Karl Junginger Memorial Library

Waterloo, Wisconsin

Library Policies

Karl Junginger Memorial Library
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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: 02/23/2006, 06/14/2016
Reviewed: 06/12/2018, 05/28/2024

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 These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals.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 than 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: 12/11/2002, 09/14/2016, 06/12/2018, 07/27/2021, 05/28/2024

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.
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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: 10/12/1995
Reviewed: 12/11/2002, 02/15/2017, 06/12/2018, 07/27/2021, 05/28/2024

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: 10/12/1995,
Amended & Reviewed: 11/17/1998, 02/15/2017, 06/12/2018, 07/27/2021, 05/28/2024

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: 08/10/1995
Amended: 11/17/1998, 03/20/2002, 05/26/2009, 07/12/2016, 06/12/2018, 07/27/2021, 05/28/2024

300. ***Bylaws of the Library Board***

BYLAWS 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 eight (8) members, constituted 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.

One (1) member shall be appointed by Jefferson County and approved by the Jefferson County Council.

Terms of Trustees will be staggered and for three years, with reappointment at the discretion of the 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 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 the 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 the 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. The Finance of the Board shall review bills incurred by the library and dis/approve payment of these with authority from the Board. Finance, in association with the President, shall regularly review accounts and trusts held by the 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 the 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 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 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 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 the Board shall be held in accordance with the Open Meeting Law, Wisconsin State Statutes, Chapter 19.81 to 19.98. Members of the public wishing to address the Board on a specific issue shall request to be placed on the agenda not later than 24 hours prior to the time established for the 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 two or more members each for such specific purposes as Board business may require. Committees may be appointed by the 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, that have met since the previous Board meeting, shall make progress reports to the Board at each regular meeting.

Section 3. No committee will have any other than advisory authority unless given such by action of the 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 adequate funds are provided to finance the approved budget.

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

Section 5. The Board shall supervise and maintain the 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 the responsibilities of assistant library director during the 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 the importance of library system concepts to the growth and success of library services in Wisconsin, Karl Junginger Memorial Library commits itself to membership in the 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 VIIII – 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, an 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 the 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. Since an affirmative vote of the majority of the members of the Board present at the time shall be necessary to approve any action before the Board, if a vote ends in a tie, the motion fails.

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 a 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. Bylaws and Policies will be examined **at least every three years** by the Board or its committee to keep them current.

Amended: 08/28/02, 05/21/13, 08/06/13, 04/22/14, 02/8/16, 07/09/2019, 05/25/2021, 05/28/2024, 05/28/2025

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. 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 that 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 who 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 with this policy.

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:

- Whether the platform or technology enables reliable two-way communication
- Whether the technology allows remote participants to meaningfully participate in the electronic meeting
- Whether the platform or technology complies with Wisconsin Open Meetings Law

- 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
- Whether the platform or technology allows for simultaneous aural communication of the Board members essential to the deliberative character of the meeting.
- 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

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 authorized Board members with the right to speak and vote.

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 Electronic Means to virtually attend the meeting. The following expectations must be satisfactorily met in order to conduct a hybrid meeting:

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

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:

- Personal illness or disability
- Employment purposes or the business of the Board
- A family or other emergency

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.

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 a reasonable attempt, two-way communication cannot be re-established, 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 a 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.

All communications and discussions 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.

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 who 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.

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
Amended: 05/28/2024

401. Selection of Materials

Introduction

The Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning a spectrum of knowledge and opinions.

The 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 rests with their parents or legal guardians.

The Materials Selection Policy applies to all formats in circulation.

Context for the Policy
The Karl Junginger Memorial 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 guided by the Library's Mission Statement and informed by the Freedom to Read statement and the Library Bill of Rights adopted by the American Library Association, as well as the Freedom to Read statement developed jointly by the American Library Association and the Association of American Publishers.

Objectives
The library's materials collection is developed and managed to meet the majority of the cultural, informational, educational, and recreational needs of the library's service area. Library staff responsible for collection development build and maintain a patron-oriented collection by anticipating and responding to needs and expectations.

Access
The library ensures free access to its holdings for all patrons, who may select or reject any item in the collection. Individual or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Patrons have access to the collections of the library system's member libraries, as well as a nationwide interlibrary loan system. Digital materials are provided through state or system-wide collections, or bundled products, to which the Karl Junginger Memorial Library contributes funds. The Karl Junginger Memorial Library has no direct control over this selection, other than to recommend titles.

Library materials will not be confiscated except to protect them from theft or damage.

