



Karl Junginger Memorial Library

Waterloo, Wisconsin

Library Policies



Karl Junginger Memorial Library
Find Your Path Here

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100. Mission Statement of the Karl Junginger Memorial Library

The Karl Junginger Memorial Library strives to bring people, information, and ideas together to enrich lives and strengthen community.

Approved: 02/23/06, 06/14/2016

Reviewed: 06/12/2018

200. ALA Policies

201. Freedom to Read Policy

The Board of Trustees and the staff of the Karl Junginger Memorial Library believe and support the following statement made jointly by the American Library Association and the Association of American Publishers.

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 These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals.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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

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

We, therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or*

groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

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

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

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

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

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee. A Joint Statement by: American Library Association of American Publishers

Approved: 10/12/1995

Reviewed: 12/11/02, 09/14/2016, 06/12/2018, 07/27/2021

202. Library Bill of Rights

The Board of Trustees and staff of the Karl Junginger Memorial Library fully support the following Library Bill of Rights, created by the American Library Association:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,

Inclusion of "age" reaffirmed January 23, 1996,

By the ALA Council.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,

Inclusion of "age" reaffirmed January 23, 1996,

By the ALA Council.

Approved: 09/13/96

Reviewed: 12/11/02, 09/14/2016, 06/12/2018, 07/27/2021

205. Free Access to Libraries for Minors

The Board of Trustees and staff of the Karl Junginger Memorial Library fully support the following Interpretation of the Library Bill of Rights:

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the Library Bill of Rights. The American Library

Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, “A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.” The “right to use a library” includes free access to, and unrestricted use of, all the services, materials, and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents – and only parents – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents or legal guardians, who do not want their children to have access to certain library services, materials, or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

Adopted June 30, 1972; Amended July 1, 1981; July 3, 1991, by the ALA Council.

Approved: 10/12/95

Reviewed: 12/11/02, 02/15/2017, 06/12/2018, 07/27/2021

210. Statement of Professional Ethics

Since 1939, the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles which guide librarians in action. This latest revision of the CODE OF ETHICS reflects changes in the nature of the profession and in its social and institutional environment. It should be revised and augmented as necessary.

Librarians significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, librarians are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

Librarians are dependent upon one another for the bibliographical resources that enable us to provide information services and have obligations for maintaining the highest level of personal integrity and competence.

Code of Ethics

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

Approved: 10/12/95,

Amended & Reviewed: 11/17/98, 02/15/2017, 06/12/2018, 07/27/2021

215. Confidentiality of Library Records and Library Use

The Karl Junginger Memorial Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the Karl Junginger Memorial Library Board of Trustees supports the principle of freedom of inquiry for library patrons and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

1. Legal Requirements

- a. The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act Sections 19.62 to 19.80.
 - b. Under Section 43.30, library records that indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may only be disclosed:
 - with the consent of the individual library user, or
 - by court order, or
 - to custodial parents or guardians of children under the age of 16, or
 - to persons acting within the scope of their duties in the administration of the library, or
 - to other libraries for interlibrary loan purposes [see ss.43.30(2) and (3)].
 - c. Under Wisconsin's Personal Information Practices Act Sections 19.62 to 19.80, the KJML Board of Trustees has developed procedures to protect the privacy of personal information kept by the library. They have developed rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. The employees know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.
 - d. Records indicating the identity of library users include a library user's name, street address, zip code, telephone number, driver's license number, e-mail address, date of birth, and library card number.
 - e. Records held by the library that include personally identifiable information about library users may also contain information that must be provided to those who request that information as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the five exceptions provided by Section 43.30 (see above).
 - f. Wisconsin Act 169 was enacted on February 29, 2016 which allows the library the ability to utilize a third party to assist with retrieving unreturned materials or receive compensation for them. Under the provisions of the law, the library may disclose information to a third party (defined below) but the information disclosed is limited to the individual's name, contact information, and amount owed to the library. Information about the materials is not to be disclosed. The qualifying third parties are:
 - A collection agency
 - A law enforcement agency, but only if the dollar value of the individual's delinquent account is at least \$50.
2. Rules to be followed by library staff

- a. As required by state law, library staff may only disclose library records indicating the identity of library users under the following conditions:
 - disclosure to staff members of the Karl Junginger Memorial and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the director
 - disclosure as authorized by the individual library user
 - disclosure to custodial parents or guardians of children under the age of 16 [ss 43.30(4)]
 - disclosure pursuant to court order
- b. Library staff must refer all requests for library records and all requests for information about particular library users to the library director.
- c. Library staff is not allowed to share information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the library director and/or board.

These include:

- When contacting a patron about a hold pick-up, the employee is not to give the title of the item on hold to anyone other than the patron
 - When asked to provide a pin number over the phone, the employee must verify the patron with date of birth
 - Conversations at the service desk may not include the titles of items being checked out or returned by patrons
 - Conversations between employees about patron information that is necessary for the performance of job duties must take place away from the service desk
- 3.. Handling requests from custodial parents or guardians of children under the age of 17
 - a. The requestor must be the child's "custodial parent", defined as any parent other than a parent who has been denied periods of physical placement with a child under s 767.24(4). The Library staff will:
 - request identification
 - if the requestor is the parent or guardian listed on the child's library record and the requestor resides at the same address, the staff may provide the requested information; otherwise the staff will
 - obtains a completed and signed "Request for Access to Child's Library Record" form to help ensure that the requestor is indeed the child's custodial parent or guardian and that the requestor has not been denied periods of physical placement with the child under s 767.24(4).
 - The staff may then grant the request or refer the request to the Library Director.
 - b. The library staff will attempt to satisfy the request as soon as practicable and without unreasonable delay. In most cases this will be at the time of the request. If there is a

question of the requester's guardianship, the staff person may delay the request until review by the Library Director and/or Library Board. If a request is denied by the Library staff, the requester can appeal in writing to the Library Board.

- c. Normal photocopy/printing charges will be assessed to the requester for copies of records provided.

4. Handling of court orders

[Note: All search warrants are court orders, but not all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.]

- a. If a law enforcement officer or anyone else brings a subpoena directing library staff to produce library records:
 - notify the Library Director, or if the director is not available, notify the highest-ranking staff person on duty
 - the Library Director or the highest-ranking staff person should ask the municipal attorney to review the subpoena.
 - if the subpoena has any legal defects, require that the defects be cured before records are released
 - if appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case
 - follow legal counsel's advice for compliance with the subpoena
- b. If law enforcement officers bring a court order in the form of a search warrant:
 - a search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library
 - request that the law enforcement officers wait until the municipal attorney is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. The law enforcement officials are not required to accede to a request to delay the search.
 - cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.
- c. If FBI agents bring a court order in the form of a search warrant issued under the Foreign Intelligence Surveillance Act (FISA):
 - A search warrant is executable immediately. The law enforcement officers may begin a search of library records as soon as they enter the library.
 - Request that the law enforcement officers wait until the municipal attorney is present before the search begins in order to allow counsel an opportunity to

examine the search warrant and to assure that the search conforms to the terms of the search warrant. The law enforcement officials are not required to accede to a request to delay the search.

- Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.
- It is illegal to disclose to any other person (other than those persons necessary to Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA).

Approved: 08-10-95

Amended: 11/17/98, 03/20/02, 05/26/09, 07/12/16, 06/12/2018, 07/27/2021

300. *By-Laws of the Library Board*

BY-LAWS OF BOARD OF TRUSTEES

ARTICLE I – NAME

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

ARTICLE II – MEMBERSHIP

Section 1. Appointments and terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54, and 43.60. The Karl Junginger Memorial Library Board shall consist of seven (7) members, constitutes as follows as per Wisconsin Statutes Chapter 43.54:

One (1) member shall be a Waterloo City Council Trustee liaison, appointed by the Waterloo Mayor and approved by Waterloo City Council.

Five (5) members shall be appointed by the City of Waterloo Mayor and approved by the Waterloo City Council.

One (1) member shall be a representative of Waterloo School District.

Terms of Trustees will be staggered and for three years, with reappointment at discretion of Mayor.

Section 2. Meeting Attendance. Trustees shall be expected to attend all meetings, except as they are prevented by valid reasons. If attendance is not possible, the Trustee should call the Library Director or President of Trustees in advance. Trustee resignations shall be automatic after any Trustee accumulates three unexcused absences within one year.

ARTICLE III – OFFICERS

Section 1. The officers shall be a President, Vice President, Secretary/Finance. No member shall hold more than one office at a time. Officers shall be elected at the regular meeting in May and hold said office until successors are duly elected.

Section 2. The Library Board of Trustees shall serve as a Nominating Committee of the Whole for the purpose of nominating a slate of officers.

Section 3. Officers shall serve a term of two years from the annual meeting at which they are elected and until their successors are duly elected. No member shall hold same office for more than four years consecutively except by majority vote of the Board.

Section 4. The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of president.

Section 5. The vice president, in the event of the temporary absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. Secretary of Board shall keep true and accurate account of all proceedings of Board meetings and perform such other duties as are generally associated with that office.

Section 7. Finance of Board shall review bills incurred by library, dis/approve payment of these with authority from Board. Finance, in association with President, shall regularly review accounts and trusts held by Board. An audit shall be completed annually as an integral part of the regular city audit procedure. The finance officer shall perform other duties as generally devolve upon the office.

ARTICLE IV – MEETINGS

Section 1. Regular Meetings. The regular meetings shall be held each month: date, hour, and place to be determined by Board of Trustees.

Section 2. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting. Meetings agendas and notices shall be posted in the Library and sent to the Waterloo City for public posting consistent with the posting of other public notices.

Section 3. Minutes. Minutes of all meetings shall, at a minimum, indicate board members present, all items of business, all motions (except those that were withdrawn) with the name of the trustee making the motion, and the result of all votes taken. Current approved board minutes shall be posted with the Waterloo City for public posting and in the library.

Section 4. Special Meetings. Special meetings may be called at the direction of the Board President, or at the call of any three members of the Board. Except in cases of emergency, at least 24 hours' notice shall be given. In no case may less than two hours' notice be given.

Section 5. Quorum. A quorum for the transaction of business at any meeting shall consist of four (4) or more members of the Board in attendance.

Section 6. Open Meetings Law compliance. Regular meetings and committee meetings of Board shall be held in accordance with the Open Meeting Law, Wisconsin State Statutes, Chapter 19.81 to 19.98. Members of public wishing to address Board on a specific issue shall request to be placed on agenda not later than 24 hours prior to time established for respective meeting.

Section 7. Parliamentary Authority. The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this board.

ARTICLE V – COMMITTEES

Section 1. President shall appoint committees of one or more members each for such specific purposes as Board business may require. Committees may be appointed by President for special purposes and dissolved after these have been accomplished. The following examples may be committees that are formed; Building and Grounds, Finance, Personnel, Policy, and Scholarship.

Section 2. All committees, which have met since the previous Board meeting, shall make progress reports to Board at each regular meeting.

Section 3. No committee will have any other than advisory authority unless given such by action of Board.

ARTICLE VI – DUTIES of the BOARD of TRUSTEES

Section 1. Legal responsibility for the operation of the Karl Junginger Memorial Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The board shall approve the budget and make sure the adequate funds are provided to finance the approved budget.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

Section 5. The Board shall supervise and maintain building and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 6. The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 7. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 8. The Board shall approve and submit the required annual report to the Division for Libraries, Technology, and Community Learning and the Waterloo City Council.

ARTICLE VII – LIBRARY DIRECTOR

Section 1. The library director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall be invited to attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

Section 2. The library director shall inform the library's full-time staff of decisions and matters of importance concerning Board and Library administration, policy, and services. A designated library staff member shall assume responsibilities of assistant library director during latter's leaves of absence, vacations, or position vacancy.

Section 3. The library director shall 1) recommend to Board appointments of all full-time staff, inform Board of all hires of part-time staff, and recommend to Board the duties of all such appointments and hires; 2) be responsible for proper direction and supervision of staff; 3) oversee care and maintenance of library property; 4) make and/or approve selection of materials in accordance with Board policy; 5) ensure efficiency and quality of library services to public; 6) oversee financial operation of the library within confines of budgeted appropriation; 7) compile and prepare necessary reports; and 8) recommend to Board any purchases of equipment or furniture exceeding \$2,500.

ARTICLE VIII – Bridges Library System

Section 1. Recognizing importance of library system concepts to growth and success of library services in Wisconsin, Karl Junginger Memorial Library commits itself to membership in Bridges Library System in accordance with agreements and contracts approved and signed with that System by municipal and library officers.

Section 2. As members of Bridges, this library agrees to strive to meet state standards of service as outlined by the Department of Public Instruction.

