

GERMANTOWN COMMUNITY LIBRARY
N112 W16957 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, July 28, 2021 6:00 pm**

LOCATION: **GERMANTOWN COMMUNITY LIBRARY**

- I. **CALL TO ORDER:** This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.
- II. **ROLL CALL:**
- III. **APPROVAL OF AGENDA:**
- IV. **APPROVAL OF MINUTES: June 23, 2021**
- V. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there will be a three minute time period, per person, with time extension per the Chief Presiding officer's discretion: be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.
- VI. **FINANCIAL MATTERS:**
 - A. Treasurer's Report
 - B. Accounts Payable
 - C. Budget Printout
- VII. **REPORTS:**
 - A. Correspondence
 - B. Village Reports
 - C. County Reports
 - D. System Reports
 - E. President's Report
 - F. Director's Report
- VIII. **UNFINISHED BUSINESS:**
 - A. Outside Signage for Library Building
 - B. Strategic / Facility Planning
- IX. **NEW BUSINESS:**
 - A. Limited Services on Saturday, October 23
 - B. Cancellation of Library Board Meeting on Wednesday, November 17
 - C. Germantown Community Library Bylaws
 - D. Petitions and Political Campaigning Policy
 - E. Acceptable Library Behavior Policy
 - F. Display, Exhibit, and Posting Policy
- X. **ADJOURNMENT:**

Forthcoming meeting: August 25, 2021 – Germantown Community Library

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services including restrictions related to COVID-19. For additional information or to request this service please contact Assistant Director, Connie Lloyd, at (262)253-7760, ext. 2002 or clloyd@germantownlibrarywi.org at least 48 hours prior to the meeting.

GERMANTOWN COMMUNITY LIBRARY BOARD

REGULAR MEETING

June 23, 2021

Germantown Community Library

The regular meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 6:00 p.m. on Wednesday, June 23, 2021. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Joletta Kerpan, Christa Potratz, Jan Miller, Brenda O'Brien. **Members absent:** None. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Miller, Vosen): Approve the agenda as printed. Motion carried (7-0).

MOTION (Vosen, Brady): Approve the minutes of the May 26, 2021 as printed. Motion carried (7-0).

PUBLIC INPUT: None.

FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of June 23, 2021: Board Checking Account - \$1,507.22; Board Savings Account - \$5,059.51; GCL Building Account - \$7,632.45 [Penny Jug - \$2,000.41] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,514.41; Building Fund CD Account #2- \$16,468.13 (renewed for 25 months at .60%); Building Fund CD Account #3- \$16,329.59; Building Fund CD Account #4- \$16,112.76; Building Fund CD Account #5- \$10,000.00. CD #1 will mature on 7/5/21. Vosen reported the current interest rates: 13 months at .45%, 18 months at .50%, and 25 months at .60%. MOTION (Nelson, Miller): Renew CD #1 for 18 months at .50% interest rate. Motion carried (7-0). MOTION (Kerpan, Miller): Accept the Treasurer's Report as printed. Motion carried (7-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Vosen, Brady): Approve the schedule of operating vouchers and credit card transactions for June and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Kerpan, aye; Trustee Miller, aye; Trustee O'Brien, aye; Trustee Potratz, aye; Trustee Vosen, aye; President Nelson, aye. Motion carried (7-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report for June were reviewed. The Board asked Smith to confirm with Village Hall that the Library Trust Fund 340-342-2100 (Designated – Library) reflects collected Impact Fees for the library. The Board also asked to confirm the debit amount associated with the Temp Invest-Library Ameritrade account, 100-110-3160, reflects interest earned.

REPORTS

CORRESPONDENCE. Nelson. A thank you letter was sent to Jana Schmidt for a \$700 donation for adult large print material.

VILLAGE. Miller. Miller summarized the most recent Village Board Meeting. Village Hall hired a new Support Services Manager, Erin Hirn. The July 4 parade will be held. There was a ribbon cutting ceremony for the new Fireman's Park Pavilion. The Village was awarded \$2.1M for the American Rescue Plan Act (ARPA) to assist the Village with expenses tied to the COVID pandemic. This will be received in two payments split between 2021 and 2022. Smith will discuss with the Village Administrator to what

extend the Library will be included in these funds. Miller provided updates to the planning for a new DPW facility. The new Electronic Message Sign is contracted to be installed by the end August. Smith is scheduled to meeting with Village Hall staff to coordinate what and how library messages will be included.