Children are not limited to the juvenile collection, although the juvenile collection is kept together to facilitate use. Responsibility for a child's reading or viewing must rest with the parent or guardian of the child, not with the library. In this, librarians can be important allies to the family. Professional members of the library staff are trained to help all patrons identify and seek materials that are appropriate to their expressed needs and viewpoints. The collection is designed to serve the whole community.

The library takes no sides on public issues, and does not attempt to promote any beliefs or points of view, nor does it endorse the opinions expressed in the materials held. Inclusion of an item in the collection does not constitute endorsement of its contents by the library. The presence or absence of any particular viewpoint in the collection should not be interpreted as endorsement or disapproval by the Library. The library recognizes its responsibility to provide materials representing a broad range of viewpoints, within the limitations of space, budget, and availability, and to enable people to make their own decisions.

Responsibility for Selection Activities
While oversight for library collections rests with the Board of Trustees, the responsibility for the 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:

- Contemporary materials representing varying points of view that are of current interest and possible future significance.
- Source materials and thoughtful interpretations that document or shed light on the past.
- Materials that inform and increase an individual's ability to function effectively as a member of society.
- Materials of varying complexity and format because the library serves a public made up of a wide range of ages, educational backgrounds, sensory preferences, and reading skills.
- Materials that provide aesthetic experiences, stimulate the imagination, and encourage 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 Criteria
Materials are measured according to established objective standards. The entire work, rather than individual passages, images, scenes, or excerpts, is evaluated. It is the overall contribution of the work that is critical for acceptance or rejection. No single criterion can be applied to all materials. All acquisitions, whether purchased or donated (see Donations and Gifts below), are considered in terms of one or more of the following criteria:

- Contemporary significance, permanent value, or popular interest
- Quality of writing (style, readability)
- Accuracy, reliability, scope, and complexity of the subject matter
- Date of publication and/or timeliness of content
- Prominence, authority, or competence of the author, creator, or publisher
- Literary merit
- Public recognition of author, editor, illustrator, filmmaker, or source vis-à-vis media, critic, etc.
- Representation of diverse points of view
- Relation to existing collection
- Price and availability

- Format, durability, and ease of use
- Scarcity of information on the subject
- Waterloo author or local references
- Physical limitations of the library building
- The special needs of library patrons for materials in accessible formats

Local and Self-published Authors
For purposes of this policy, local authors are defined as current residents of Jefferson County, with particular emphasis on authors residing in or having significant ties to the City of Waterloo. The Library appreciates local authors who support the Library by donating their works. However, the Library is unable to add all donated materials to its collection. Donations are evaluated according to established, objective collection guidelines, and works must meet established selection criteria. Reader reviews on Amazon or similar sites are not considered as part of the review process. The Library does not purchase unsolicited materials or accept conditional gifts that are subject to conditions or restrictions regarding their acceptance, placement, retention, or use.

Attempts are made to acquire titles by local authors who are published by mainstream publishers. Self- published materials are considered using the same general selection criteria as other materials; however, because professional review and independent evaluation are often unavailable, such materials are acquired selectively.

Library staff will not review a self-published book and will not provide an author with an evaluation of their published material.

User Requests
The Library accepts user suggestions, comments, and ideas about the collection and its development. All such requests are subject to the same selection criteria as materials purchased by library staff.

New Formats
Careful consideration is given to the introduction of new formats to the 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.

Donations and Gifts
Donations of materials in good physical condition are gratefully accepted with the understanding that the Library may add them if they meet the established selection guidelines. All donated items become property of the Library and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

Materials not added to the collection will be given to the Friends of the Library Book Sale or disposed of by other means. The Library cannot assign a monetary value to gifts for tax purposes; however, receipts are provided upon request.

Monetary gifts are always welcome and may be designated as memorials. When monetary gifts are intended for the purchase of materials, library staff will determine what titles to buy, using the same criteria as for all other purchases.

Ordinarily, gifts of non-library items such as paintings, portraits, or art objects will not be accepted. If accepted, the items become the property of the Library and will not be returned to the donor. There is no obligation for the Library to retain ownership of the item.

Interlibrary Loan
Because of limited budget and space, the library cannot provide all requested materials. 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 loan services to meet the needs of its patrons, the Karl Junginger Memorial Library agrees to make its materials available to other libraries through the same interlibrary loan network.