ARTICLE VIII – Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for or enter into a contract with the Karl Junginger Memorial Library in which they have a direct or indirect financial interest.

Section 2. A board member must remove him/herself from the room for board discussion, deliberation, and vote on any matter in which the board member, and immediate family member, or an organization with which the board member is associated has a substantial financial interest. The minutes will note the absence of this member for that section of meeting. A board member with a conflict of interest on a matter will not contact other board members outside of board meetings regarding the subject in which they have a conflict.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

ARTICLE X – General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been given to all members at least seven days prior to the meeting at which such action is proposed to be taken.

Section 4. By-Laws and Policies will be examined **at least every three years** by Board, or its committee, to keep these current.

Amended: 08/28/02, 05/21/13, 08/06/13, 04/22/14, 02/8/16, 07/09/2019, 05/25/2021

302. *Electronic Meetings Policy*

The Karl Junginger Memorial Library Board of Trustees believes it is in the best interest of its residents and taxpayers that the fullest participation and attendance in all board meetings be achieved whenever possible in accordance with Wisconsin's Open Meetings Law. The use of Electronic Means to conduct meetings allows a wider range of participants to attend and monitor the meeting who might not otherwise be able to make it to a physical location. The use of Electronic Means also allows Trustees who otherwise cannot physically attend in person to fully

participate in the meeting, thereby ensuring that all Trustees' voices are heard, regardless of health, family emergencies, or other uncontrollable circumstances.

The Board in all of its regular, special, and committee meetings, whether held in person or via Electronic Means, complies and intends to comply with the provisions of the Wisconsin Open Meetings Law. This policy provides clear guidance and structure on how to conduct Electronic Meetings to comply with this law.

Use of Electronic Meetings

Any Board member can request the use of an electronic or hybrid meeting of the Library Board President, who will communicate it to the Library Director, before the agenda is finalized and posted. Upon either a Declaration of Emergency or upon a two-thirds vote at a prior meeting, regular or committee meetings of the Library Board may be held by Electronic Means. For purposes of this policy, Electronics Means is defined as a full-featured internet meeting which allows for the live broadcast and interface of the audio and video of all Board members, participants, and views. Meetings held by Electronic Means due to a Declaration of an Emergency may be held by Electronic Means until the expiration of such Emergency Declaration. When no such Emergency Declaration exists, a motion by a Trustee exercising the option under the Library Board Bylaws to hold Board meetings by Electronic Means shall specify, by date, which meetings the Board authorizes to be held by Electronic Means. But not limited to Emergency Orders, weather, and other acts of God

Notification of an Electronic Meeting

Notices and agendas for an Electronic Meeting must be posted according to the Wisconsin Open Meetings Law. Notices and agendas should follow typical practice but should also affirmatively state the meeting will be held via Electronic Means and include instructions for how the public may access the meeting. This includes providing the telephone number, videoconference link, and any necessary passcodes or other login information. Notices and agendas must contain a name and contact number for a designated staff member that can be contacted in the event that a member of the public is unable to participate in the virtual meeting to allow the Board an opportunity to evaluate its potential obligation to accommodate participation.

Conducting an Electronic Meeting

When conducting Board meetings by Electronic Means, such meetings shall be conducted in strict accordance to this policy.

A. The Board meeting shall be conducted using an electronic platform or technology chosen at the discretion of the Library Director, who may consult with the Library Board President and/or City Attorney, to ensure the platform or technology complies with applicable Open Meetings Law, after considering the following factors:

- i. Whether the platform or technology enables reliable two-way communication
- ii. Whether the technology allows remote participants to meaningfully participate in the electronic meeting
- iii. Whether the platform or technology complies with Wisconsin Open Meetings Law
- iv. Whether the platform or technology allows all Board members, participants, and viewers, to view and share documents so that they are able to be viewed by all those participating in the meeting
- v. Whether the platform or technology allows for simultaneous aural communication of the Board members essential to the deliberative character of the meeting.
- vi. Whether the platform or technology allows the Board to control meeting participants to avoid disruption of the deliberative session or in the event of a closed session

B. Sufficient security and identification procedures must be employed, either at the outset of any meeting or at any time during the meeting as appropriate, to ensure that any and all participants attending via Electronic Means for discussion or voting purposes are in fact an authorized Board member with the right to speak and vote.

C. Board meetings conducted by Electronic Means may be conducted entirely via the Electronic Means or in a hybrid fashion wherein the majority of the participants, viewers, and Board members attend in person while other participants, viewers, and Board members may utilize the Electronic Means to virtually attend the meeting. The following expectations must be satisfactorily met in order to conduct a hybrid meeting:

- i. Participants utilizing Electronic Means must be able to hear and see the entire deliberative body
- ii. Participants utilizing Electronic Means must be able to clearly hear and see each speaker, whether is a Board member or participant
- iii. Participants utilizing Electronic Means must have access to all public documents, agendas, and minutes pertaining to the meeting
- iv. Board members utilizing Electronic Means must have received all presentation materials in their meeting packet prior to the meeting

D. A Board member who attends a meeting via Electronic Means must provide notice to the Library Board President and Library Director prior to the meeting unless such advanced notice is impracticable. Excused uses for the use of Electronic Means to attend a meeting by a Board member include but are not limited to:

- i. Personal illness or disability
- ii. Employment purposes or the business of the Board
- iii. A family or other emergency

E. At the commencement of each meeting, the Library Board Secretary shall take a roll call of all Board members for purposes of determining whether a quorum of the Board is present in accordance with the Library Board Bylaws. Each Board member present shall audibly respond so

that the Library Board President may determine if a quorum is present. In the event a quorum is not present, the Library Board President shall audibly announce that fact to those participating via Electronic Means.

F. If, at any time during the course of the meeting, two-way communication with a Board member is lost or interrupted, the Library Board President shall make a reasonable attempt to reestablish two-way communication with the Board member. If, after making such reasonable attempt, two-way communication cannot be reestablished, the President may cease efforts to reestablish two-way communication, and the meeting shall continue, provided a quorum still exists with the lost Board member. Notwithstanding the foregoing, a Trustee must have two-way communication firmly established throughout the entire discussion or debate on a specific item of business in order to be eligible to vote on any action related to that specific item of business. Should a Board member lose two-way communication for a substantial amount of time during discussion of a specific item of business, the applicable Board member is ineligible to vote on any action related to that specific item of business.

G. All communications and discussion by Board members that take place during a meeting conducted via Electronic Means must be made public in a manner accessible to the public attendees of the meeting. Board members should avoid private texting by cell phone or internet-based chat programs (including those that might be provided on the Electronic Means platform) and exchanging emails or other private electronic communications while participating in the meeting.

H. If a closed session must be conducted during a meeting utilizing Electronic Means, the Library Board President or Library Director will drop or otherwise block all virtual attendees that are not Board members or other parties deemed necessary from the closed session part of the agenda. If intending to resume an open session after the closed session, the Library Board will set a specific time to resume so virtual participants may re-join the meeting via Electronic Means when the open session resumes and audibly inform virtual participants of this time before dropping or blocking them.

I. Unless a contrary rule is provided above, any meeting held by Electronic Means shall be conducted in accordance with Roberts Rules of Order Newly Revised, sections 9: 30-36, as amended.

Adopted: July 26, 2022

401. Selection of Materials

Introduction

The appropriate selection of library materials is central to carrying out the Karl Junginger Memorial Library's mission, by "striving to bring people, information, and ideas together to enrich lives and strengthen community.

Ongoing materials selection activities are founded on staff familiarity with existing collections, their awareness of the needs of library users, and their knowledge of retrospective, current and future trends in informational, educational, and recreational materials.

Selection of materials will not be made based on anticipated approval or disapproval, but solely based on the principles stated in this policy. Responsibility for choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rest with their parents or legal guardians.

The Materials Selection Policy applies to all formats in circulation.

Context for the Policy

The KJM Library supports the individual's right to have access to ideas and information representing all points of view. The selection of library materials for the Karl Junginger Memorial Library is driven by principles defined in the Karl Junginger Memorial Library Mission Statement and is further informed by the Freedom to Read statement jointly made by the American Library Association and the Association of American Publishers, and the American Library Association's Library Bill of Rights.

Responsibility for Selection Activities

While oversight for library collections rests with the Board of Trustees, the responsibility for selection of materials is vested in the Library Director who may delegate this professional activity to qualified and knowledgeable library staff.

Selection Guidelines

Selection activities are supported by attention to critical reviews, bibliographies, knowledge of publishing trends, and recommendations from library patrons. Activities are responsibly exercised within the context of available funds.

The Karl Junginger Memorial Library selects:

- Source materials and thoughtful interpretations that document or shed light on the past.
- Contemporary materials representing varying points of view that are of current interest and possible future significance.
- Materials that inform and increase an individual's ability to function effectively as a member of society.
- Materials that provide aesthetic experiences stimulate the imagination and increase an individual's potential creativity.
- Materials that expand an individual's understanding of the world in which they live.
- Materials that entertain and may enhance an individual's enjoyment of life.
- Materials in differing languages as appropriate.
- Special consideration is given to materials with Wisconsin and local content.

Selection of library materials will not be influenced by:

- The possibility they may come into the possession of children or young adults.
- The liability of materials to theft or mutilation.

KJM Library does not select digital materials which are provided through a state-wide buying pool through the Wisconsin Public Library Consortium. KJM Library has no direct control over this selection.

Selection Criteria

Using the above guidelines, Karl Junginger Memorial Library staff shall consider:

- a. Contemporary significance or permanent value.
- b. Accuracy of content.
- c. Authority of the author/creator.
- d. Relation of the work to the existing collection.
- e. Price, format, and ease of use.
- f. Scarcity of information in the subject area.
- g. Patron requests and the authority of the requestor.
- h. Popular demand, such as titles on bestseller lists.
- i. Relation of the work to the existing collection.
- j. Availability of material elsewhere in the community, library system, and through interlibrary loan.

Tools used in selection include professional journals, trade journals, subject bibliographies, publisher's promotional materials, and reviews from reputable sources.

New Formats

Careful consideration is given to the introduction of new formats to Karl Junginger Memorial Library collections. Budget considerations, community needs, and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.

The selection of material in any new format may result in the library's decision to retire specific items or material formats from its collections.

Donated Items

Items donated to the Karl Junginger Memorial Library will become the sole property of the library and thus may be added to the collection, discarded, or sold at the discretion of the Library Director.

De-selection Activities

The Karl Junginger Memorial Library's collection is not archival and is regularly assessed for condition, accuracy, currency, usage, and relevance to library patrons. The de-selection of materials from any collection is a formal process conducted by knowledgeable staff as a necessary means to maintain collection vitality, size, and scope. The selectors will use the criteria in the widely accepted CREW Method (Continuous Review, Evaluation, and Weeding). The CREW method has six general criteria for considering weeding an item from the library's collection. These have been summed up with the acronym **MUSTIE**:

M = Misleading – factually inaccurate

U = Ugly – worn beyond mending or rebinding

S = Superseded – by a new edition of by a much better book on the subject

T = Trivial – of no discernible literary or scientific merit

I = Irrelevant to the needs and interests of the library's community

E = Elsewhere – the material is easily obtainable from another library

Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loans to satisfy the needs of our patrons, the Karl Junginger Memorial Library agrees to lend its materials to other libraries through the same interlibrary loan network and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

Reconsideration of Materials

The library recognizes the right of any individual or group to reject library material for personal use but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material. Policy 405, Reconsideration of Material, states the process for reconsideration.

Amended: 03/25/2004, 09/21/2006, 05/21/2014, 07/26/2022

Reviewed: 03/14/2017, 01/08/2019

402. Programs

The Library supports its mission of striving to bring people, and information ideas together to enrich lives and strengthen our community by developing and presenting a broad range of programs that enrich, enlighten, and entertain our diverse community. It may utilize library staff, books, library and community resources, resource people, displays, and media presentations. In addition to library-initiated programming, the Library may choose to co-sponsor programs and displays with the Friends of the Library and with other agencies, organizations, and educational institutions.

Programming is an integral component of library services, for people of all ages and all library programs are open to the public. Programs will be offered free of charge, except for those that serve as library fundraisers. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. The Library Board affirms ALA's "Library-Initiated Programs as a resource," and states that "Libraries create programs for an intended age group or audience based on educational suitability and audience interest' however, restrictions on participation based solely on the gender, chronological age or educational level of users violate this right and should be enforced only when not doing so would adversely impact the safety of the participants or interfere with the intended purpose of the program."

<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/programsdisplays>

Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Animals that are part of Library sponsored programs must always be accompanied by their handler and/or trainer. Opinions and views expressed in the programs are not the opinions of the library board or staff.

