to be maintained by the Circulation Department.

Collection Agency Fees

If a patron account has been referred to a collection agency, a \$10.00 fee will be assessed and charged to the account.

Blocked Cards

A patron's library card is blocked when fines or charges on returned materials surpass \$10.00. A block is placed on a patron card when materials go to final overdue (42 days/6 weeks).

Copying Charges

- The charge for photocopying is \$0.15 per page for both legal and letter size paper.
- The charge for printing from public workstations is \$0.15 per page.
- Computer paper sold for \$0.15 per page.

UNRETURNED LIBRARY MATERIALS

Patrons retaining overdue library materials are notified by the Library's automated voice notification system, text or email. First overdue notifications are sent at 1 week (7 days) and second overdue notifications are sent at 3 weeks (21 days) after the item is due. Patrons with failed first and second overdue calls will be mailed one reminder overdue notice at 1 week (7 days) and at 3 weeks (21 days) after the item is due. At 6 weeks (42 days), a bill and potential referral for collection will be mailed. Patrons are called (9-15 days) after final notice is mailed (maximum 57 days) after the item is due.

Delinquent accounts with non-returned materials over \$25.00 will be referred to a collection agency 8 days after the final call (65 days) overdue.

Children's materials checked out on a child's library card are not assessed overdue fines. When children's materials go to final overdue, a flat rate, non-refundable fee of \$5.00 per item will be applied. Keeping library materials overdue to this extent constitutes intent to deprive the library permanently of said material. At this point, the patron relinquishes the privilege of "no fines."

Adopted by the Brookfield Public Library Board of Trustees November 2003
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