Collection Maintenance and De-selection
Except where specifically designated, the Karl Junginger Memorial Library's collections are not intended to serve as archival repositories and are 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 to maintain the collection's vitality, appropriate size, and scope

Staff follows these principles when deselecting materials:

- Physical condition
- Publishing date
- Frequency of circulation
- Community interest
- Duplication of content or subject area
- Space limitations
- Availability of newer or more current titles in the subject area
- Accuracy and timeliness of the publication

Items dealing with local history are an exception, as are certain classics and award-winning children's books.

Withdrawn items are donated to the Friends of the Library for book sales or disposed of by other means. The proceeds from such sales are used for the benefit of the library.

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. Materials subject to a request for reconsideration shall remain available to the public during the review process unless otherwise required by law. Policy 405, Reconsideration of Material, states the process for reconsideration.

Amended: 03/25/2004, 09/21/2006,05/21/2014, 07/26/2022, 03/26/2024, 07/22/2026
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-served 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 the 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: 06/23/2003, 05/22/2007, 02/09/2021, 03/26/2025
Reviewed: 07/14/2015, 08/08/2017, 03/28/2023

404. Monetary Donations, Memorials, and Bequests

Monetary Donations, Memorials, and Bequests

The Library gratefully accepts donations, memorials, and bequests of any amount. Pursuant to Wisconsin Statute 43.58, "The library board shall have exclusive control of the expenditures of all money collected, donated, or appropriated to the library fund." The Library Board of Trustees will review all gifts, whether monetary or in-kind, with an estimated value of $2,500 or more.

Upon receiving notice of a donation, memorial, or bequest, the Board of Trustees will evaluate any conditions or restrictions attached to the gift. If the Board determines that the conditions are impractical, burdensome, or inconsistent with the Library's mission, operations, or policies, the Board will seek to negotiate modifications with the donor or, when applicable, through a court of competent jurisdiction. If mutually acceptable modifications cannot be reached, the Library may decline the donation, memorial, or bequest.

Once a donation, memorial, or bequest is accepted, the Library Board of Trustees and Library staff will comply with any agreed-upon conditions or restrictions. Compliance with such conditions will be reviewed annually.

The Library will acknowledge all donations. Monetary memorial donations will also be acknowledged to the family of the individual being memorialized.

All donated funds will be deposited into a designated gift fund. Gift funds will not be used for general operating expenses but will be reserved for special purchases, projects, or purposes specified by the donor. Donations of $2,500 or more will be presented to the Library Board of Trustees for review. By majority vote, the Board may elect to deposit the funds into the Library's Memorial–Donation Fund Balance account (812-34107) or establish and transfer the funds to an Endowment Agency Fund. Interest earned on gift fund balances will be credited to the fund annually.

Trusts

Funds received by the Library through a trust shall be budgeted and expended in accordance with the terms of the trust and applicable laws. The trustee retains sole responsibility for investment decisions; however, the Board of Trustees may communicate its preferences regarding investment strategies intended to support income generation and long-term growth.

A quarterly report from the trustee detailing the status and performance of trust assets shall be made available to the Board of Trustees for review.

In-Kind Gifts

In-kind gifts may include, but are not limited to, books, artwork, equipment, furnishings, collections, real estate, or other tangible property. The Library reserves the right to evaluate all

in-kind gifts to determine whether they are appropriate for the Library's mission, available space, maintenance requirements, and operational needs.

The Board of Trustees will review all in-kind gifts with an estimated value of $2,500 or more before acceptance. Unless otherwise agreed to in writing as a condition of the gift, the Library reserves the right to use, display, store, sell, transfer, or otherwise dispose of donated property in a manner that best serves the interests of the Library.

Approved 08/10/1995;
Amended: 06/19/2007, 3/11/2020, 06/25/2024, 06/24/2026
Reviewed: 01/13/2015, 08/8/2017, 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 collections are 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 individuals 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 attentively and consistently. 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 unsatisfied 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 re-evaluated.

Adopted: 06/24/1971;
Amended: 07/01/1981, 01/10/1990, 03/25/2004, 10/26/2006, 02/15/2017, 10/25/2022, 03/26/2024
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 are 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 services 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 outlined in the procurement card procedure manual and Library purchasing policies. The employee who is issued 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 that will provide the highest investment return with maximum security. Investments shall be made with judgment 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 the 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 that 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
Amended: 06/25/2024

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, 04/23/2025

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 three months. 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 service request 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
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 has 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.