Programs will be available on a first-come, first-serve basis. The Library reserves the right to deny attendance to anyone becoming disruptive to audience members, the program facilitator, library staff, and anyone in violation of the Library's Code of Conduct Policy.

Program participants should expect that photographs/videos will be taken at events and used on the Library's social media sites, website, and/or the local newspapers. Participants may request that their image not be used by the library by speaking with library staff in charge of the program.

Programs may be held on-site or off-site. Performers interested in selling merchandise at a Library program must get approval from the Library Director.

Amended: 06/23/03, 05/22/07, 02/09/21; Reviewed: 07/14/15, 08/08/17, 03/28/2023

403. Donations of Books and Media

The library will accept donations of books and media. Once donated, the books and media become the property of the library, and the library reserves the right to use and dispose of them in the manner most useful to the library. This could include adding them to the collection, sending them to other libraries or schools, placing them in the Friends of the Library book sale, or disposing of them.

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

*Adopted: 06/25/2003; Amended: 05/22/2007,
Reviewed: 08/11/2015, 08/08/17, 01/14/2020, 06/29/2022*

404. Monetary Donations, Memorials and Bequests

1. Monetary Donations, Memorials and Bequests

The library will gratefully accept donations or bequests of any amount. According to the Wisconsin State Statutes 43.58 (Power and Duties), "The library board shall have exclusive control of the expenditures of all money collected, donated or appropriated to the library fund."

Upon receiving notice of a donation, memorial, or bequest, the Board of Trustees will evaluate what, if any, conditions are attached to the donation, memorial, or bequest. If the conditions are burdensome to the library the Board of Trustees will seek to negotiate modifications with the

donor or court of competent jurisdiction. If that cannot be done, the donation, memorial, or bequest will be declined.

Once a donation, memorial, or bequest is accepted subject to conditions, the Board of Trustees and staff will comply with the conditions and/or restrictions imposed. Compliance of the conditions will be reviewed annually.

Acknowledgements will be sent to the donors. All monetary memorial donations will be acknowledged to the family of the person being memorialized.

All donations will be deposited in a special gift fund. This fund will not be used for general operating expenditures, but only for special purchases or projects or for items specified by the donor. All single donations of \$2,500 or more will be brought before the Library Board of trustees who may then decide by majority vote to either place the funds in the library's general gift account or to create and transfer funds to an Endowment Agency Fund. The interest earned from the gift fund is to be added to the fund annually.

2. Trusts

Money left to the library in a trust will be budgeted and spent in the same manner as money allocated by other sources. The trustee has sole responsibility for the investments of the trust, but the Board of Trustees may request that investments be made to enhance income or growth. A quarterly trustee report will be available for review by the Board of Trustees.

Approved 08/10/95;

Amended: 06/19/07, 3/11/2020

Reviewed: 01/13/15, 08/8/17, 06/29/2022

405. Reconsideration of Material

The Karl Junginger Memorial Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

The Karl Junginger Memorial Library recognizes that the choice of library materials by library users is an individual matter. While an individual may reject materials for themselves they cannot exercise censorship to restrict access to the materials by others. Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner. Once an item has

been approved for purchase, based on the Selection of Materials Policy 401 of the Board of Trustees and the criteria for selection, it will not be automatically removed upon request.

Any individual expressing an objection to or concern about any library material should receive respectful attention from the staff member first approached. This staff member should use their best judgment in attempting to answer the concerns or clarify the situation. If the individual is not satisfied with the explanation received, the staff member should offer the option of speaking with a supervisor. After speaking with the supervisor, the individual may fill out a “Request for Reconsideration” form, one form per item. The individual may ask for reconsideration in the following manner:

1. The complainant will be offered the opportunity to discuss their concern with the Library Director and/or staff person responsible for the selection. If the complainant is dissatisfied with the discussion and wishes to pursue the issue, they will be required to complete in full and submit a “Request for Reconsideration” form. Any person has the right to express concerns about library resources and expect to have the objection taken seriously. Only residents can complete a reconsideration form. Others can submit a comment form.
2. The material must be read, viewed, or listened to in its entirety by the complainant to be reconsidered.
3. The questioned item will be considered in its entirety, not judged solely on portions taken out of context.
4. The Library Director will review the “Request for Reconsideration” form, and the item itself, and research any available reviews on the item.
5. During the process of reconsideration, questioned materials remain in the active collection until an official decision is made.
6. Within 60 days of receiving the “Request for Reconsideration” form, the Library Director will communicate their decision in writing to the complainant seeking reconsideration.
7. If the complainant desires further action: they may submit a written appeal within 7 calendar days to the Library Board of Trustees, requesting a hearing before the Board. If a hearing is granted, the complainant will be notified of when they may address the Board. The Board of Trustees reserves the right to limit the length of the presentation and the number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with the stated policies and procedures of the Karl Junginger Memorial Library. Based on this determination, the Board may vote to uphold or override the decision of the Director.
8. The Library Board’s decision is final.
9. The complainant will be notified in writing of the Library Board’s decision.

Previous Reconsideration Requests

Requests to reconsider materials that have previously undergone the reconsideration process will be referred to the Library Director. Repeated or redundant requests by an individual or a group to reconsider materials with differing titles but similar content will be restricted as follows:

- The library will not accept requests for materials that have been reconsidered within the past three years.
- If the Library Director concludes a request may be redundant, the Director will notify the complainant(s) that the item(s) in question, having already undergone a thorough review and reconsideration process, will not be reevaluated.

*Adopted: 06/24/71;
Amended: 07/01/81, 01/10/90, 03/25/04, 10/26/06, 02/15/2017, 10/25/2022
Reviewed: 02/18/2020*

Karl Junginger Memorial Library “Request for Reconsideration Form”

The Trustees of the Karl Junginger Memorial Library (KJML) have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. The KJM Library values your opinion. To have your request receive full and careful consideration, you must have read, viewed, or listened to the entire work. Please answer *every* question *completely* and return this form to the library. If a form has incomplete responses or no responses to questions this will void the form. Only one form from a household is accepted at a time. Once completed, this form becomes a matter of public record: (Wisconsin Statutes 19.32).

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

Do you represent yourself? _____ Or an Organization? _____

Name of Organization _____

1. Type of material being addressed

- ____ Book
- ____ Magazine/Newspaper
- ____ Visual Format
- ____ Audio Format
- ____ Library Program/Display

____ Other

2. Title _____

Author or Producer _____ Year of publication _____

3. What brought this item to your attention?

4. Have you read/listened/viewed the material in its entirety?

_____ Yes _____ No

5. Have you read the Karl Junginger Memorial Library's Selection of Material Policy?

_____ Yes _____ No

6. Please comment on the item as a whole as well as be specific about those matters that concern you. Include Citations and Quotes.

7. How has the material been assessed in professional review sources, including citations? Examples of sources are; Library Journal, School Library Journal, and Horn Book.

8. What would you replace the material with (include titles and professional reviews or replacement)?

9. Explain how the material fails to meet Intellectual Freedom standards?

10. Who would be negatively impacted by this material and how (citations and evidence required)?

11. Why do you believe this should be restricted for the reading choices of our community members?

The Karl Junginger Memorial Library recognizes that the choice of library materials by library users is an individual matter. While an individual may reject materials for themselves they cannot exercise censorship to restrict access to the materials by others. Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians.

SIGNATURE _____ DATE _____

*Forms that are not signed will be void.

406. Purchasing Policy

The Karl Junginger Memorial Library's financial policies set forth the basic framework for the overall fiscal management of the Library. These policies assist the decision making process of the Library Board, providing guidelines for evaluating both current activities and proposals for future programs. Most of the policies represent longstanding principles, traditions and practices and follow generally accepted accounting principles which have guided the Library in the past and help maintain financial stability.

The Library is a unique City Department in that it is governed per State Statute, Chapter 43, by an autonomous Board appointed by the Mayor. Chapter 43.58 –The Library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The provisions of Wis. State Statute 43.58 take precedence over any portion of this policy that may conflict.

PURPOSE

The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by the Karl Junginger Memorial Library, to provide guidance and procedures to be followed for the procurement of goods and services for the Library, and to provide safeguards for maintaining a procurement system of quality and integrity which is deserved by City taxpayers.

OBJECTIVES

The objectives of the Library's purchasing policy are:

1. To ensure that materials, equipment, and services are purchased at the lowest prices consistent with quality and performance;
2. To provide adequate controls over Library expenditures and financial commitments with proper documentation;
3. To obtain quality goods required by the Library and;
4. To provide a standardized system of purchasing for use by the Library which mirrors all other City departments.

APPLICATION

This policy applies to all procurements of supplies, services, and construction, entered into by the Karl Junginger Memorial Library after the effective date of this Policy. It shall apply to all expenditures of public funds by a Library employee for Library purchasing irrespective of the source of funds. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations. Nothing in this Policy shall prevent any Library employee from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

VENDOR DISCOUNTS

It is the policy of the Library to take advantage of available vendor/trade discounts and government pricing when the available discount provides the lowest cost for the same quality.

NON-BUDGETED ITEMS

All requested expenditures should be provided for in the current budget. However, purchases that have not been provided for in the current budget will require Library Board approval.

EMERGENCY PURCHASES OF NON-BUDGETED ITEMS

Emergency purchases shall only be made to:

1. Prevent delays in construction or delivery of essential services
2. To stay an immediate threat to the health or safety of the public and employees. For emergency purchases of non-budgeted items or services, the Library Director shall make every effort to obtain three quotes for the item. The purchase shall be approved by the Library Board President prior to ordering the item. In the absence of the Library Board President, the purchase shall be approved by the Library Board Vice President prior to ordering the item.

LOCAL MERCHANTS

For purchases up to \$15,000: Taking price, quality, performance and service into account, the Library will first give reasonable consideration to local merchants whose price quotes are within 5% of outside merchants.

RESPONSIBILITY OF THE LIBRARY DIRECTOR

1. Ensure funds are available for purchases pursuant to the budget.
2. Ensure the account is accurate in amount and a proper charge against the treasury.
3. Ensure the goods or services were duly authorized by the designated responsible party.
4. Provide a report of all expenditures to the Library Board monthly.
5. Review Purchase Orders for accuracy and completeness before approval.

PURCHASING PROCEDURE

Purchases made by the Karl Junginger Memorial Public Library are grouped under the following categories:

1. Purchases up to \$2500.00
2. Purchases over \$2500.00 to \$25,000.00
3. Purchases over \$25,000.00
4. Public Construction over \$25,000.00

Purchases up to \$2,500.00

If the estimated price of an item is \$2,500 or less and is budgeted, the Library Director is authorized to purchase said item. The Library Board shall audit and approve all expenditures monthly. The City Finance Director will review the invoice for proper account coding and authorization before payment is made.

Purchases over \$2,500 but less than \$25,000

For the purchase of a budgeted item involving an estimated expenditure of more than \$2,500 and less than \$25,000, the Library Director must make every effort to solicit enough quotes in order to receive at least three written in order that the Library Board can make a decision. The Library Director must submit a report to the Library Board if the lowest-price vendor is not chosen. The Library Board shall audit and approve all expenditures monthly. The City Finance Director will review the invoice for proper account coding and authorization before payment is made.

Purchases over \$25,000

Bids and quotations shall be opened and examined, and a report shall be made to the Library Board concerning the bids or quotations received. The report shall contain a recommendation concerning the bid to be accepted or rejected. If a bid other than the lowest bid or quotation is recommended, the report shall state the reasons for such a recommendation, which shall be forwarded to the Library Board. Any project receiving only one bid shall be rebid unless it is approved by a three-fourths (3/4) vote of the Library Board. The Karl Junginger Memorial Library has the right to reject any and all quotes and/or bids.

Public Construction over \$25,000

All public construction in which the estimated cost exceeds \$25,000 shall be let by contract to the lowest responsible bidders. The bidding process shall incorporate the requirements in Section 62.15 and 66.0901 Wisconsin Statutes. Any project receiving only one bid shall be rebid unless it is approved by a three-fourths (3/4) vote of the Library Board. The Karl Junginger Memorial Public Library has the right to reject any and all quotes and/or bids.

Change orders on Public Construction Contracts

Whenever it is reasonably possible, a proposed increase in the cost of a public construction contract resulting from a change in the scope of the project shall be presented to the Library Board for recommendation to the Common Council for approval provided it will not result in a costly delay to the construction project. If the cost of delaying the project is prohibitive, the Library Director, the Library Board President, and the City Mayor shall approve change orders that are a result of a change in the scope of the project. The Library Board prior to final payment on the contract must approve all change orders.