COUNTY. Vosen and Smith. The Washington County Library Board will meet again in August. Washington County directors continue to meet monthly. The Directors continue to review the county contract to find opportunities to update the contract to reflect current library service structures. The five libraries will share a booth at the Washington County Fair, July 20-25. They are looking for library staff and board members to work the booth. Miller mentioned Washington County will receive \$26M in American Rescue Plan Act (ARPA) funds.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met on June 10, virtually. Discussions included Monarch App billing, continuation of using NCOA files to clean-up patron records, and Polaris/ILS settings returned to pre-COVID settings. The Monarch System Board is interviewing candidates for the Director position.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. May monthly circulation statistics were provided. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = 94.5%, 2019 = -0.5%; Physical items: 2020 = 146.7%, 2019 = -5.4%; Digital items: 2020 = -8.5%, 2019 = 37.6%. Hoopla had 233 checkouts. The Summer Reading Challenge has 800+ patrons registered. Smith provided a list of youth/teen/adult upcoming programming with dates. The Large Community Room and Large Study Room are now open for patron use. The magazine exchange table is available. A water bottle filling station is scheduled to be installed by Cintas in a few days. DPW removed the extra drinking fountain in the location where the water bottle filling station will be installed. The Usborne book sale began June 7. The library is accepting applications for the open Library Specialist position until June 28. Current staff are covering the shifts for the open Youth Services Assistant position. The Customer Service Survey was launched May 24 and have 95 responses to date. Smith provided the results and comments to the supervisors for review. The Library Memory Project was awarded a grant for \$35,000 for 2022 & 2023 through StoryCorps. The Adult Services Librarian will be participating in this. The Adult Services Librarian is also leading a series of 'Roam with Readers' walks through the Village Park & Rec. The first 'Storytime on the Patio' was held on June 8 with full registered participants. The library participated in the Village Park & Rec 'Movies in the Park' on June 11. The library continues to offer book bundles and is pulling books for local daycares and the Park & Rec Tyke Site program. The Circulation Manager has begun developing a 'Get Your Library Card' campaign for September. Tech Services is developing the procedures to add a new 'Library of Things' collection. The Assistant Director is working with Monarch and the IT Workgroup to evaluate alternative Website hosting services and more robust support request ticket system. The Assistant Director also distributed the final Monarch NCOA individual files to each library for patron record clean-up. Smith held a preliminary meeting regarding facility planning with representatives from DPW and the Library Board. Smith will contact the original architect for information. The Assistant Director is working with vendors to pursue signage for the front doors of the library, for internal service desks and to update some adult seating.

UNFINISHED BUSINESS

STRATEGIC / FACILITY PLANNING – Smith contacted WiLS for information and a proposal for strategic planning. Smith presented the WiLS proposal for Strategic Plan Development, Consulting and Facilitation

Services for \$8,630.00 not including travel expenses. They propose to begin this process in October or November of 2021. It will take approximately six months. Smith stressed the importance of gathering community input once patrons are able to fully engage in-person rather than virtually. The Library Board requested statistics next month regarding the percentage of patrons that have provided their email addresses on their account for library notices. Miller emphasized this will take a significant amount of staff time to assist pulling necessary information together and this should be planned for accordingly. Distinction for statistics will need to be made between the Village of Germantown and the entire service population of the library which includes the Town of Germantown, Richfield, and Jackson. Vosen mentioned the original building was based on numbers only from the Village of Germantown and not the surrounding served communities. MOTION (Kerpan, Vosen): Accept the WiLS proposal as presented. Smith should work with WiLS to finalize the specific components to engage. It will be determined at the July meeting what accounts will be used to fund the WiLS project. Motion carried (7-0).

CIRCULATION POLICY – Smith presented an updated Circulation Policy which modified the originally proposed language to prevent requests of library cards from outside of the State of Wisconsin for only digital only materials. Origin changes to purge patron records after three years rather than five years to match DPI Standards, specify material loan and renewals as physical material, change the return Grace Period to one day, and add requirement for ‘realia’ material remained. Requested input from the state and other system libraries regarding the requirement to submit a photo ID to receive a new library card was provided. Smith also added additional language to allow Computer Internet Access Use only cards. MOTION (Vosen, Miller): Accept the updated Circulation Policy as printed. Motion carried (7-0).

NEW BUSINESS

OUTSIDE SIGNAGE FOR LIBRARY BUILDING – Lloyd provided examples from SignWorks of Hartford for proposed signage for the front entrance to the library. The Board provided feedback on preferences. Lloyd will bring refined examples and a quote to the July meeting.

INTERNET USE POLICY – Smith provided a proposed updated version of the ‘Acceptable Internet Use Policy’. It was proposed to merge the ‘Wireless Internet Access Policy’ with this policy and rename it to the ‘Computer/Internet Use Policy’. The new policy further clarifies what is considered ‘guest use’ and adds a provision for an ‘Internet Use Only’ library card approved in the ‘Circulation Policy’. MOTION (O’Brien, Vosen): Accept the updated ‘Internet Use Policy’ as printed. Motion carried (7-0).

WIRELESS INTERNET POLICY – Smith proposed merging this file into the revised ‘Internet Use Policy’ approved and eliminate this policy. MOTION (Vosen, Miller): Merge the ‘Wireless Internet Policy’ into the Internet Use Policy as previously approved. Motion carried (7-0).

EXAM PROCTORING POLICY – Smith proposed adding a new policy to cover exam proctoring services at the library. MOTION (Vosen, Miller): Accept the new ‘Exam Proctoring Policy’ as printed. Motion carried (7-0).

STAFF TRAINING DAY – Smith proposed closing the library for up to two hours to conduct a full staff meeting/training session in August. Smith provided circulation and patron visit statistics by hour and day of the week. Two alternatives of the lowest activity times were proposed. Smith indicated this would be helpful to do annually. The other all staff meetings will continue to be held prior to the library open hours. MOTION (O’Brien, Nelson): Allow Smith to select a date and time in August to close the library for two hours to conduct an all staff meeting/training session. Motion carried (7-0).

ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, July 28, 2021, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Connie Lloyd
Assistant Director
Germantown Community Library

DRAFT

Germantown Community Library Board
Financial Report **June 23, 2021**
By Darlene Vosen

Bank Five Nine GCL Board Checking Account

Balance 5/26/21 per on-line statement		\$1,107.22
6/3 Deposit Schmidt (large print) Donation	+\$700.00	
8/12 Check #1564 Marsh/SRP	-\$300.00	
Balance 6/23/21		\$1,507.22

Bank Five Nine GCL Board Savings Account

Balance 5/26/21 per on-line statement		\$5,059.12
Interest May	+.39	
Balance 6/23/21 per on-line statement		\$5,059.51

Bank Five Nine GCL Building Account (*included in, but accounted for separately)

Balance 5/26/21 per on-line statement		\$7,554.99
Interest April	+.58	
Deposit Penny Jug	+\$76.88	
Balance 6/23/21 per on-line statement		\$7,632.45

***Penny Jug Fund (Penny Jug Deposit 6/3/21 +\$76.88) = \$2,000.41 (total)**

***RAO Account (technology/from Guaranty 7/27/18) \$6,984.96 - \$4,232.52 = \$2752.44 (total left)**

Bank Five Nine Building Fund CD Account

CD #1 (5708) Balance June 2020 per bank statement	\$16,514.41
.85/.85% Interest 13 months (mature 7/5/21)	
CD #2 (7285) Balance 5/31/21 per bank statement	\$16,468.13
Interest earned +\$106.78	
.60/.60% Interest 25 months (mature 6/30/23)	
CD #3 (5608) Balance 1/06/21 per bank statement	\$16,329.59
0.60/0.60% Interest 13 months (mature 2/6/22)	
CD #4 (1404) Balance 10/25/20 per bank statement	\$16,112.76
0.60/.60% Interest 13 months (mature 11/25/21)	
CD #5 (8801) Balance 04/30/21 per bank statement	\$10,000.00
0.50/.50% Interest 18 months (mature 10/31/22)	

2019 GCLB Checking Account:

2019 GCL Usborne Book Sale SRP Funds (in GCLB checking account): \$553.32 - \$122.41(Ck 1556) = \$430.91 - \$300 (ck. # 1564 8/12/21) = **\$130.91(left)**

Early Literacy Fund: (in GCLB check account) \$113.04 + \$293.92 (Chamber/xmas) = \$406.96 - \$102.88 (Ck 1557) = \$304.08- (Cks. 1561, 1562, & 1563) = **\$1.83 (left)**

2020/21 Funds for Books &/or Materials (in GCLB checking account)

***Library Staff Brick (7/21/20):** \$100 - (cost of \$100 brick = \$34.80) = **\$65.20 (left)**

***Kugel Donation (1/29/21):** \$500 - \$253.87 (Ck. 1560) = **\$246.13 (left)**

***Schmidt Donation (6/3/21 - large print):** \$700.00 - (brick or plaque?) = **\$650.00 +/-**

TOTAL= \$961.33* (left to spend for 2021)

Director's Report: July 2021

STATE OF WISCONSIN

- Tessa Michaelson Schmidt has been named the Assistant State Superintendent for the Wisconsin Department of Public Instruction Division for Libraries and Technology. She was formally a public library consultant with Wisconsin DPI focusing on youth and inclusive services.

MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors did not meet in July.
- The search for a system director continues. Two candidates completed follow-up interviews.

WASHINGTON COUNTY LIBRARIES

- Washington County Libraries were at the Washington County Fair on Tuesday, July 20 – Sunday, July 25.
- A meeting is scheduled on August 9 with the County Executive to review updates to the County Contract.

VILLAGE OF GERMANTOWN

- None

DONATIONS

- Anonymous \$20 cash donation for general use.

DEPOSITS

- None

STATISTICS

- Circulation:
 - Physical: 28,266 (13.5% from 2020 / -2.4% from 2019)
 - Digital: 3,967 (-7.2% from 2020 / 20.2% from 2019)
 - Hoopla Checkouts: 179 (\$356)
 - Total: 32,233 (10.5% from 2020 / -0.1% from 2019)

SUMMER PROGRAMMING

- Summer Reading Challenge currently has 1,100+ patrons registered and runs through August 21.
- Outreach events includes Concert in the Park, Movies at the Park, Amazing Race, German summer school classes and A Taste of Germantown.
- Upcoming Youth Programs:
 - Book Walks: June 14-26 (Wiedenbach) / Aug 2-14 (Fireman's)
 - Children's Concert (Patio): Aug 5 @ 10:30am
 - Performers (Fireman's): Aug 12 @ 10:30am & 1:30pm
 - Storytime Live: Aug 13 / Aug 26
 - Storytime on the Patio: Aug 3 / Aug 17 @ 10:30am
 - STEAM Club Kits: Aug 2 / Aug 16
 - Grab & Go Kits: Tuesdays / Thursdays / Saturdays
- Upcoming Teen/Adult Programs:
 - Harp Music Concert (Patio): Aug 3 @ 3:00pm
 - Identity Theft: Aug 3 @ 6pm