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 to show a current driver's license/state-issued 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 parents'/guardians' 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 checkout limit of 3 video games per household. 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 reshelved 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, Non-Fiction 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 due date. 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 are 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: 04/28/2003
Amended: 05/27/2004, 06/22/2006, 01/22/2013, 11/11/2014, 05/19/2015, 06/21/2016, 10/18/2016, 2/27/2018, 09/11/2018, 04/11/2019, 04/13/2021, 10/26/2021, 07/25/2023,03/26/2025, 10/29/2025

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 the 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 vendors, 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 manufacturers' recommendations, warnings, and instructions for use.

Approved: 08/22/2023
Amended: 04/23/2025

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 an email address 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 for a total of 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.

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, 05/28/2025

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. A 10% discount on Milwaukee County Zoo gift shops is also included. 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 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, 08/27/2024, 03/25/2026

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 it while charging the unit. Please make sure to review the WiFi 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 to borrow the WiFi Hotspot, and your account must be in good standing (no fines/fees over $10.00).

I acknowledge and expressly assume the risks of borrowing a hotspot from the Karl Junginger Memorial Library with a full understanding of such potential risks and expressly waive, release, and discharge Jefferson 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, 09/24/2024, 02/25/2026

425. Outreach Services

The Karl Junginger Memorial Library Outreach Service provides library materials to patrons who cannot access library services in person due to age, disability, transportation challenges, or other circumstances approved by the library. The Outreach service will also provide materials to Senior Living Facilities, Assisted Living Facilities, Health Care Facilities, 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 card and will be charged the standard fee for any lost or damaged items.

The Outreach Service offers local community members the opportunity to enjoy the library's collections without visiting the 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 in 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. Karl Junginger Memorial Library materials may be renewed up to three times, provided the items are not on hold for another patron. Some materials may be unavailable for Outreach Service borrowing due to high demand or shorter loan periods.
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 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 standard costs for lost or damaged items.
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.

Library outreach services will be added, adjusted, or reduced based on available City funding and staff resources. The library will develop, deliver and regularly evaluate these services.

Approved: 08/10/1995

Amended: 12/11/2001, 06/19/2007, 03/14/201, 05/08/2018, 01/14/2020, 12/13/2022, 10/23/2024, 05/27/2026

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, Internet, and Wireless 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 its internet connection. Each individual is responsible for their appropriate use of the internet in the Library. As such, users are cautioned that information and images may be encountered that 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 internet, and wireless internet service, they are agreeing to abide by this policy.

Library staff are 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, the 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 that 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)

- 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-served basis.
- 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.
- 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.
- Children are not allowed to use a guest pass and must use their Library card to sign in.

USER RESPONSIBILITIES

Internet users are expected to use this library resource responsibly and courteously 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 for the amount of time determined by the library director and/or the library board of trustees. Any violation of the computer use policy may result in the suspension of library privileges, 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:01/18/1996
Amended: 08/2619/98, 04/19/2000, 02/20/2002, 06/22/2006, 11/12/2013, 07/15/2014, 05/9/2017, 05/12/2020, 10/25/2022, 07/23/2025

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, 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. The Karl Junginger Memorial Library's staff will moderate comments from the public. 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, threats, or use of profanity or abusive language
- Content that could compromise the safety of the public or promote 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, sensitive, or confidential information of any kind
- Posts that 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 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 a 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 times within any 12 months, Library staff may delete the content, 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, 06/22/2021,10/24/2023, 06/25/2025

445. Photography and Filming

The Karl Junginger Memorial Library permits filming and photography under the conditions described herein and only to the extent that it does not interfere with the operations, programs, and activities of the Library, violates the privacy rights of any user, and is consistent with the Library's policies and procedures.

Individuals wishing to take photos or film of any of the Library property for personal use may do so without special permission, so long as such imaging is not disruptive to others.

Special or unique photography equipment, including but not limited to additional lighting, large tripods, or large microphones, shall not be permitted without advance permission from the Library Director.

Under no circumstances will a person be able to modify or rearrange the property of the Library for photographic purposes without first obtaining specific permission from the Library staff.

Photography and Recording by Karl Junginger Memorial Library Staff
The Karl Junginger Memorial Library may use photographs or recordings of staff, volunteers, and members of the public to promote and publicize the Library's programs, services, and collections.

Permission of individuals is not required if crowd pictures or film is taken at a public meeting, Library event, or program, and if individuals are not named or identified. The following notice will be posted:
"We will be taking photographs and/or video today to use for marketing and promotion. If you do not want your image taken or shared, please let staff know."

To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without approval from the photographed subject, parent, or legal guardian.

News and Media Photography
The Library shall grant access and permission to any media photographer who is recording a news story that directly involves the Library and its programs, provided that all Library policies are observed. Advanced notice is requested when possible.