Purchases that do not require a Purchase Order

A Purchase order is NOT REQUIRED for the following purchases; however, the City Finance Director will provide a statement listing all expenditures to the Library Director monthly for Library Board audit and approval:

1. Professional contracted service such as legal, architectural, engineering, auditing, maintenance contracts, and janitorial contracts. These expenditures are contracted and must have prior Library Board approval.
2. On-going Utility expenditures such as electricity, natural gas, and telephone services.
3. Payroll and related expenses such as employee insurance payments, pension payments and mandatory state and federal employee withholding. The City Finance Director will automatically charge the appropriate budget accounts.
4. Routine expenditures, such as insurance premiums, health claims and bond payments, which received prior Council approval and authorization. The City Finance Director will automatically charge the appropriate department budget account.

EMPLOYEE REIMBURSEMENTS

Purchases in excess of \$100 must be approved by the Library Director. The staff member will pay for items out-of-pocket and submit an Expense Reimbursement voucher and all receipts, to be approved by the Library Director. The staff member should provide proof of tax exempt status for such purchases. If this is impractical or impossible and tax is charged, the staff member should include any tax paid when requesting reimbursement. Personal credit card information on reimbursement requests should be redacted by the employee. The Library retains the right to refuse reimbursement for an expense not previously approved by the Director.

Library Credit Card

The Library Director may have personally-identifiable Library procurement cards issued by the City of Waterloo. They are responsible for adhering to the guidelines set forth in the procurement card procedure manual and Library purchasing policies. The employee issues a card is responsible for its protection and custody and shall immediately notify the City of Waterloo Finance office if the card is lost or stolen. Employees must immediately surrender the card upon termination of employment. The City of Waterloo reserves the right to withhold final payroll checks and payouts of accrued leave time until the card is surrendered.

Friends of the Library Purchases

Invoices for items purchased by the library that are intended to be paid for with Friends of the Karl Junginger Memorial Library funds will be submitted to the Friends' treasurer for reimbursement.

Investment Policy

The Karl Junginger Memorial Library's policy is to invest public funds in a manner which will provide the highest investment return with the maximum security. Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs. The primary objectives and guiding principles are, in priority order:

1. Safety of principal is the foremost objective
2. Liquidity Return on investment

Fund Balance (Emergency) Reserve Policies

Section 43.58 of Wisconsin Statutes grants the Karl Junginger Memorial Library Board of trustees exclusive control of the expenditure of all monies collected, donated, or appropriated for the library. The fund balance is the result of assets less liabilities at year end. The fund balance consists of the following:

Restricted fund balance - An outside individual or agency remits donations, grants, or other revenues for a specific purpose, or Reserved/Designated fund balance – The Library Board decides to reserve portions of the fund balance for certain purposes. Up to 50% of the fund balance may be earmarked for designated purposes, e.g., computer upgrades, or offsets to future year tax rates. Designations will be reviewed annually, at a minimum.

The balance of the fund balance is considered unreserved/undesignated, often referred to as working capital. The library intends to maintain a working capital reserve equal to a minimum of three and a maximum of six months of average operating budget costs or more if designated for specific projects. This reserve may be used for unforeseen emergencies, unexpected increases in service costs, or other situations which are deemed to be emergencies by the Library Board. Maintenance of an adequate working capital reserve is of prime importance to the Library Board.

Unspent budget funds are added to the fund balance at year end. Likewise, any deficit reduces the fund balance. Any expenditures from fund balance monies must be approved by the Library Board. The Library receives funding not just from municipal sources but from multiple County, State, Federal and private sources, the funds remaining in its budget at the end of the year cannot be proportionately returned to the City of Waterloo.

Adopted: 11/10/2020

Reviewed: 10/25/2022

407. Public Materials and Displays

The Library maintains space for non-profit community groups and government agencies to post information about their organization, services, or events. Preference will be given to local events and announcements. Approval of materials does not indicate endorsement by the Library.

All materials for posting must be submitted for approval by designated Library staff members. Approved materials shall be marked with the date of posting and staff initials and will be posted as space permits. Library staff may remove materials posted for more than 30 days. Any materials posted without approval will be removed and discarded.

Materials that will not be approved for posting include personal requests, commercial advertisements of products or services, campaign literature, and any materials deemed

discriminatory. Decisions may be appealed to the library board. Posting related to lifeforms at risk (i.e. lost pet) will be allowed.

Adopted: 02/09/2021
Reviewed: 05/23/2023

410. Circulation Policy

The Karl Junginger Memorial Library recognizes a circulation policy of open access to all collections, formats, and types of materials housed within its confines by all individuals and does not abridge or deny access to any materials because of age, background, origin, or views. Librarians and governing bodies have a professional and public obligation to provide equal access to all library resources for all library users. This circulation policy has been adopted to ensure fair use and access to library materials for all library patrons in the community. This policy of open access is acknowledged by the American Library Association, the Library Bill of Rights, and the Karl Junginger Memorial Library Board of Trustees.

Eligible Card Holders

The library issues cards to individuals wishing to borrow physical and/or digital materials. General cards are issued for an eighteen (18) month period. Cards may be used at all member libraries within the Bridges Library System. Some restrictions may be placed on borrowers by member libraries.

Any resident of the State of Wisconsin is eligible to receive one (1) free library card within the Bridges Library System. Replacement cards may be subject to a fee.

All applicants must be physically present at the time of registration.

Children of any age are welcome to get a library card. The State of Wisconsin defines a child as a minor under the age of eighteen (18). The Library recognizes that legal parent(s)/Guardian(s) are ultimately responsible for their child's choices and actions. Libraries and governing bodies maintain that parents or legal guardians, and only parents or legal guardians, have the right and responsibility to restrict access of their children, and only their children, to library resources.

- Minors ages zero (0) through seventeen (17) must have a legal parent/guardian with a valid ID physically present to sign for the library card.
- If a parent's/guardian's library card is blocked because of outstanding unreturned materials (not overdue fines), the materials must be returned, or the replacement cost paid before any minor in the household is issued a card.
- Minors residing in two households may be allowed a separate card for each legal guardian who claims responsibility for items checked out and usage of that card.

All applicants must present identification which is proof of name and current address. Acceptable proof includes a Wisconsin driver's license, Wisconsin ID card, passport, and

military ID. If any ID does not have a current address then an official piece of mail (such as a utility bill, rent receipt, or bank statement) with a Wisconsin Address is required to be issued a library card. Other acceptable identification is at the discretion of the library staff.

Library card privileges include, but are not limited to, the following:

- Checkout of physical items in any of the Bridges Library System member libraries, dependent upon item and availability limitations.
- Checkouts on digital platforms including the Wisconsin Digital Library accessible via Overdrive or the Libby app.
- Access to online databases purchased by the Bridges Library System and /or the Karl Junginger Memorial Library.
- Privileges to use the Library's computers.

Special Library Cards

The library offers different types of Library cards.

Temporary Cards – Temporary cards may be issued to adults eighteen (18) years of age and older who have seasonal, transitional, or temporary residence in the area. Temporary cards may be turned into full Library cards with appropriate proof of residency. The temporary card is issued for a three-month period. Patrons who are working at a local business for a temporary period and who do not have a Wisconsin state ID or License will not be allowed to check out materials from other libraries in the Bridges Library Consortium. The maximum number of KJML items that these patrons will be allowed to check out at a time is five (5).

Outreach Cards – Outreach cards are for individuals confined to their homes due to illness, age, disability, or other qualifying circumstances. Any Waterloo area resident who is deemed temporarily or permanently unable to visit the library in person is eligible for Outreach status and services. Each request for service is assessed on a case-by-case basis. All requests are filled at the Library's discretion. For more information please see our Outreach Policy 425.

Renewal and Expiration of Library Cards

In order to maintain a current, accurate database of cardholders, all library cards must be renewed periodically.

- Library cards are active for eighteen (18) months whereupon the cardholder needs to contact the library for renewal.
- Cardholders are responsible for informing the library of any changes to their account including name, address, and contact information.
- When a cardholder becomes a legal adult by turning eighteen (18) years of age, their card will be temporarily blocked until the cardholder visits the library to fill out an application claiming responsibility for the card as an adult.

All library cards, regardless of their status, that have expired for three (3) years or more will be completely deleted from the system.

Cardholder Responsibilities

Cardholders or the legal parent(s)/guardian(s) of minor cardholders are responsible for all items, fines, and fees on their library card. Cardholders are responsible for understanding and following all policies, loan periods, and special requirements for items they check out.

Cardholders are responsible for their own library card and must notify the library immediately if they believe their card to have been lost or stolen. Cards presented at checkout will be presumed to be the owning cardholder's library card.

Cardholders voluntarily release, discharge, waive, and hold harmless the Karl Junginger Memorial Library and its employees, the Board of Trustees, and the City of Waterloo from any loss, damage, or injury to persons or property arising from any material(s) checked out from the Karl Junginger Memorial Library.

Lost or damaged cards will be replaced at a charge of \$1.00 for the first replacement and \$2.00 for any subsequent replacements.

In order to maintain privacy and receive accurate service, borrowers must present their own Library card at the time of checkout. The Library card may be presented in physical form or by using the CAFÉ app. Patrons will be allowed one time to show an ID in place of their library card.

Any cardholder with \$10.00 or more of fines and/or fees on their card may not check out items. Suspension rules of other libraries in the Bridges Library System will be honored.

Responsibility for the choice and use of library materials by children rests with their legal parent(s)/guardian(s). Therefore, no borrowing restrictions are placed on children once they have obtained their legal parent's/guardian's signature and computer use permission on the library application.

The maximum number of items allowed checked out per library card at any given time is a total of 250 items. Limits for checking out media items at the Waterloo Library are 10 items in video format, 10 books in audio format, and 10 music items in audio format per card. There is a limit of a total of 100 items you may place on Hold.

Holds for Pick Up

Cardholders can request items to be put on "hold" to be picked up at a later time on the hold shelf. A request may be made in person, by phone, on the library system's Café Catalog, or via the Café app.

To reduce errors and ensure privacy, holds can only be checked out from the library by the original holder or an associated account cardholder using their own library card.

There is a limit of one hundred (100) holds for all library materials except for Interlibrary Loan items.

Cardholders have seven (7) days to pick up their items. Items exceeding the given “hold to” date will be reshelfed or returned to their owning library.

Cardholders may request that pending holds be inactivated until such time the cardholder desires the item(s).

The system will automatically cancel holds when a patron fails to claim the requested items before the “hold to” date. The system allows a cardholder to reactivate a canceled hold for 60 days. When a cardholder opts to reactivate a canceled hold, their name will queue to the bottom of the hold list.

Patrons may select or request Café pick-up locations other than Waterloo when placing holds. Items not found in the Café Catalog, which result in an Interlibrary Loan request, must be requested at the library where pick-up is desired.

Loan Periods

Circulating items (meaning items that are checked out by cardholders for use outside the library) have loan periods to ensure the items are returned in a timely manner for other library users to enjoy.

| | |
|---|-----------------|
| Books, Books in audio format, Kits | 21 days |
| New Books, NF and Seasonal sets in video format, Lucky Day book materials, CDs, Certain Library of Things materials | 14 days |
| DVDs/Blu-rays, Lucky Day DVDs/Blu-rays, Wi-Fi Hotspots, Magazines, Certain Library of Things materials | 7 days |
| Certain Library of Things materials | 3 days |
| Reference materials | Non-Circulating |

A renewal period of the same length as the initial loan period is granted for most items. If a hold has been placed by another patron, the item is not renewable.

Renewals are possible via the Café online catalog, the Café app, or by calling or visiting the Karl Junginger Memorial Library. There is no grace period for overdue materials.

The library reserves the right to extend these loan periods for certain classes of patrons (e.g. teachers, institutions), at the discretion of the library staff.

Overdue/Lost/Damaged Materials

Materials are considered overdue if not received by the date due. Materials returned in the book drop when the library is not open are considered to have been returned on the library's last open day.

Beginning September 2021 there will be no fines on library items except for the following:

- Lucky Day/Browsing Collection
- WiFi Hotspots
- Library Fun Pass
- Library of Things collections
- Anything Equipment related (Chromebooks, laptops, Blu-Ray player, Ukulele, etc)

The daily fine rate varies for the above items. Ask library staff for details.

The library sends out courtesy notifications when items are overdue. The cardholder is responsible for returning the materials on time and paying all fees incurred, regardless of whether they received a courtesy notification. It is the cardholder's responsibility to update their notification preferences and keep track of the items on their account.

- A courtesy notification is sent when items are seven (7) days overdue.
- Another courtesy notification is sent when items are fourteen (14) days overdue.
- A bill is mailed via USPS at thirty (30) days notifying the cardholder that the items are considered irretrievably lost and they will be assessed the replacement costs of the overdue materials.