- Digital Resources Tech Talk: Aug 4 @ 10:00am & Aug 10 5:00pm
 - Script Reading: Aug 19 @ 1:00pm
 - Book Groups (4 total): monthly
 - Make It Kits: Aug 9 / Aug 23
 - Grab & Go Kits: Tuesday / Thursdays / Saturdays
- Upcoming Outreach Events
 - NAC Night: Aug 9 @ 5:00-9:00pm

FALL PROGRAMMING

- An insert for August – October programming was created to be used in July & August with in-person August programming not being scheduled when the summer brochure went out (attached).
- Fall programming brochures will be out in mid-August
- Grab & Go Kits for all ages are scheduled every Thursday for the fall.

COVID RELATED UPDATES & SERVICES

- The Welcome Desk will be closing on Saturday, July 31. Grab & Go kits requiring sign-up will be redirected to the Youth Services and Information Desk. Grab & Go kits not requiring sign-up will be available on the table in the lobby on a first-come-first-serve basis while supplies last (Tuesdays, Thursdays & Saturday in the summer and Thursdays in the fall).

DEPARTMENT UPDATES

- Management & General Staff
 - Vacant positions: Youth Services Assistant & Adult Services Assistant (current staff filling in).
 - A new circulation team member has been hired as a Library Specialist.
 - Customer Service Survey for all service teams was launched on Monday, May 24 and currently have 168 responses (see attached).
 - Staff Training will be on Wednesday, August 11 from 8:00 – 10:30am. The library will be open limited hours from 11:00am – 8:00pm.
- Adult Services & Youth Services (Lynn Ratzmann & Jackie Molitor)
 - The library hosted the first in-person Wild Plum Memory Café since COVID as part of the Library Memory Project with eight in-person participants and two virtual participants.
 - Staff are working on some additional in-person programming options in August and planning for fall programming.
- Circulation (Diane Long & Connie Lloyd)
 - Circulation Manager is collecting and organizing results of the Customer Service Survey. Results and comments will be shared with the library management team monthly.
 - Circulation Manager has begun working on a “Get Your Library Card” campaign for September to coordinate with Library Card Signup month and involve local businesses.
- Tech Services (Connie Lloyd)
 - Work continues on the new Library of Things collection. The Library of Things Jr. collection will be released in mid-August.
- Technology/Statistics (Connie Lloyd)
 - Work continues on research with Monarch for alternative web hosting services.
 - Work continues on research with Monarch for an enhanced support ticket tracking.
- Building Management & Grounds (Connie Lloyd)
 - Work on indoor and outdoor signage continues (agenda item).

- Work on strategic planning and facility planning continues (agenda item).

DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH:

- July 7 - Kiwanis
- July 7 - Monarch Director Interviews
- July 9 - Amazing Race (Park & Rec)
- July 13 - Facility Planning
- July 14 - Kiwanis
- July 14 - Village Departments
- July 14 – Wash. Co. Outreach
- July 14 - Monarch Director Interviews
- July 15 - Monarch Director Interviews
- July 15 – NAC Night (Police)
- July 15 – Wash. Co. Directors
- July 16 – Monarch Director Chat
- July 16 – Movies in the Park
- July 19 – Village Board
- July 20 – Wash. Co. Fair
- July 22 - German Summer School
- July 22 – A Taste of Germantown (Kiwanis)
- July 23 – Facility Planning
- July 24 – Wash. Co. Fair
- July 26 – Outreach
- July 27 – Village Administrator
- July 28 – Kiwanis
- July 28 – Village Departments
- July 28 – Library Board
- July 29 – Wash. Co. Directors

Children & Teen Programs

August - October 2021

GERMANTOWN
COMMUNITY LIBRARY



N112 W16957 Mequon Rd / (262) 253-7760

www.germantownlibrarywi.org

Library Hours:

Monday-Thursday: 9am - 8pm

Friday: 9am - 5pm

Saturday: 9am - 4pm

GRAB & GO KITS

Available for kids, teens & adults.

First-come-first-serve @ starting at 9:00am while supplies last.

- July & August (Tuesdays, Thursday & Saturdays)
- Sept - Dec (Thursdays)

STORYTIME

Programs geared for ages 0-5

All programs are in-person unless otherwise noted.

- Virtual Storytime (Fri @ 10:30am on Facebook)
July 30, Aug 13 & Aug 27
- Preschool Storytime (Tues @ 9:30 & 10:30am)
Sept 14 - Nov 30
- Baby Toddler Storytime (Wed @ 9:30 & 10:30am)
Sept 15 - Dec 1

EARLY LITERACY PROGRAMS

Programs Geared for ages 0-5

- Concert with Miss Julie on the Patio
Thurs, Aug 5 @ 10:30am
- Early Literacy Adventure
Thurs, Sept 23 - Sat, Sept 25
(open anytime during regular library hours)

Children & Teen Programs

August - October 2021

* Programs requiring registration.

YOUTH PROGRAMS

Programs geared for ages 5-11.