Liability
The Library accepts no liability for the use of photos or film resulting from the activity of any other person not under the direct supervision of the Karl Junginger Memorial Library.

Note that any persons filming or photographing on Library premises have the sole responsibility for gaining all necessary releases and permission from persons who are filmed, photographed, or imaged. Further, the photographer is solely responsible for ensuring that no copyright infringement occurs while conducting his or her activity. The Library undertakes no responsibility for obtaining such releases.

The Library reserves the right to enforce all the above provisions at its sole discretion. The Library's priority is fulfilling the mission of the Karl Junginger Memorial Library, and as such has the right to terminate the activities of any person whom it feels in its sole discretion are inconsistent with such mission. All staff of the Karl Junginger Memorial Library are authorized to terminate any photography, filming, or imaging that appears to compromise the safety, security, or execution of library services.

Approved: 1/12/16
Reviewed: 04/10/2018, 10/26/2021
Amended: 06/26/2022, 07/23/2024, 04/22/2026

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 co-sponsored 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 provides a service to the KJM Library.

Approved: 5/10/2016
Amended: 04/10/2018, 03/15/2022, 11/28/2023, 07/23/2025

503. Code of Conduct
The purpose of this policy is to express the roles and responsibilities library staff and patrons share to ensure the library's physical and virtual spaces are welcoming, safe, and secure.

Library patrons may not engage in behavior or take any action on library property that violates any federal and/or state laws, or City of Waterloo statutes, codes, or ordinances.

The following expectations will be enforced:

1. **Compliance with current public health recommendations** and building restrictions as established by government entities with jurisdiction.

2. **Respectful use of library equipment and spaces:**
    1) seating areas and study areas are limited to the expected use and/or posted capacity.
    2) library furniture or equipment may not be relocated without the permission of library staff.
    3) entering a designated staff-only space is only permitted with permission of library staff.
    4) covered, non-alcoholic beverages are allowed. Eating is only permitted in the library's front lobby area, and clean-up is required. Deliveries of food are not permitted.
    5) public access computers will be monitored by library staff to ensure proper use. (Inappropriate, illegal, or unacceptable use of the library's computers, network, and wireless network could result in temporary loss of computer and/or permanent loss of library privileges.)
    6) The library is not responsible for any items lost, damaged, or stolen on library property.

3. **Appropriate public conduct—the following behaviors <u>will not</u> be tolerated:**
   1) Firearms or weapons, in the library or on library property (except for an on-duty law enforcement official.
   2) Excessive or disruptive noise
   3) Disorderly conduct, including but not limited to abusive, indecent, profane, threatening, racist, or harassing behavior toward library staff or other library patrons.
   4) Preventing staff from performing normal duties.
   5) Being under the influence, selling, or having possession of alcohol or illegal substances.
   6) Smoking or using chewing tobacco or electronic smoking devices inside the library or within fifty (50) feet of the building.
   7) Soliciting or distributing materials of any kind not approved by the library.
   8) Stealing, damaging, or vandalizing library property or the property of library staff or other library patrons.
   9) Activities that violate patron privacy and confidentiality.
   10) Viewing explicit or pornographic materials or websites on any device in the library.
   11) Engaging in any sexual or sexually suggestive content, language, activities, or conduct.
   12) Failing to wear shoes, shirt, bottoms, or appropriate attire.
   13) Shaving, bathing, or laundering clothes in public restrooms, or visiting the library when personal hygiene disrupts others from using the library's facilities, collections, or services.
   14) Other activities that are inconsistent with reading, studying, and any other activities normally associated with the use of public library facilities.

4. **Patrons' rights to uninterrupted access at the library:**
   1) selling, soliciting, surveying, distributing printed materials, panhandling, canvassing, or protesting for any political, charitable, or religious purposes inside the library building or in a manner that obstructs clear, safe, and uninterrupted access to the library is not permitted.

5. **Parents' or guardians' responsibility and ADA compliance**:
   1) the welfare, conduct, whereabouts, selection of reading materials, and supervision of children while on library premises is the obligation of a responsible caretaker (parents, grandparents, older siblings, babysitters, etc.).
   2) designated service animals may accompany patrons in the library.

6. **The Waterloo Police may be called to assist library staff in dealing with unacceptable conduct if the safety of the patron, library staff, or other library patrons is in question.**

7. **The Karl Junginger Memorial Library reserves the right to contact the Waterloo Police Department to remove any personal materials a patron leaves unattended in the library or on the premises.**

8. **Violations of the Code of Conduct Policy may result in the temporary removal or the permanent expulsion of the patron from the library and/or the use of library services. The library's step process for those not following behavior expectations as defined in the Code of Conduct Policy is as follows:**

   Patrons exhibiting disruptive behavior will be given a warning.