If a cardholder's payment by check is returned for insufficient funds, the original amount will be placed back on the cardholder's account. Additionally, if the bank charges the library an insufficient funds charge, the fee the Library incurs will be passed on to the cardholder. After a check is returned from the bank for insufficient funds, payments to clear charges must be made in cash.

A cardholder may pay for material(s) that they believe is irretrievably lost at any time. No refunds will be issued once payment is made. If the item is later returned, the cardholder may keep the item.

Cardholders are responsible for all materials checked out on their library card. A cardholder is required to pay for material that is irretrievably lost or has been damaged while checked out.

The price of the replacement of Karl Junginger Memorial Library materials is determined by the current cost to replace and process the item as charged by the library vendor.

When materials are returned with damage that does not require replacement of the item all item damage is subject to additional fees assessed at the discretion of the Circulation Supervisor or Library Director.

Adopted: 04/28/03

*Amended: 05/27/04, 06/22/06, 01/22/13, 11/11/14, 05/19/2015,
06/21/2016, 10/18/2016, 2/27/2018, 09/11/2018, 04/11/2019, 04/13/2021, 10/26/2021,
07/25/2023*

411. Library of Things (LoT) Collection Borrowing Policy

The Library of Things (LoT) is a collection of non-traditional items that complement the Library's mission to strive to bring people, information, and ideas together to enrich lives and strengthen the community. Patrons who borrow LoT agree to abide by following borrowing policy, and guidelines.

A CAFÉ library card in good standing (fines/fees under \$10) is required to borrow an item from the Library of Things. Some items, including WiFi hotspots, and Family passes are only available to borrowers in good standing over the age of 18. An agreement signature may also be required for checking out some LoT items.

Loan periods are 7 or 14 days depending on the item and unless otherwise noted. Late fees are \$2/day or \$5/day depending on the item and unless otherwise noted. If an item is not returned, the full replacement cost will be charged. Equipment must be returned to the circulation desk at the Karl Junginger Memorial Library.

Equipment must be returned to the Karl Junginger Memorial Public Library. Some Library of Things items may only be returned to the inside circulation desk. Items must be returned intact, clean, in working order, and complete (including all accessories, parts, cables, manuals, and packaging provided when borrowed). As with all library materials, borrowers are responsible for the care of the item and any supplemental materials. If any of the library's property is lost or damaged, borrowers agree to provide the cost of repair or replacement.

Due to the wide variety of items within the Library of Things collection, all replacement and damage costs will be determined by the Library staff and the Library Director following their return. Factors such as current retail price, administrative and processing costs, staff time, item availability from vendor, assigned costs for unreplaceable pieces, etc. will all be taken into consideration during the assessment.

The Karl Junginger Memorial Library reserves the right to take equipment out of circulation temporarily to support a library program or for repair or maintenance. Library staff may limit the number of repeat loans of a specific item to one household in the interest of ensuring fair access for all library patrons.

Equipment is used at the sole risk of the borrower. The Karl Junginger Memorial Library makes no representation or warranty as to the fitness for use or condition of the items. Borrowers are responsible for reading and abiding by all manufacturer's recommendations, warnings, and instructions for use.

Approved: 08/22/2023

415. Interlibrary Loan Materials (WISCAT)

When a cardholder is unable to find an item in the Café Catalog, they may request an interlibrary loan from outside the Bridges Library System.

Cardholders may request an interlibrary loan by contacting the Library in person or by phone. All requests must have a valid patron borrower card and must provide either a phone number or email address in order for the request to be processed.

Patrons who do not have answering machines, voice mail or email accounts are recommended to call the library regarding the status of their requests. If the patron cannot be reached, the item will be returned to the lending library in accordance with its due date.

Library staff will make every effort to locate the requested item in the state-wide interlibrary loan system. Cardholders will be notified if the item is unavailable.

Any cardholder with materials, fines, or fees due in excess of the library block limit of \$10.00, or with one (1) or more interlibrary loan items overdue may not request interlibrary loan material until the fee is paid or the item is returned.

There is a limit of five (5) active requests per patron record. "Active request" is defined as requests pending, items awaiting check-out, and items currently checked out. As ILL items are returned, patrons may place additional requests so as to total five (5) active requests. We do not request items that have been in publication for less than **six months** due to popular demand at the owning libraries. There will be a limit of two (2) textbooks that you may order at one time.

All interlibrary loan material that is checked out from the Karl Junginger Memorial Library must be returned to the Karl Junginger Memorial Library.

Loan periods for interlibrary loan material are subject to the owning library.

Renewals may be available; requests must be submitted through the interlibrary loan librarian and are at the discretion of the owning library.

Fines for overdue Interlibrary Loan material are \$1.00 per day. Replacement costs are at the discretion of the owning library.

The library reserves the right to refuse interlibrary loan service to patrons who have kept interlibrary loan materials overdue or who have repeatedly requested items and have not picked them up.

Approved: 08/10/1995,

*Amended: 12/11/2002, 05/22/2007, 08/11/2015, 09/12/2017, 07/09/2019, 11/23/2021,
07/25/2023*

417. Zoo Pass

The Karl Junginger Memorial Library is pleased to offer a Milwaukee County Zoo Pass for free admission and parking. The Library has two (2) passes. Each pass admits up to 8 people and includes a parking pass for one (1) vehicle. 10% discount on Milwaukee County Zoo gift shops is also included. In order to ensure fair use by all patrons the following guidelines apply:

- A borrower must be at least 18 years old with a valid Karl Junginger Public Library card and in good standing.
- A pass must be checked out from a circulation desk staff member during normal operating hours.
- A household may borrow only one pass at a time.
- Passes circulate for three (3) days and are not renewable.
- Late charge of \$10.00 per day.
- Any borrower who loses a pass will be charged the full replacement cost of the pass. (\$500)
- Any pass that is not returned within one week of its due date will be considered stolen. The normal overdue policy will not apply and the case will be forwarded to the Waterloo Police Department.
- It is the borrower's responsibility to call the Zoo directly for information, hours of operation, parking and/or directions.
- The Zoo reserves the right to determine the rules and the regulations governing the use of the Zoo pass.
- The Karl Junginger Public Library reserves the right to limit the use of passes for individuals or families in the event of abuse as determined by the director.

Approved: 03/10/2015

Reviewed: 09/12/2017, 4/11/2019, 02/22/2022

418. WiFi Hotspot Circulation Policy

In order to check out a WiFi Hotspot, the borrower must be at least 18 years of age and have signed a "WiFi Hotspot Borrowing Agreement" assuming financial and safety responsibilities for lost or damaged equipment and /or owners' property. The library will have holdable and Lucky Day WiFi Hotspots to check out. Due to high demand, inquiries about availability must be made in person and we ask households to wait 48 hours to re-check out a WiFi hotspot. There will be a limit of six (6) checkouts per household per year on KJML hotspots. The device cannot

be returned in the book drop and can only be returned to the circulation desk of the KJM Library. Patrons who return WiFi Hot Spots in the book drop will be assessed a \$10.00 fee.

Loan Period: Seven (7) days with no renewal

Late Fee: \$2 per/day

Patrons are responsible for any damage, loss, or theft of the WiFi Hotspot while it is checked out to them. Replacement costs are as follows:

WiFi Hotspot: \$60.00

WiFi Hotspot Battery: \$20.00

Connection Guide: \$1.00

Charging Adapter: \$5.00

Charging Cable: \$5.00

Carrying Case: \$5.00

WiFi Hotspot Borrowing Agreement

By checking out the WiFi Hotspot you are assuming responsibility for any damage, loss, or theft of the device or your own property while it is checked out to you. Please DO NOT USE while charging the unit. There have been reports of the battery becoming swollen and inoperable. Please make sure to review the Sprint's ZTE Warp Connect User/Connection Guide. You will be responsible for the entire replacement cost of the device and/or the accessories. You must be at least 18 years old in order to borrow the WiFi Hotspot and your account must be in good standing (no fines/fees in excess of \$10.00). I acknowledge and expressly assume the risks of borrowing a hotspot from the Karl Junginger Memorial Library with full understanding of such potential risks and expressly waive, release and discharge Waukesha County, Bridges library System, Karl Junginger Memorial Library, Waterloo Municipality and each of their respective officers, agents and employees ("Releases") from any and all claims, costs, expenses or liabilities (including those involving death, disability, personal injury or property damage) arising out of or relating to my borrowing a hotspot whether caused, in whole or in part, by the sole or concurrent negligence (whether active or passive) or wrongdoing, strict liability or fault of the Releasees or otherwise ("Claims").

My signature below indicates that I have read and agree to the terms of the WiFi Hotspot Circulation Policy and borrowing agreement.

Signature: _____

Print Name: _____

Phone Number: _____ Date: _____ Staff Initials: _____

*Approved: 07/10/2018
Amended: 09/11/2018, 08/13/2019, 07/14/2020, 10/25/2022*

425. Outreach Services

Karl Junginger Memorial Library's Outreach Service program supplies materials to individuals at home who are unable to use the library due to a physical condition, age, or lack of transportation due to one of the prior reasons. The Outreach service will also provide materials to Retirement homes and Assisted Living, Health Care and Child/Adult Day Care facilities, and Schools. This service is free for those residing within the city of Waterloo. Participants are responsible for all items checked out to their library cards and will be charged the standard fee for any lost or damaged item.

The Outreach Service provides the opportunity for community members to enjoy the collections of the library without having to visit the library building. Whether it is books or magazines to read or audiovisual items to listen to, the library will arrange to have materials delivered to and picked up from a participant's home by library employees.

The guidelines for this program are as follows:

1. The Karl Junginger Memorial Library loans a wide variety of print and non-print materials to Waterloo residents who qualify for this service. Specific types of materials are cited on the Application for Outreach Service.
2. All participants in the Service must be residents of the City of Waterloo. They also must complete an Application for Outreach Service.
3. Participants will be listed as Karl Junginger Memorial Library Outreach borrowers.
4. Materials will be loaned for approximately 21 days. Three renewals will be allowed for Karl Junginger Memorial Library items that are not on hold for another library user.
5. Staff will generally select materials for each delivery by using the information supplied on the Outreach Service Application. Special requests for specific titles held by the consortium may be made. Special request titles not available at the time of request will be placed on reserve and will be delivered on the next scheduled delivery day.
6. Materials will be delivered to and picked up from each participant's residence. Materials should be ready for pickup by the delivery service on the due date.
7. If the participant is not going to be available at the scheduled delivery/pickup time, alternate arrangements should be made by calling the library.
8. Overdue fines are not charged for materials loaned under this service. Items need to be ready for pickup on the scheduled delivery/pickup day. Since program participants are responsible for items checked out on their card, materials should not be lent to others. Participants will be charged the replacement cost for all materials that are lost and/or damaged while in their care.
9. Outreach Service staff will not perform errands or tasks not associated with library service.

City residents as well as library patrons living outside the city limits may be eligible to apply for Service through the Wisconsin Regional Library for the Blind and Physically Handicapped.

Approved: 08/10/199 Amended: 12/11/2001, 06/19/2007, 03/14/201, 05/08/2018, 01/14/2020, 12/13/2022

**Karl Junginger Memorial Library
Application for Outreach Services**

Name: _____

Address: _____

Phone Number: _____

Email: _____

Do you prefer LARGE PRINT? ____ Yes ____ NO ____ no preference

Are paperbacks acceptable? ____ Yes ____ No ____ no preference

Would you like Books on CD ____ Yes ____ No ____ no preference

Please list/describe your favorite subjects, authors, and genres to help us select books that match your tastes. Let us know if you prefer factual information or just a good story (examples: mystery, romance, western, inspirational, biographies, gardening, health topics, hobby information, etc.)

I give Karl Junginger Memorial Library permission to check books out on my card and deliver them to my home. I understand I am responsible for items from the time they are delivered until the time they are picked up by a Library staff member.

Date: _____ Signature: _____

430. Computer and Internet Use Policy

The internet provides access to a wide range of materials and opinions from various points of view from around the world. However, not everything found on the internet is current, accurate, or complete. Some might find the information available on the internet to be offensive or inappropriate. While the Karl Junginger Memorial Library is sensitive to concerns about internet content, no one, including the Library, can control the information available through the internet. The library **does not** have filtering software installed on the internet. Each individual is responsible for their appropriate use of the internet in the Library. As such, users are cautioned that information and images can be encountered which may be considered controversial and /or offensive. The provision of access does not mean or imply that the library sanctions or endorses the content users encounter.

Access to the internet is available to all patrons with a valid ID or Library Card; however, this internet service may be restricted at any time for use not consistent with Library policy. It is the responsibility of parents/guardians to determine and monitor their child's use of library materials and resources. Parents/Guardians of minor children must assume responsibility for their children's use of the library's Internet service. When patrons use the Library's public computers and internet service, they are agreeing to abide by this policy.