- * Family Craft Circle (drop in 4-6:00pm)
Thurs, Sept 16: Washi Tape Bookmarks
Thurs, Oct 21: Halloween Cookies
- * STEAM Club @ 6:00pm
Thurs, Sept 30: STEAM Tech Petting Zoo
Thurs, Oct 28: Glow in the Dark Workshop
- The Library After Dark: In Deep Waters
Lights On Family Walkthrough (ages 7+)
Sat, Oct 23 @ 1:30-3:30pm

TWEEN & TEEN PROGRAMS

Programs geared for ages 11-18. unless otherwise noted.

Registration required.

- * Make It @ the Library (drop in 5:30-7:30pm)
Mon, Sept 13: Diamond Painting
Mon, Oct 11: Halloween 'Poison' Bottle
- * Teen Script Reading @ 6:30pm
Thurs, Sept 16 & Oct 21
- * Teen Advisory Board Info Meeting & Pizza
Mon, Sept 20 @ 6:00pm
- * Pop Culture Trivia (limit of 3-5 per team)
Mon, Sept 27 @ 6:00pm
- The Library After Dark: In Deep Waters (PG-13)
Sat, Oct 23 @ 7-10:00pm (\$1 tickets required)

View all of our programs for kids, teens & adults:

[https://germantownlibrarywi.libcal.com/calendar?
cid=11430](https://germantownlibrarywi.libcal.com/calendar?cid=11430)

Get a library card: www.getyourlibrarycard.org

Checkout digital books, audiobooks & movies:

<https://germantownlibrarywi.org/digital-material/>

Teen & Adult Programs

August - October 2021

GERMANTOWN
COMMUNITY LIBRARY



N112 W16957 Mequon Rd / (262) 253-7760

www.germantownlibrarywi.org

Library Hours:

Monday-Thursday: 9am - 8pm

Friday: 9am - 5pm

Saturday: 9am - 4pm

GRAB & GO KITS

Available for kids, teens & adults.

First-come-first-serve @ starting at 9:00am while supplies last.

- July & August (Tuesdays, Thursday & Saturdays)
- Sept - Dec (Thursdays)

TWEEN & TEEN PROGRAMS

Programs geared for ages 11-18, unless otherwise noted.

Registration required.

- * Make It @ the Library (drop in 5:30-7:30pm)
 - Mon, Sept 13: Diamond Painting
 - Mon, Oct 11: Halloween 'Poison' Bottle
- * Teen Script Reading @ 6:30pm
 - Thurs, Sept 16 & Oct 21
- * Teen Advisory Board Info Meeting & Pizza
 - Mon, Sept 20 @ 6:00pm
- * Pop Culture Trivia (limit of 3-5 per team)
 - Mon, Sept 27 @ 6:00pm
- The Library After Dark: In Deep Waters (PG-13)
 - Sat, Oct 23 @ 7-10:00pm (\$1 tickets required)

Teen & Adult Programs

August - October 2021

* Programs requiring registration.

SPECIAL ADULT PROGRAMS

- Jeff Pockat: Gaelic Harp Music on the Patio
 - Tues, Aug 3 @ 3:00pm
- Protect Yourself from Identity Theft
 - Tues, Aug 3 @ 6:00pm
- Ingra Witscher: Around the Farm Table
 - Wed, Sept 15 @ 6:00pm
- *Overcoming Adversity & Reconnecting
 - Tues, Sept 21 @ 6:00pm
- Chad Lewis: Haunted Wisconsin
 - Wed, Sept 29 @ 6:00pm
- The Patent Process: How an Idea Get a Patent
 - Tues, Oct 5 @ 6:00pm
- The Library After Dark: In Deep Waters (PG-13)
 - Sat, Oct 23 @ 7-10:00pm (\$1 tickets required)

ADULT ON-GOING PROGRAMS

- First Friday Film Series @ 10:00am
 - Fri, Sept 3: 'For Sama'
 - Fri, Oct 1: 'The Apology'
- * Make It Crafts @ 1-3:00pm or 5:30-7:30pm
 - Mon, Sept 13: Diamond Painting
 - Mon, Oct 11: Halloween 'Poison' Bottle
- * Tech Talks @ 1:00pm
 - Mon, Sept 20: E-readers & Electronic Media
 - Mon, Oct 18: Streaming Video Options
- * Script Reading Group @ 1:00pm
 - Thurs, Sept 16 @ Oct 21
- Adult Book Group (Dates & Times Vary)

View all of our programs for kids, teens & adults:

[https://germantownlibrarywi.libcal.com/calendar?](https://germantownlibrarywi.libcal.com/calendar?cid=11430)

[cid=11430](https://germantownlibrarywi.libcal.com/calendar?cid=11430)

Get a library card: www.getyourlibrarycard.org

Checkout digital books, audiobooks & movies:

<https://germantownlibrarywi.org/digital-material/>

Germantown Community Library Board

MEETING DATE: July 28, 2021

PLACEMENT: Old Business

AGENDA ITEM(S): VIII. A. Outside Signage for Library Building Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Additional designs for the signage on the front of the library were requested of SIGNworks based on the feedback from the June board meeting. They provided four design alternatives. We have eliminated Option B because it does not have 'Community' in the design. Attached are images of the final designs to be reviewed. The estimate for each option is also attached.