   If, after a second warning, the behavior continues, the patron will be given a code of conduct form and asked to leave the library for the remainder of the day. The Code of Conduct Incident Report *(Appendix A)* will be completed by the staff and the Library Director. Second warnings given to youth; please see Unattended Child Policy 510 for details of further action.

   Recurring incidents may result in a temporary expulsion from the library and/or services for a period of time, from one month to one year. Extreme incidents may result in the involvement of law enforcement and/or may result in a permanent expulsion from the library and/or library services. Code of Conduct violations will be reviewed, and expulsion will be determined at the discretion of the Library Director. The patron will be notified of temporary or permanent expulsion in writing *(Appendix A).* The patron may appeal the decision in writing to the Library Board *(Appendix B).*

   Should an expulsion be appealed to the Library Board, a review of the violation of the Library Code of Conduct as reported in Appendix A and appealed in Appendix B will be reviewed at the next regularly scheduled Library Board meeting. The Library Board may reinstate or uphold the recommendation of the Library Director. The Board's decision in appeal matters is final.

   At any step, if the behavior is offensive or severe, subsequent action may be taken immediately by library staff, following applicable laws and/or library policies. The patron may be asked to leave the library and library grounds. Failure to leave the premises upon the request of a library staff member may lead to the intervention of the Waterloo Police.

Policy Approved: 08/10/1995
Amended: 07/22/1998, 11/17/1998, 03/25/2008, 04/22/2014, 07/15/2014, 05/9/2017, 08/11/2020, 08/24/2022, 3/26/2024, 11/19/2025

Appendix A: Code of Conduct Incident Report

Patron Name: _____ **Date:** _____
Library Card Number: _____
Address: _____
Phone or Email: _____

Description of Incident: *(Please include a narrative of events including dates, specific behavior and*

Code of Conduct violations.)

_____

_____

_____

Name of staff member completing the form: _____ **Date:** _____

Comments: *(For Library Director only):* _____

_____

_____

Revocation of Library Services: No Yes
Terms of Revocation:

_____

_____

Dates of Revocation: _____

Library Director: _____**Date:** _____

Appendix B: Notice of Code of Conduct Violation and Library Expulsion

A Library Code of Conduct violation was reported on the following date: _____. Please review the attached, **Appendix A: Code of Conduct Violation Report** for details and determination by the Library Director for expulsion from the Library and/or Library Services.

Should you wish to appeal this action, please fill out the form below and mail to**:** **Karl Junginger Memorial Library 635 N. Monroe St. Waterloo, WI. 53594**, Attn: Library Director. Upon receipt of this appeal form, the matter will be scheduled for a hearing before the Library Board regarding the merits of the appeal at the next regularly scheduled meeting from the date of receipt. Reasonable notice of the date and time of the hearing will be provided, and you will have the right to be heard and present evidence in support of your appeal. Meetings of the Library Board are required to be conducted in open session and are accessible to the public. The Library Board's decision is final.

APPELLANT INFORMATION:
Name: _____ **Date:** _____
Library Card Number: _____ **Address:** _____
Phone or Email: _____

Reason revocation should be reinstated:

_____
_____
_____
_____

Signature: _____**Date:** _____

510. Unattended Children Policy

Purpose

- To promote the safety and well-being of children, and to maintain an environment that supports constructive library use.
- The Karl Junginger Memorial Library welcomes library use by children and provides library staff to assist children with library materials, resources, and services. The library strives to provide a safe, welcoming, and appropriate environment for visitors of all ages.
- The library is not equipped, nor is it the library's role, to provide short-term or long-term childcare or supervision.
- Use of the library is a shared experience. All patrons are expected to follow the Rules for Patron Code of Conduct established by the Board of Library Trustees. The Rules for Patron Code of Conduct are available upon request and on the library's website.