Library staff is available to assist patrons in their use of the internet, but may not be familiar with every application, patrons might wish to use. Due to scheduling constraints, there may not be a librarian available to help at all times. Because of the many different internet applications available, Library staff cannot provide complete technical support.

GENERAL GUIDELINES

- Patrons may connect their personal devices to any available electrical power outlet provided the cord(s) do not create a hazard. Library staff shall have the authority to determine what constitutes a hazard. Patrons may not unplug Library equipment.
- The Library is not responsible for any loss or damage to personal storage devices.
- Patrons are responsible for the consequences of any copyright infringement.
- If a user prints, there will be a per-page charge. The library reserves the right to adjust the per-page rate of print as necessary.
- Patrons must use headphones when using applications that require sound.
- Each computer workstation may be occupied by no more than two individuals at a time. Exceptions may be made for sanctioned group work.
-

INTERNET GUIDELINES

- Before connecting to the Library's internet service and/or public computers, patrons must read and accept the terms of this policy, which are displayed onscreen.
- While respecting patrons' right to privacy whenever possible, staff have the right to monitor the use of the Library's internet and computers to ensure compliance with Library policy.

- No user may access the internet by use of a terminal reserved for accessing online Library catalogs.
- The Library is not responsible for any financial loss that may occur while using the Library's internet services. This includes, but is not limited to, loss due to improper use of online financial tools, personal information intercepted, and identity theft.
- Inappropriate, illegal, or unacceptable use is prohibited and can result in loss of internet privileges, loss of Library privileges, and/or legal action.
- The library's internet access is unfiltered.
- Parents/guardians of children under the age of 18 must assume full responsibility for their children's use of the Library's computers and internet service. The Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. All Library resources, including internet access, are provided equally to all Library users.
- Parents and guardians with children under the age of 18 must sign an Internet use permission section on the library Application for Library Borrower Privileges if they wish to give their child access to Internet-access computers.

WIRELESS NETWORK

- The Library does not guarantee that all personal electronic devices will be able to connect to the wireless network. Response speed, bandwidth, and continuity of connection are not guaranteed.
- Anti-virus and security protection are the responsibility of the patron. The patron understands the wireless internet connection is unsecured and open to everyone.
- The Library reserves the right to disconnect any device and to deny patrons the use of wireless internet access if they fail to comply with any part of this policy.
- Patrons using personal electronic devices may not connect to the Library's computer network or Library computers using a wire or cable.
- Patrons may connect their wireless devices to any available electrical power outlet provided the cord(s) do not create a hazard. Library staff shall have the authority to determine what constitutes a hazard. Patrons may not unplug Library equipment.

WIRED NETWORK (PUBLIC COMPUTERS)

- Children aged 8 and under must be accompanied by an adult or guardian of at least 12 years of age when using the Library's public computers, to ensure proper use of the equipment.
- Users must sign in with their own Library card number or sign in with a guest pass.
- Children are not allowed to use a guest pass and must use their Library card to sign in.
- Computer and internet use are offered in sixty (60) minute sessions. The Library reserves the right to change the time limit per session as necessary. Patrons may be granted additional time but this is not guaranteed. If patrons are waiting to use a computer, the patron must abandon the use of the computer after their session.

USER RESPONSIBILITIES

Internet users are expected to use this library resource responsibly and courteously manner and to follow all Internet-related rules, regulations, and procedures established by the library board of trustees. Individuals who violate the rules of responsible use outlined in this document will lose Internet access in the amount of time determined by the library director and/or library board of trustees. Any violation of the computer use policy may result in the suspension of library privileges, and/or legal prosecution, or both

Patrons may not use public computers and internet services for any illegal or inappropriate purposes. The following activities are illegal or considered inappropriate and are therefore prohibited:

- Viewing, sending, receiving, or displaying text or graphics that may be reasonably construed as obscene, offensive, threatening, harassing, or “harmful to children” as defined by Sec. 948.11 of the Wisconsin Statutes; which lack serious artistic, literary, political, educational, or scientific value. Transmitting and/or receiving child pornography is a crime.
- Failing to abide by federal, state, and municipal laws and regulations
- Disregarding the privacy of others
- Misrepresenting oneself
- Attempting to modify or gain access to files, passwords, or data belonging to others; seeking unauthorized access to any computer system
- Damaging or altering the setup or configuration of any software or hardware components, or any network or database
- Making any changes to the setup or configuration of the Library’s internet resources or library computer.
- Interfering with or disturbing other Library patrons
- Making unauthorized copies of the copyrighted or licensed software or data. United States copyright law governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material. Responsibility for any possible copyright infringement lies solely with the user; the Library disclaims any responsibility or liability resulting thereof.

Approved: 01/18/96

*Amended: 08/26/98, 04/19/00, 02/20/02, 06/22/06,
11/12/13, 07/15/14, 05/9/17, 05/12/2020, 10/25/2022*

435. Karl Junginger Public Library Social Media Policy

Social media sites used by the Karl Junginger Public Library will be used to inform the public about library resources and activities, increase the public’s use of library resources, and provide additional communication with members of the public.

Social media is defined by the Karl Junginger Memorial Library as any web-based or mobile technology that allows the library and its patrons to interact in a virtual environment. Social media such as Facebook, Twitter, Instagram, Pinterest, and LinkedIn permit users to engage in

ongoing, instantaneous forms of electronic communication that create communities for sharing, collaborating, and exchanging ideas, images, and other personal content.

Publicly posted information will be professional and reflect positively on the Karl Junginger Memorial Library, as well as the City of Waterloo, its staff, volunteers, and services. Staff shall check facts, cite sources, present balanced views, acknowledge and correct errors, and check spelling and grammar when publishing any posts.

The Karl Junginger Memorial Library reserves the right not to publish any posting, or to remove it later. Comments from the public will be moderated by the Karl Junginger Memorial Library's staff. The Karl Junginger Memorial Library reserves the right to modify or remove any messages or postings that include the following, but are not limited to:

- Posts of personal attacks, bullying, libel, or threats, or use of profanity or abusive language
- Content that could compromise the safety of the public or promotes discrimination or hate speech
- Obscene, sexual or pornographic content
- Violation of copyright, trademark right, or other intellectual property right of any third party not used under Fair Use
- Commercial or political solicitations or spam
- Irrelevant comments, spam or hyperlinks
- Personal or contact information or any private information posted without consent
- Posts which are in conflict with the KJM Library policies

The Karl Junginger Memorial Library is not obligated to take any actions, and will not be responsible or liable for content posted by any participant in a Library-sponsored social networking service. Forums, comments, and messaging may not be used for commercial purposes or for organized political activity.

The Karl Junginger Memorial Library assumes no liability regarding any event or interaction that takes place through any social networking service. The Karl Junginger Memorial Library does not endorse content outside of that created by the Karl Junginger Memorial Library staff.

The library's Social Media is public record. All submitted content to the Library's Social Media is subject to Wisconsin Public Records Law and the Library's Public Records Retention Policy and may be subject to public disclosure.

Content that is in clear violation of the Social Media Policy may be deleted, hidden, or otherwise removed from a Library Social Media account. If content is deleted, it is documented in a content removal log. If it is determined that a specific user has violated the Social Media policy three or more items within any 12-month period, Library staff may delete the content, or block or ban the user account to prevent further violations. The duration of the block or ban is determined by the Library Director and is based on the severity of the behavior.

*Approved: 3/10/2015
Amended: 04/10/2018, 06/22/2021*

445. Photo Permission Policy

The Karl Junginger Memorial Library frequently uses photos of patrons in its publications and display spaces to promote the value, and use of, library products and services.

1. Photographing Groups of Adults/Children Using the Library:
No permission is needed to take photos of crowds using the Library or attending programs.
2. Photographing Adults:
If photographing one adult or small group (3 or less), ask first. No written consent is needed. Let the adult know that the photo may be used in future library publications, on the library website, social media outlets or in the local newspaper.
3. Photographing Children Under Age 18:
If photographing one child or small group (3 or less), get parental consent prior to taking the photo. Let the parent know that the photo may be used in future library publications, on the library website, social media outlets or in the local newspaper. In order to publish the child's name in conjunction with the photo, verbal consent from the parent must be obtained and documented.

Library patrons may take photos and video in the library with no permission. Local news organizations must contact the Library Director or a Library Department Head.

At the beginning of library events, and in lieu of photo release forms, programmers will announce **“library staff will take photographs which may be used for library promotional purpose. Notify library staff if you do not want to be photographed”**.

*Approved: 1/12/16
Reviewed: 04/10/2018, 10/26/2021
Amended: 06/26/2022*

450. Wireless Internet Service

The Karl Junginger Memorial Library provides free wireless internet access throughout the building. The service is provided as an information and education source in support of its role as a community center.

In using the wireless connection, the library patron abides by the library's “Acceptable Use Policy”. This policy allows the library to collect statistics on wireless usage.

The library cannot guarantee internet speed or quality of connection. Speed is dependent on the number of concurrent users and types of applications being run.

Library staff is not trained in configuring users' laptop or handheld computers or installing any devices or software on patron owned computers or devices.

The Library cannot guarantee the privacy of data transmitted across the wireless network.

The user is responsible for all aspects of computer security when using his/her own equipment to access the wireless network. This includes antivirus, privacy protection and system integrity.

The library is not responsible for damage to a user's equipment.

All patrons are expected to use the library's wireless access in a legal and responsible manner. Patrons will not violate federal, Wisconsin or local laws, including the transmission or receiving of pornographic or harmful materials, fraud or downloading of copyrighted material.

Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the minor's parent or guardian.

Approved: 12/22/09

Reviewed: 03/14/2017, 04/10/2018

455. Outdoor Signage Policy

Electronic Sign: The purpose of the digital sign is to promote and market Library services, programs, events and resources. Content is limited to Library sponsored or cosponsored events, Library services and resources, or community news of high importance as determined by the Library Director or the Assistant Director.

Non-Electronic Signs and Banners: Signage posted on the outside library property must be approved by the Library Director of the Karl Junginger Memorial Library. The Library Director or Assistant Director has the right to deny any signage requests.

Signs must adhere to all City of Waterloo Sign Bylaws. Signs pertaining to community-wide events not sponsored by the library or the City of Waterloo will be allowed with the approval of the Board of Trustees of the Karl Junginger Memorial Public Library. Signs can be displayed for a maximum of ten (10) days prior to the program or event date and then shall be removed by the person or group responsible for placing the sign within seven (7) days.

No political signs will be allowed. No signs promoting private businesses or for the sale of goods and services will be allowed, unless the business provided service to the KJM Library.

Approved: 5/10/16

Amended: 04/10/2018, 03/15/2022

503. Code of Conduct

The Karl Junginger Memorial Library, in addition to observing Municipal Ordinance Chapter 278 *Peace and Good Order*, has established the following Code of Conduct for all patrons.

The purpose of the library's Code of Conduct/Code of Behavior is to:

- protect the rights of individuals using library services.
- Assist staff members in conducting library business effectively.

- Preserve library materials and facilities.

The Library board established these and other rules so everyone can share the library and its resources in a clean, safe and welcoming environment. It is based on Wisconsin Statutes Chapter 43.52 (2). Activities that would be a violation of any federal, state or local criminal statute or ordinance are prohibited.

If a patron is not responsive to the needs of other library users or disregards the policies protecting patrons, staff and/or library property, the patron will be asked to leave the library and the library grounds. Failure to leave the premises upon the request of a staff member may lead to contact with a minor patron's parents or the intervention of the Waterloo Police Department.

Building Rules

- a. No smoking is allowed inside the library building.
- b. Food may not be consumed within the service area of the library.
- c. Non-Alcoholic beverages are allowed in spill-proof containers.
- d. Pets or animals are not allowed in the library unless they are a part of a library program or they are trained and registered under the Wisconsin State Statue 174.056 as a service animal.
- e. Boots, backpacks and outerwear will be left in designated lobby areas.
- f. Bicycles and other wheeled sporting equipment shall be left in an outside area that does not block an exit door.
- g. The library is not responsible for any items lost, damaged, or stolen on library property.

Patron Behavior

- a. Noise must be kept at a level so that others are not disturbed.
- b. Shirts and shoes are required; wet bathing suits are not allowed.
- c. Study carrels are intended for one person; tables in the reading areas should accommodate no more than four people. Each workstation should be occupied by no more than two people at a time. Exceptions will be made for group projects.
- d. Uninvited solicitation of the public and library staff is not allowed.
- e. No firearms or weapons are allowed in the building or on library grounds. A firearm is defined as any device capable of firing a projectile able to produce physical injury. This includes, but is not limited to, BB guns, pellet guns, and slingshots. A Weapon is defined as any device which by its design can produce injury, including but not limited to, knives, blades, martial arts devices, and metal knuckles and any device when used as a weapon, including, but not limited to, letter openers, hammers, chains and wrenches.
- f. Rudeness and profanity are not allowed.
- g. Inappropriate sexual behavior is not allowed.