It is recommended to select Option A.

The next step is to present the design at the next Village committees for approval:

1. Village Building Construction Oversight Committee – TBD per our request to Village
2. Village Plan Commission – 2nd Monday of the month at 6:30 p.m., August 9 or Sept. 13, 2021

Germantown Community Library Outside Signage Design Alternatives – July 2021

OPTION A

Painted to match red trim



OPTION C

Painted to match red trim



Germantown Community Library Outside Signage Design Alternatives – July 2021

OPTION D

Painted to match bronze trim



**Estimate #20433****6/28/2021****Prepared For:**

Village of Germantown

Prepared By:Dan Schaefer
Signworks
501 W Sumner Street
Hartford, WI 53027**Phone:****Fax:****Alt. Phone:****Email:****Phone:** 262-673-7318**Fax:** 262-673-0718**Alt. Phone:****Email:** sales@signworkswi.com**Description:** Library Exterior Letters

Quantity	Description	Each	Total	Taxable
1	OPTION A - Layout, furnish and install custom 1/4" painted aluminum letters with blind stud mounting.	2,698.88	\$2,698.88	✓
1	OPTION B - Layout, furnish and install custom 1/4" painted aluminum letters with blind stud mounting. - Includes service truck site check for exact building radius to follow window shape as sketched.	3,128.56	\$3,128.56	✓
1	OPTION C - Layout, furnish and install custom 1/4" painted aluminum letters with blind stud mounting.	2,371.42	\$2,371.42	✓
1	OPTION D- Layout, furnish and install custom 1/4" painted aluminum letters with blind stud mounting. - Includes service truck site check for exact building radius to follow window shape as sketched.	3,128.56	\$3,128.56	✓

Normal Wall Installation

This proposal assumes a normal wall installation.

Surfaces which are not typical such as marble, tile, granite, decorative plaster, glass products or other surfaces which may require special tools or hardware or are risk of damage from drilling, pounding or boring will be re quoted upon inspection.

This quote assumes that Signworks will have access to the wall or surface in a way sufficient to complete our installation and that access is provided during normal work hours of 8am - 5pm

PERMIT PROCUREMENT \$125.00

The actual cost of the sign permit(s) will be added to the final invoice along with a sign procurement fee of \$125.00.

Signworks will provide sign sketches, complete the sign application and procure the sign permit(s).

Site maps, surveys or any written approvals that may be needed are the responsibility of customer.

Please note that all communities process sign permit applications on their own schedule. Many communities require multiple meetings and submittals delaying the process for approval for months. It's a good idea for the sign customer to have a conversation with their local building department to explain the process. Many times, a local building owner or tenant will have an advantage when applying for a sign permit.

Production Starts - After Permit Approval

Production begins after Signworks receives the down payment (if required) the signed proof, estimate and an approved sign permit

Please note that all communities process sign permit applications on their own schedule. Many communities require multiple meetings and submittals delaying the process for approval, sometimes for months. Large projects may take 6-8 weeks from the date that the sign permits are obtained.

Terms:



Estimate #20433

6/28/2021

I authorize work to begin and agree to pay the above amount according to the terms on this agreement. I understand and agree that my custom items are not returnable, except in the case of manufacturer defect.

I have reviewed this estimate and the specifications meet my approval. Written approval is required to begin work on your project. You may fax or mail a signed copy of this document or you may email your approval.

Signed by

Date

Amt. Paid Today

Germantown Community Library Board

MEETING DATE: July 28, 2021

PLACEMENT: Old Business

AGENDA ITEM(S): VIII. B. Strategic / Facility Planning Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Initial fact-finding meetings were held with the original engineering and architectural firms. Information regarding the feasibility of adding the second floor was reviewed. Notes from that initial meeting are attached.

It is recommended to approve the WiLS strategic planning MOU. Attached is a proposal. The final version will be available at the board meeting.

It is recommended to form an '**Ad Hoc Strategic and Facilities Planning Committee**' to coordinate a formal strategic plan with WiLS and continue to research facility expansion options. The committee will provide updates to the Library Board monthly.

Recommended committee members:

Joyce Nelson, Library Board President

Jan Miller, Library Board Trustee and Village Board Trustee

Dan Ho, Germantown community member, former Library Board Member, and part of the original building design and construction team

Trisha Smith, Library Director

Connie Lloyd, Library Assistant Director

June 2021

Proposal for Strategic Plan Development, Consulting and Facilitation Services

Germantown Public Library



Overview

WiLS, in partnership with the Germantown Public Library, will provide consulting and facilitation services in order to create a five year strategic plan. The planning process project will have three main phases, with a potential for a fourth:

1. Initial project meeting and information and data gathering focused on the library
2. Community assessment
3. Strategic plan development
4. Plan implementation

The Germantown Public Library and WiLS will engage various community stakeholders in order to learn more about their aspirations for the community as well as their needs for the library. Community engagement will be supplemented with robust qualitative data collection and analysis to ensure the strategic plan will be data informed and meet the needs of the community and the library.