Supervision

- Children eight (8) years of age or younger must be accompanied and adequately supervised at all times by a responsible adult or mature adolescent twelve (12) years of age or older while they are using the library. This requirement also applies to children participating in library programs, unless otherwise specified.
- Children nine (9) through twelve (12) years of age may use the library without adult supervision, provided they maintain appropriate behavior and comply with all library policies.
- **Children who regularly visit the library (two or more days per week) may remain in the library unattended for a maximum of two hours per day.**
- Children may be considered unattended if causing disturbances, even if the parent/guardian is in the library building.
- Teenagers may use the library independently and are expected to follow all library policies and procedures. Parents or guardians remain responsible for the behavior and well-being of their minor teens.
- All children and teenagers should have a parent, guardian, or other emergency contact available by telephone in case of an emergency or if they have been suspended from the library.
- The library director has the authority to alter the policy of age limit supervision requirements to adapt to unforeseen circumstances.
- Loitering is prohibited on all library property. Loitering is defined as sitting or standing idly, sleeping, or wandering without any discernible legitimate reason, either inside or outside the library building in areas that obstruct other library patrons' access to the

library. Sleeping or lying down on outdoor library benches or patio tables is also prohibited.

Staff Intervention

- Children who engage in disruptive or inappropriate behavior may be asked to leave the library building and property. Procedures for addressing inappropriate behavior will be implemented as necessary. If a situation presents a safety concern or otherwise warrants police assistance, library staff may contact the police.
- Library staff will make reasonable attempts to contact the parent or guardian of an unattended child. If the parent or guardian cannot be reached, the child will be placed in the care of the Waterloo Police Department.

Library Closing

- The Karl Junginger Memorial Library is not responsible for supervising children who remain unattended on library premises, including before or after scheduled programs or events.
- Library staff will not transport children home or otherwise provide transportation unless approved by the parent or guardian under special circumstances.
- If a child twelve (12) years of age or younger has not been picked up at closing. Library staff may contact the parent or guardian. If the parent or guardian cannot be reached, or if the circumstances warrant, the matter may be referred to the Waterloo Police Department.

Parents and guardians are responsible for determining what library materials and media are appropriate for their children. If you have concerns about what your child, of any age, reads, views, or accesses at the library, we recommend that you visit the library with your child. Library staff cannot act in place of parents or guardians in supervising or directing a child's use of library materials and media.

Amended: 01/28/2014, 05/9/2017, 08/11/2020, 08/24/2022, 09/24/2024, 09/23/2026

512. Emergency Policies

The Karl Junginger Memorial Library will make every effort to remain open during all regularly scheduled hours unless severe weather conditions, building mechanical or utility issues, inadequate staffing, or a safety issue warrants the closing of the facility to the public and/or staff. Examples include, but are not limited to, severe weather, staffing issues, 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 decision to close the Library to the public due to an emergency will be made by the Library Director or designee. The Library Board permits the Library Director 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.

Approved: 05/28/2003;
Amended: 05/27/2008, 10/27/2009, 04/11/2017, 11/10/2020, 04/25/2023, 03/26/2025

515. Community Facility Use Policy & Procedures

The primary purpose of the Karl Junginger Memorial Library meeting rooms is to enable the library to extend its programs to the Waterloo community. As a further service, the library offers the use of its meeting rooms, when available, to qualifying groups. Library-sponsored activities are given the highest priority when considering the use of these facilities.

Meeting room use requires an application and a deposit/fee when applicable. Library staff will review and approve the application, which may require approval from the library director.

The Karl Junginger Memorial Library does not advocate or endorse the viewpoints of meetings or meeting room users. Informational flyers, advertisements, or any other publications issued by the group must explicitly state: "**The Karl Junginger Memorial Library and its Board of Trustees do not endorse or sponsor this event.**"

Use of facilities must comply with library policies and all federal, state, and local laws; ADA, safety standards, and building-code requirements. To meet eligibility, the library, at its discretion, may require groups to provide proof of insurance, residency, and/or tax exemption.

Hours of Availability, Capacity, and Equipment

Junginger Community Room:

- Available Monday through Sunday 7:00 a.m. – 9:30 p.m.
- When the event occurs while the library is closed, a door code to unlock the outside door during the event will be assigned and given when the room is paid for in full.
- When the library is closed, the group will have access to the hallway and the public restrooms. Upon departure, the group is responsible for ensuring the area is cleared of all occupants and secured. Restrooms should be tidy, all lights in the building should be off, and doors should be locked and shut.
- Capacity: 150 persons
- 10 large tables
- Kitchen facilities: oven/stovetop, microwave, refrigerator, dishwasher, and sink.
- Other equipment: podium, projection screen, projector

Hyer Conference Room: No application is needed. This room is not reservable but is used on a first-come, first-served basis. It may be occupied for up to 3 hours at a time per person/group.