Suspension of library privileges

- a. The suspension of a patron's library privileges, either blocking the use of a library card or banning a person from using the library facility, is at the discretion of the Library Director.
- b. A serious breach of the Code of Conduct will result in the following actions:

- A written report of the patron's inappropriate behavior will be submitted to the Library Director by the staff member involved in the incident. The report will include the date, time, and description of the incident and will name the individuals and staff members involved. The report, with the suspension details, will be forwarded to the Library Board.
- The suspension of library privileges may be appealed at the next regularly scheduled Library Board meeting.
- Any suspension of library privileges will be reviewed by the Library Director and the Board of Trustees after 6 months. The suspension may be extended at their discretion.

Policy Approved: 08/10/95

*Amended: 07/22/98, 11/17/98, 03/25/08, 04/22/14, 07/15/14, 05/9/17, 08/11/2020,
08/24/2022*

506. Equipment of Use Policy

A. Definitions:

“Library Equipment” includes, but is not limited to, equipment owned by the Library such as:

1. Devices and aids, electrical or otherwise, used to view, listen to, print, store, or modify information or data, such as photocopiers; computers and accessories (headphones, scanners, printers, and webcams); the microfilm reader; magnifiers; television, video player, Wii System, DVD projector, eBook readers and audio book players, etc.
2. Other devices owned by the library but available for use in certain circumstances, such as phones, kitchen equipment (microwave, coffee maker), Cricut, or cleaning equipment (vacuum cleaners).
3. Certain items used for displays or programs, such as tables, chairs, podium, media table, easels, etc.

B. Use of Equipment in the Library

1. The Library Director may limit or revoke the use of Library equipment, due to inappropriate library use, supply costs, or maintenance reasons.
2. Staff computers, printers and scanners will be available for use only by staff. The Staff computers are not to be used by the public. Staff shall not store personal files on any library computer.
3. Public Use computers are available for use in the library by patrons with their own library card or ID with a picture on a first-come, first-serve basis, subject to the conditions of the Computer Use Policy. These conditions may limit time, type of use, number of simultaneous users, type or cost or printouts, etc. in accordance with relevant laws, consideration of other, and safety. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage may be imposed during time of heavy demand. Library staff is available for general assistance in using the computer. Staff is not expected to train patrons in the use of application programs and have limited time for computer assistance due to work priorities.

4. A printer is available for patron use. Printed documents will cost \$0.15 per sheet and must be paid for at the conclusion of the session.
5. A photocopy machine is available to patrons. However, the photocopier is located in staff area so staff will need to make any photocopies needed. The rate is \$0.15 per page for B&W copies and \$0.30 per page for color copies. Copy machine users are advised that there are restrictions on copyrighted materials.
6. Faxing services are provided by the library at a charge of \$0.50 cents per page in the state of Wisconsin and \$1.00 per page out of the state of Wisconsin.
Scanning services are provided by the library at no charge.
7. The Microfilm Reader must be used in the library building. Microfilm material will be available to all patrons of the library under the supervision of a librarian. Printouts from microfilm shall be paid for at the posted rate.
8. The Library telephones are primarily for staff use but may occasionally be used to make essential local (non-fee) calls, or other calls approved by staff. Calls should be kept short, civil, and quiet, so as to not disturb other library users.
9. The television, video players, Wii system, laptops, Chromebook, iPads, projector and screen (and any necessary accessories) are available for use in the Karl Junginger Memorial Community rooms for programs or instructional purposes, or other uses in the library that may be approved by the Library staff. Problems and malfunctions should be immediately reported to staff.
10. A Luxeon Computer Projector is available for use, checked out by patron with library card, at the discretion of the Library Director.
11. The library's reading devices such as e-book readers, and audio book players may be checked out subject to their individual policies.
12. Easels, whiteboard, tables, chairs, podium, etc. are available for use in the Karl Junginger Memorial Library community rooms and be checked out of the library at the discretion of the Library Director or Assistant Director.
13. Kitchen equipment (fridge, stovetop, microwave, coffee makers, etc.), and cleaning equipment may be used for programs and events in the Karl Junginger Memorial Library community rooms. The equipment must be left clean after use.
14. Wii U Gaming System use policy:
 - a. Children under the age of 9 must be accompanied by an adult to check out and use the gaming equipment.
 - b. In order to use the gaming equipment patrons must have a valid KJM Library card in good standing.
 - c. In checking out gaming equipment the patron agrees to be responsible for the equipment and abide by the *Wii U Gaming System Policy*.
 - d. Gaming equipment is available for use during all hours the library is open, up to 30 minutes before closing, and equipment is available on a first come first serve basis.
 - e. Game playing shall be limited to one 60-minute session per day per patron.
 - f. Only 4 patrons will be allowed to play at one time.
 - g. Patrons using the Wii must wear the wrist leash. Patrons who fail to use the leash will lose their privileges for that day.

- h. Patrons may only use the gaming equipment and games provided by the library. Memory cards, games, or extra accessories not provided by the library, will not be allowed.
- i. Patrons will not attempt to disconnect, remove, or otherwise alter the arrangement of gaming equipment. Anyone tampering with equipment in any manner will result in the loss of gaming privileges for the day.
- j. Malfunction or defects in the equipment or system should be reported to staff immediately.
- k. Patrons may be held financially responsible for broken, damaged, or dysfunctional equipment caused by misuse.
- l. Patrons using the Wii are asked to respect others by keeping volume and noise at an acceptable level. This includes no inappropriate language or actions. Patrons that are disrespectful of others and the library policies will lose gaming privileges for the day. For repeat offenses, other appropriate action, in keeping with the library's *Code of Conduct Policy*, will be taken.
- m. Library programs and special events will take precedence over individual patron use of gaming spaces, gaming collections, and equipment.

C. Library Equipment Loan Policy

1. Certain library equipment may be borrowed at no charge, for use at programs or events presented in the library, or for community use outside the library.
2. Certain library equipment may be borrowed for personal home use.
3. Any person borrowing library equipment must have a valid Karl Junginger Memorial Library card.
4. The length of the check-out period shall be determined by policy, Library Director or Assistant Director, and in response to borrower's needs and other public demand.
5. Equipment will be inspected and inventoried after each use and is assumed to be in good working condition at the time of pick up. The cost of any repairs or replacements due to mishandling, or loss of equipment while checked out must be assumed by the borrower. A replacement fee will be assessed to the borrower for any equipment or accessories damaged beyond repair, lost, or stolen, or if repairs will cost more than the purchase of a suitable new, equivalent item.
6. Borrowing privileges may be suspended or revoked if such costs are not paid, or if library regulations are violated in any way, including late return of equipment when needed by others.

Approved: 05/27/04

Amended: 12/16/08, 01/13/15, 08/17/16, 03/14/2017, 10/08/2019, 04/26/2022

510. Unattended Children Policy

Purpose

- To ensure the safety and well-being of children, and to maintain an atmosphere of constructive library use.
- The Karl Junginger Memorial Library welcomes library use by children, and library staff members are available to assist children with library materials or services. The library desires to provide a safe and appropriate environment for visitors of all ages.

- The library is not equipped, and it is not the library's role, to provide long-term or short-term child care.
- Sharing this environment with other people requires that all follow the Rules for Patron Code of Conduct that have been established by the Board of Library Trustees and are available by request or on the Library website.

Supervision

- All children eight (8) years of age or younger shall, at all times, be attended to and adequately supervised by a responsible adult or mature adolescent twelve (12) years of age or older while they are using the library; this includes while children are participating in library programs unless otherwise specified.
- Children eight (8) years through twelve (12) years of age may use the library unattended providing proper behavior is maintained.
- **Children who come to the library unattended on a regular basis (2 or more days weekly) may stay only two hours unattended each day.**
- Children may be considered unattended if causing disturbances, even if the parent/guardian is in the library building.
- All children should have the name and telephone number of someone who can assist them in an emergency or if they have been suspended from the library.
- Teenagers are considered adult library patrons. Nonetheless, their parents or guardians are still legally responsible for their behavior. Therefore, they should have emergency contact information available.
- The library director has the authority to alter the policy of age limit supervision requirements according to adapt to unforeseen circumstances.
- Loitering is prohibited on all library property. Loitering is defined as sitting or standing idly about, sleeping, or wandering about without any discernible legitimate reason either inside the library building or, outside the library building in areas that obstructs other library patrons' access to the library. The use of outside library benches and patio tables for sleeping or lying down is also prohibited.

Staff Intervention

- In all situations, children with disruptive behavior will be asked to leave the library building and property. Procedures for inappropriate behavior will take effect immediately. If necessary, the staff will not hesitate to call the police if a situation warrants it.
- Library staff will attempt to contact the parent or guardian of an unattended child. In the event that the parent or guardian cannot be contacted, the child will be placed in the care of the Waterloo Police Department.

Library Closing

- The Karl Junginger Memorial Library assumes no responsibility for children left unattended on library premises, including prior to or following all scheduled events.
- Under no circumstances will library staff provide a ride home to a child nor will a child remain in the building with a single staff member.
- If a child twelve (12) years of age or under has not been picked up at closing the situation may be referred to the Waterloo Police.

If you have concerns about what your child (of any age) reads or watches, we recommend that you visit the library *with* them. The library cannot act in the place of parents/guardians in providing direct supervision of children as they explore library media.

Amended: 01/28/2014, 05/9/17, 08/11/2020, 08/24/2022

512. Emergency Policies

The Karl Junginger Memorial Library will make every effort to remain open as scheduled however, there may be instances where conditions make it impossible to do so. These include but are not limited to, severe weather, declaration of a state of emergency, utility disruptions, natural disasters, and terrorist actions. In all cases, the safety of employees and the public will be the primary consideration.

The Library Board gives permission for the library Director to decide if to close the library for any emergency reasons. Closings will be announced using appropriate outlets and the Director will inform the Clerk/Treasurer's Office and Library Board of Trustees of the decision.

Tornadoes

Tornado Warning Issued – this is to warn that a tornado may be imminent. It can be issued after the sighting of a tornado or if radar indicated that a tornado is possible. Seek shelter immediately.

A city-wide siren will be activated in the event of a tornado warning. A circulation staff member will immediately notify the librarian in charge who will verify that the staff is aware of the situation.

SHELTER AREAS - Please take cover in the designated locations in the library. The main locations to take cover in are the public restrooms. The staff member in charge should place the "TORNADO WARNING IN EFFECT - TAKE SHELTER IMMEDIATELY IN A MARKED AREA" sign on the library's front entrance door before taking cover. This sign is kept at the circulation desk in the brown folder.

Options for the Public – Members of the public may, at their option, leave the building. However, if they remain in the building they will be required to take cover with the staff. Anyone aged 17 and below without a guardian will be requested to stay at the library.

After the All Clear – Upon issuance of an "all Clear" the public may be led from the restrooms and the warning sign should be removed from the front entrance door. There is no "all clear" siren or signal that the city issues.

If a tornado warning occurs before closing time and extends past closing time, the Library should remain open as a shelter until the warning is over.

Fire

At the first indication of smoke or flame, staff will investigate the situation to determine the location and extent of the fire.

When a fire is discovered, an alarm should be pulled. Alarm pull stations are located next to every door that exits the building.

Staff will ask the library's patrons to calmly evacuate the building.

A staff member will immediately call 911.

A fire extinguisher may be used with a small, contained fire.

Epidemics and Health Emergencies

Epidemic – A Virus or infectious disease affecting many persons in a specific locality at the same time and spreading from person to person in a locality where the disease is not permanently prevalent.

Health Emergency – The state of affairs in which there are not enough healthy library staff to maintain normal hours of operation, or it is unsafe for library staff to provide in-person service to the public.

The Karl Junginger Memorial Library may temporarily close because of an epidemic or library health emergency in the event that either of the following occurs:

The City of Waterloo offices close because of a health emergency.

A mandate, order, or recommendation for closure is issued by Jefferson County Health or other government officials.

At the discretion of the Library Director, the Karl Junginger Memorial Library may temporarily close, reduce its operating hours, or limit services if there is an epidemic or health emergency in place and/or there is insufficient staff to maintain basic service levels.

First Aid

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of, and health hazards to, the staff member. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

The Rescue Squad/Police (911) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

Bomb Threats

Staff is advised to keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If it is a note of any kind staff will inform the director or staff member in charge immediately.

If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION.**

A second staff member should use a cell phone to call 911.

Staff should clear the building of patrons and staff. The police will handle the actual bomb search.