Deliverables and Cost

Each phase is customizable in order to make sure your library has the process that will result in an inspirational and achievable strategic plan. The items that we minimally recommend are bolded. Please note that travel costs have not been included. For any meetings that require travel, the cost will reflect travel time and mileage (\$500 per travel event). Not all meetings benefit equally from being in person and WiLS is able to conduct all aspects of the planning process virtually.

Phase I Deliverables (Library Usage Data)

1. Library and Community Landscape Questionnaire - \$297.00

- a. WiLS will administer a questionnaire to the planning committee to develop an understanding of library and community aspirations, issues and needs.
- b. WiLS will compile and theme the information gathered.

2. Initial Project Meeting - \$396.00

- a. WiLS will meet with the planning committee for a 2-hour session to start the planning process.

3. Library Standards Evaluation - \$200.00

- a. WiLS will provide a form for the library to complete as a self-evaluation of library offerings, support and capacities related to the Wisconsin Public Library Standards. WiLS will compile a summary of the information gathered.

4. Demographic and Economic Data Assessment - \$297.00

- a. Using data from the U.S. Census, WiLS will identify and assess relevant demographic and economic information in the library's community.

5. DPI Annual Report Data - \$198.00

- a. Option 1: Public Library Benchmarking Dashboard
 - i. This option gives you access to a dashboard created and hosted by WiLS. This dashboard takes the spreadsheet of DPI data (publicly available in Excel format on the DPI website) and puts it into a visualized format that allows you to see your own individual library's data for up to the previous 5 years, as well as the ability to self-select

other individual libraries you would like to compare yourself to. The dashboard also includes some basic descriptive statistics of certain measures, in addition to the DPI Service Data.

- ii. This option includes access to the dashboard for the period of your project as well as an hour-long onboarding tutorial with WiLS' Data Analyst to walk you through how to use the dashboard.
- b. Option 2: Library Cohort Comparisons - \$495.00
 - i. This option provides a look at your library compared to a cohort average of similar libraries, identified through statistical modeling. While benchmarking library data (a la Track 1) against individual libraries is a useful practice, this option is a little meatier in ensuring those comparisons are statistically significant and meaningful.
 - ii. Cohort Comparisons include a slidedeck of curated charts and graphs comparing your library to the cohort, as well as access to the dashboard in Track 1.
 - iii. This option includes up to 2 hours of time with WiLS' Data Analyst in creating a data product specifically tailored to your strategic planning process with up to 5 additional data visualizations based on your library and its Cohort Comparison group.

6. SOAR analysis with library staff - \$792.00

- a. WiLS will coordinate a process and facilitate a 3-hour virtual meeting of library staff to perform a Strengths, Opportunities, Aspirations, and Results analysis.
 - b. WiLS will document and theme information gathered during this process to be shared with the planning committee as part of the information gathered for developing the strategic plan.
7. Library Board Community Conversation (virtual) - \$792.00
- a. WiLS will facilitate a 1.5-hour discussion of the library board. This discussion will focus on gathering information about the challenges and aspirations of the community and for the library. The information gathered will be used for the development of the strategic plan.

-
- b. Alternate: WiLS will provide a Library and Community Landscape Questionnaire for the library board to gather input (\$297)

Phase I Cost (recommended) \$1,980.00

Phase II Deliverables (Community Assessment)

1. Community Survey -\$1,200.00

- a. This is a survey of convenience, meaning it is not sent to selected lists, but is available for anyone to complete. WiLS will work with the library planning committee to finalize the survey and provide a print and online version. The library, with input from WiLS, will promote the survey to area residents. The base community survey has a certain level of standardization that needs to be maintained at this cost. Any requests for customization may result in the need for an adjusted quote.
- b. WiLS will compile the results of the survey into both raw and visualized data for analysis.

2. Community Virtual Conversation - \$396.00 per virtual conversation / \$896 for in-person.

- a. WiLS, with assistance from the library, will coordinate one or more 1.5-hour community conversations with selected community participants (number of conversations held to be determined with the planning committee) to gather information about how the library can align its resources and services to best support community aspirations and needs.
- b. WiLS will provide the platform (Zoom), a facilitator to lead the conversation(s), and document the input gathered during the conversations. WiLS will compile and theme the results of the conversations.
- c. Based on the library's needs, WiLS recommends 3 community conversations, which can be a mix of virtual and in-person. WiLS can also make arrangements to do two conversations in one day, saving travel cost. For example, WiLS could do a morning session and a late afternoon session and the costs would only include a single travel charge.

-
- d. Should the library wish to add conversations, this MOU will be modified. The recommended cost below includes three conversations, one virtual and two scheduled on the same day.
 - 3. Community Interviews - \$792.00
 - a. WiLS will provide training and a tool kit for the library to perform one on one community interviews. This includes:
 - i. Participant invitation and conversation logistic best practices
 - ii. Facilitation guide and questions
 - iii. Facilitated conversation among staff that performed interviews to look for themes in the data collected
 - 4. County, City, Village Leaders Questionnaire - \$297.00
 - a. WiLS will provide a community and library landscape questionnaire for city leaders to gather input.