- Available during the library's hours of operation only.
- Meetings shall conclude at least 15 minutes before the library closes.
- Capacity: 15 persons
- 1 fixed conference table
- No kitchen facilities
- Equipment: fixed whiteboard

Application

All applications must be completed in full, signed, and submitted by the authorized **adult** representative of the group who will be attending the event. Applicant accepts responsibility for the conduct of the event and for any damages incurred.

Applications may be obtained in person from the front desk or the Library's website. Completed applications may be returned in person, by regular mail, or by email to: **roomreservations@waterloo.lib.wi.us**

Fee Payment (if applicable)

- The Library accepts cash or checks made out to: Karl Junginger Memorial Library or KJM Library.
- The library staff reserves the right to determine what rental fees your group should be paying.
- Rental fees are due no later than the day of the event during library open hours. All rental fees include setup and clean-up times. The event may not enter the room until the rental fee is paid.
- Cancellations should be made a minimum of 7 days before the event date; exceptions will be made in cases of inclement weather.

- If your event begins later or ends earlier than anticipated, no refunds will be given.

- Deposits (if applicable) are required at the time of application. The event will not be scheduled on the room reservation calendar until the application is filled out and the deposit is paid (if applicable). Deposits must be separate from all rental fees. Deposits paid by check will be kept for one (1) business day after the event and then shredded if there are no extra required fees. Deposits paid by cash may be picked up by the event applicant one (1) business day after the event, provided there are no additional fees. If the cash deposit is not claimed by five (5) business days after the event, the library will consider it a donation.

The Karl Junginger Memorial Library will keep the rental deposit if the fire alarm is pulled. Additional Fire/EMS fees may be incurred up to $200.00 or more.

If the library facility has sustained damages through the use of the facility, if lights are left on, or if library personnel must clean the facility after such use, all of the deposit will be retained by the library to cover costs. Damage costs above the deposit will be assessed and billed.

A key access code to open the outside meeting room door will be assigned if an event takes place before the opening/or after the closing of the library. When making the final payment for the room rental, the library staff will train the renter on how to open the door using the keypad system. Staff may not be contacted at home for any reason.

Deposit	Group	Rental Fee
None	City of Waterloo/Gov't Agency	None
None	Schools	None
None	MATC	Negotiated
$50	Non-profit organization	None
$50	Waterloo-based Groups or businesses mtg. for not-for-profit	None
$50	Groups or businesses mtg. for not-for-profit	**$30 per hour**
$50	Private gathering	**$30 per hour**
$50	Programs with the sole purpose of sales or profit	$40 per hour

General Information and Overview of Room Use

Anyone using the meeting room(s) must adhere to the following regulations. If a group violates any of the rules listed herein, the Library Director or designee has the authority to immediately discontinue the use of the meeting room and /or suspend future privileges.

- Participants must adhere to the Library's Code of Conduct, rules, regulations, and policies.
- Programs or meetings may not interfere with the normal use of the library.
- Minors (under 18 years of age) using the meeting spaces must have a designated adult responsible for the reservation. This designated adult is also responsible for chaperoning the group while using the meeting space.
- Smoking, use of tobacco products, and use of alcoholic beverages are prohibited anywhere in the building and grounds. Fire and safety laws must be observed.
- Candles/open flames are prohibited.
- Chairs and tables must be cleaned and returned to the standard configuration. Trash and recyclables need to be taken to the library's outdoor garbage area. Users must vacuum and mop the floor as necessary. Kitchen counters should be wiped down, and the refrigerator should be left empty of items that the users brought with them. There is a laminated Cleanup Checklist to be completed and a laminated map of the room setup located by the Kitchen window. If the room is not set to acceptable standards, a clean-up fee may be assessed.
- 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. Please check that restrooms are tidy and that lights are turned off. The $50 deposit will be retained by the library if the lights are left on or the doors are left open/unlocked.
- Recurring reservations must be resubmitted for each new calendar year with a new reservation form and deposit when applicable. Should such a group's reservation 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.
- 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 library to close, 24 hours' notice may not be possible. It is recommended that all organizations contact the library or access the library website or social media if inclement weather threatens.
- For a non-emergency situation, please contact local police at 920-478-2343. **DO NOT contact any library staff at home.**

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, 10/22/2024, 01/22/2025, 09/24/2025
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 any schedule changes.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs, and events to benefit the library. In particular, a library friends group is often heavily involved in fund-raising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library board, which is the only body with legal authority to set policy for the development of the library.

Approved: 05/27/2004
Amended: 03/20/2007, 02/15/2017, 09/10/2019, 05/24/2022, 02/26/2025

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 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 names 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 the Volunteer (if the 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 that 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 the 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
Amended: 02/26/2025