Lockout

Definition - A Lockout is a procedure that prevents unauthorized persons from entering or leaving the library. It is commonly used when the threat is general, or the incident is occurring in the immediate vicinity of the library. This procedure allows library activities to continue as normally as possible within the building during the outside disruption.

Issuance of a Lockout Order - In the event that a potential or actual violent incident, such as a shooting, armed robbery, or person with a weapon, occurs in the vicinity of the library, and the Police believe that the library may be impacted, they will notify us by calling and will request that we issue a lockout of the facilities.

Staff Response - The staff member taking the phone call should make note of the time, the incident, the location, any descriptions or names of people involved, and the name of the caller. A public service announcement should be made: *“May I have your attention, please? A Lockout has been issued by the Waterloo Police Department. No one is to leave or enter the building until the all-clear has been given. We request that you stay in the main areas of the library, away from doors and glass.”* General information about the nature of the threat may also be communicated.

The locks on all entrance doors should be locked.

When the Police have determined that the danger is past, they will call or stop over to issue an all-clear. The doors may then be unlocked, and business can proceed normally.

Active Shooter

PROFILE OF AN ACTIVE SHOOTER

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

GOOD PRACTICES FOR COPING WITH AN ACTIVE SHOOTER SITUATION

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.

- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Call 911 when it is safe to do so.

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

Quickly determine the most reasonable way to protect your own life. Remember that customers are likely to follow the lead of managers and employees during an active shooter situation.

Evacuate - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have a plan and escape route.
- Evacuate regardless of whether others agree to follow.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active shooter may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

Hideout - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view.
- Provide protection if shots are fired in your direction (i.e., an office with a closed, locked, and blockaded door).
- Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., computers, radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

Take action against the active shooter - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her.
- Yelling.
- Throwing items and improvising weapons.
- Commit to your actions.

Borrowed and adapted from the manual, *Active Shooter, how to Respond*, by the U.S. Department of Homeland Security, October 2008.

*Approved: 05/28/03;
Amended: 05/27/08, 10/27/09, 04/11/2017, 11/10/2020, 04/25/2023*

515. Community Facility Use Policy & Procedures

Checks for deposits must be separate from checks for rental fees. Deposits are due with the submission of the reservation form. The deposit check will be returned if a self-addressed stamped envelope is provided or shredded within 5 working days of the event and following inspection of the facility after its use. Rental fees are due no later than the day of the reservation. All checks should be made payable to Karl Junginger Memorial Library. Ask about the availability of AV equipment.

| Deposit | Group | Rental Fee |
|----------------|---|-------------------|
| None | City of Waterloo/Gov't Agency | None |
| None | Schools | None |
| None | MATC | Negotiated |
| \$50 | Non-profit organization | None |
| \$50 | Groups or businesses mtg for not-for-profit | None |
| \$50 | Private gathering | \$20 per hour |
| \$50 | Programs with the sole purpose of sales or profit | \$30 per hour |

Fees apply to both the Junginger Community Room and Hyer Conference Room, where applicable. The following rules shall govern the reservation and use of both rooms.

- The application is not official until a completed application is received by library personnel with the required deposit, if any. Deposits are payable at the time of application. Users must include a self-addressed stamped envelope with the deposit unless they request the deposit check to be shredded.
- Deposits must be paid by check, separate from rental fee checks. If there are no charges for damages or cleaning fees for the facility after use, the deposit check will be returned to the organization or shredded within 5 working days of the event.
- All rental fees, if any, are due no later than the date of use.

- If a key is needed to access the facility, it must be signed out during library hours just before the event. If the key is not checked out prior to the event, the \$50 deposit will be forfeited automatically. Staff may not be contacted at home for any reason.
- If the library facility has sustained damages through the use of the facility, or if library personnel must clean the facility after such use, all of the deposit will be retained by the library to cover costs. Damages in excess of the deposit will be billed.
- Cancellations should be made a minimum of 48 hours in advance, except in cases of inclement weather.
- All reservation applications must be signed by an adult at least 18 years of age. An adult, age 18 or older, must be in attendance during the entire reservation time and until all participants have left the building.
- No use of alcohol or tobacco is allowed in any area of the building. Fire and safety laws must be observed. Alcohol is not permitted in any area of the building, except alcohol will be allowed during specifically approved library functions, and Friends of the Library events when the FOL organization obtains a picnic license from the city of Waterloo.
- If the room is not clean and/or the furniture has not been returned to the proper arrangement, the \$50 deposit will be forfeited
- **If the fire alarm is pulled by accident your rental deposit will be kept by the KJM Library. Additional Fire/EMS fees may be incurred up to \$200.00.**
- Cleanup Checklist needs to be completed with signature and date. The Cleanup Checklist should be left on the kitchen counter in the Junginger Community Room or on the conference table in the Hyer Conference Room. In addition to the cleanup checklist tables and chairs must be returned to their proper arrangement (refer to the laminated green cleanup checklist and room arrangement map located in the Junginger Community Room only).
- If library keys for the facility were borrowed, they should be returned in the outside book drop, after the door has been locked, if the library is closed, or at the front desk if the library is still open. **If the key is not returned after the event the \$50 deposit will be forfeited and you will be charged for any necessary re-keying fees.**
- If the library is closed during the event, or closes before the event has ended, check that all lights are off and that all external doors used are locked and secure. The \$50 deposit will be retained by the library if lights are left on or doors are left open/unlocked.
- The reservation of any room or facility within the library does not constitute an endorsement of the users of said rooms or their beliefs by the Library Board, library staff, or the City of Waterloo. The Library Board and library staff will not discriminate, on the basis of gender, ethnic group, age, religious beliefs, or sexual preferences, against any group wishing to use the facilities, as long as said group adheres to these policies.

- Recurring reservations must be resubmitted for each new calendar year with a new reservation form and deposit check when needed. Should such a group's reservations also cease at the end of a school year, a new reservation form will be required when the group recommences its meetings.
- The Library Board reserves the right to review and/or refuse future use of any library facility for previous infringement of the rules or policies governing facility use.
- Use of either the Hyer conference Room or Junginger Community Room occurring during open hours must not disrupt the use of the library by others.
- In the event a dispute arises regarding the use of any facility, the final decision rests with the Library Director.
- The library reserves the right to cancel a scheduled reservation due to unforeseen circumstances. Notification of such cancellation will be given a minimum of 24 hours in advance. However, should inclement weather force the closing of the library, 24 hours' notice may not be possible. It is recommended that all organizations contact the library if inclement weather threatens.

*Amended: 05/19/2015, 06/21/2016, 07/12/2016,
02/15/2017, 10/23/2018, 02/11/2020, 02/09/2021, 01/11/2022
Reviewed: 02/28/2023*

706. Volunteer Policy

Volunteering for Karl Junginger Memorial Public Library can be a rewarding and exciting experience. Volunteer time, energy and goodwill are invaluable assets to the Library because volunteerism enhances the Library's ability to fulfill its mission by providing opportunities for direct public participation in library services. Volunteerism also strengthens and deepens the Library's relationships throughout the community. Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the Library.

Volunteers help Karl Junginger Memorial Public Library expand and enrich its services. Volunteers will not be used to replace the work done by paid library staff.

We support the effective utilization of volunteer time and talent as a way to:

Assist staff, as needed, in critical daily tasks

Add services of value to new and existing programs

Promote public awareness of library services

Increase involvement and support of the Library by the public

Promote civic engagement by employees of local corporations.

The volunteer program serves the needs throughout all Library departments and services.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers under the age of seventeen (17) must have parental approval and cannot work more than four (4) hours per day.

Volunteers may not:

Perform activities that could reveal confidential patron information

Use the Integrated Library System (ILS)

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

Neither the City nor the Library provides any medical, health, accident or worker's compensation benefits for any volunteer.

Individuals interested in volunteering at the Library must fill out an application and a waiver form. Candidates will be accepted based on the Library's project and programmatic needs matched with the candidates' qualifications to meet those requirements as determined during the selection process. The Library may not accept every volunteer application. **A background check, and where applicable, reference checking is required before any candidate can begin an assignment.**

Each volunteer has an on-site supervisor and is required to follow the work procedures established by that staff member. The supervisor is responsible for management and guidance of a volunteer's work, establishing a work schedule and tracking hours, and is available for guidance and assistance. All volunteers should keep their supervisor informed of their projects and work status, and of any schedule changes.

Approved: 05/27/04

Amended: 03/20/07, 02/15/2017, 09/10/2019, 05/24/2022



Karl Junginger Memorial Library Volunteer Registration

Thank you for your interest in volunteering! Your willingness to share your time and talents will enrich our library and enhance our ability to serve the public. There are numerous opportunities available for volunteers. Your application will be reviewed and if there is a possible match with currently available volunteer opportunities you will be contacted.

There is no minimum age to volunteer. Ages 17 years old and younger require a parental consent. There is no maximum age limit on volunteers.

Date _____

Volunteer Name _____

Street Address _____

City _____, WI Zip Code _____

Phone/Cell _____ Email Address _____

DOB _____

Library Open: M - TH 9 – 6 F 9 – 5 Sa 9 – 1 Closed Sundays

Volunteer Opportunities and Times (Circle Availability)

DAYS AVAILABLE: M T W TH F Sa

Morning Afternoon Evening

Shelf Reading Literacy (Reading/Teaching) Special Events

Teaching Computers Program Assistance Light Cleaning

Other _____

Emergency Contact: _____ **Relationship:** _____

Address: _____

Phone/Cell: _____

REFERENCES- Please give the Name of (2) persons you have known a minimum of 3 years (non-relative).

1. Name _____

Street Address _____

City _____, State _____ Zip Code _____

Phone/Cell _____

2. Name _____

Street Address _____

City _____, State _____ Zip Code _____

Phone/Cell _____

If you are under the age of 17, you will need your parent or guardian's consent to volunteer time at the library.

Parent/Guardian or Personal Representative Signature _____

Date _____

Community Service Volunteers:

Caseworker/Parent/Guardian Name _____ Phone _____

WAIVER & RELEASE OF LIABILITY FORM

In return for being allowed to participate at the Karl Junginger Memorial Library in volunteer activities and all related activities, including any activities incidental to such participation ("Volunteer Activities"), the undersigned Volunteer or Parent/Legal Guardian of Volunteer if Volunteer is under age 18 (hereafter referred to using "I", "me", or "my") releases and agrees not to sue the City of Waterloo/Karl Junginger Memorial Library or its officers, directors, employees, sub-contractors, sponsors, agents and affiliates from all present and future claims that may be made by me, my family, estate, heirs, or assigns for property damage, personal injury, or wrongful death arising as a result of my participation in the Volunteer Activities wherever, whenever, or however the same may occur.

I understand and agree that the City of Waterloo and Karl Junginger Memorial Library are not responsible for any injury or property damage arising out of the Volunteer Activities, even if caused by their ordinary negligence or otherwise.

I understand that participation in the Volunteer Activities involves certain risks, including, but not limited to, serious injury and death. I am voluntarily participating in the Volunteer Activities with knowledge of the danger involved and I agree to accept all risks of participation.

I also agree to indemnify and hold harmless the City of Waterloo and Karl Junginger Memorial Library for all claims arising out of my participation in the Volunteer Activities.

I understand that this document is intended to be as broad and inclusive as permitted by the laws of the state in which the Volunteer Activities take place and agree that if any portion of this Agreement is invalid, the remainder will continue in full legal force and effect.

I also acknowledge that the City of Waterloo and Karl Junginger Memorial Library have not arranged and do not carry any insurance of any kind for my benefit or that of Volunteer (if Volunteer is under 17), my parents, guardians, trustees, heirs, executors, administrators, successors and assigns. I represent that, to my knowledge, I am in good health and suffer no physical impairment that would or should prevent my participation in Volunteer Activities.

I also understand that this document is a contract which grants certain rights to and eliminates the liability of the City of Waterloo and Karl Junginger Memorial Library

(Signature of Volunteer or Personal Representative)

Date

I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies.

(Signature of Parent/Legal Guardian if Volunteer is Under 17)

Date

I am the parent or legal guardian of the Volunteer. I am of legal age and am freely signing this agreement. I have read this form and understand that by signing this form, I am giving up legal rights and remedies

800. Revision of Library Policies

The preceding statements of Karl Junginger Memorial Library's policies shall be subject to review and needed revision at least every two years by the Library Board of Trustees. Individual policies will be reviewed or added as needed.

As stated in the Library's By-Laws, proposed changes or additions to library policies are to be presented at regular Board meetings. Changes or additions are then to be voted upon at next regular Board meeting. A majority vote for approval by the full Board membership is needed to amend any policies.

Approved: 05/2004

Reviewed: 01/08/2019, 05/24/2022