Phase II Cost (recommended): \$2,888.00

Phase III Deliverables (Strategic Plan Development)

1. Data and Information Webinar Review - \$1,188.00

- a. WiLS will develop and deliver a 1.5-hour webinar to review the data and information gathered with the library planning committee before the strategic plan development meeting.
- b. The committee will be provided a slide deck of the compiled information along with the data used for the slide deck.

2. Strategic Plan Development Meeting - \$990.00

- a. WiLS will develop processes and provide facilitation services for a 4-hour strategic plan development meeting of the library strategic planning committee.
- b. The result of this meeting will be the finalization of strategic service goals for the library and initiatives that can be done to reach the goals.

3. Writing the Strategic Plan Document - \$1,584.00

- a. WiLS will compile the results of the planning meetings to include with other documentation (including, when relevant, the data and information gathered,

assessed and summarized during the course of the planning process) to develop and write a strategic plan document.

- b. WiLS will coordinate a schedule with the library to finish writing the plan. WiLS will develop an initial draft of the plan and will work in coordination with the library planning committee to create a final draft for presentation to the library board.
- c. WiLS allocates 16 hours for writing the strategic plan document. If additional writing time is requested beyond the 16 hours as it will be scheduled with the library in the previous bullet point, an adjusted cost for this component will be required.

Phase III Cost (recommended): \$3,762.00

Optional Phase IV Ongoing Planning Process Development

- 1. Implementation and Ongoing Planning Process Development (Virtual) - \$990.00
 - a. Following the development of the strategic plan, WiLS will facilitate the development of a framework for an ongoing planning assessment, prioritization, implementation and communication process that will be scheduled and coordinated on an annual basis to align with the library's budget planning calendar. This may include administering a plan activity prioritization survey prior to a 4-hour online session to provide the library with a toolkit for the library to project plan and assess strategic plan goals and activities. WiLS will work with the director to select 6-8 staff participants for this session.
- 2. Meaningful Assessment of Your Strategic Plan (Virtual) - \$495.00
 - a. Regular assessment and evaluation of your plan can provide clarity on implementing your strategic plan and seeing your library's achievements of its goals. Working with WiLS' data analyst, the library will learn how to set meaningful benchmarks and assess their strategic plan efforts. This will include a two hour training session with up to 6-8 staff participants and tools and templates to easily and routinely assess efforts.

Total costs (recommended) \$8,630.00

Project Timeline (Estimated)

Project would start with the planning team meeting in October or November of 2021 and would be completed, depending on library availability and data collection, in Spring 2022.

Our Approach and Expertise

WiLS philosophy of work is evident in our mission:

We believe libraries, cultural institutions, and their partners make the world a better place. We build relationships and provide services so they can do more with their time and money. We help our members turn ideas into action.

We work hard so our project partners can have more, do more, and be more for their own communities. We harness our internal expertise, bringing in staff and their skills as the project requires, as well as expertise from among our partners if needed, to get the work done, to do it well, and to do it affordably.

Our work is guided by [our organizational values](#). We are optimistic and direct, unafraid to learn from our own occasional mistakes, who will ask after your families and pets. We sincerely care about your mission, we will do our best to support it, and we want our working relationship to continue after the project outputs are delivered; we want you to want to work with us again and to collaborate with our members and partners. We will learn from and with you as we work together and share that knowledge with our members. We really do believe that we are all in this together and that a strong community of practice amplifies work.

When you hire us, you get the whole team. WiLS' service experts have diverse skills and experiences and can be brought in, as needed, on any project. This keeps us flexible and responsive to the needs of different projects and helps us keep our eyes on the horizon to emerging and innovative practices from a variety of different vantage points.

Key Personnel and Contact Information



Melissa McLimans, Consulting Team Lead, has nearly six years of experience leading strategic planning processes with public libraries and library systems across the state of Wisconsin. Melissa has worked with dozens of libraries and community stakeholders to develop, complete and implement strategic plans that are achievable and reflect the needs of the organization and its stakeholders. Melissa is well-experienced in data collection, including administering community surveys, leading focus groups, and conducting interviews, as well as facilitating planning meetings and writing strategic plans. She has a deep knowledge of library and library system needs.



Laura Damon-Moore, Community Liaison & Service Specialist, Consulting Team, partners with her WiLS consulting team colleagues to offer manageable and dynamic planning projects that are community and asset-based. She brings to the table a background in community engagement, community-led program development, and youth services, as well as significant project coordination, communications, and writing experience as co-founder of the Library as Incubator Project and @IArtLibraries.



Kim Kieseewetter, Data Analyst, works on a variety of library-centric, data-driven projects with the WiLS consulting team. She brings with her over a decade of research and evaluation experience. Her background in the social sciences provides a foundation for her work, including extensive training in evaluation, research methods, and statistical analysis. Her approach to projects is warm, open, and accessible and focuses on intuitive and accessible deliverables.

Germantown Community Library
Building Structural Review
July 13, 2021, 8:00 a.m.

PARTICIPANTS:

Michael (Mike) Bahr, Plunkett-Raysich – involved in original design/construction of the current building

Mary Piontkowski, Harwood Engineering Consultants – representing their company who was involved in the original design/construction of the current building

Scott Anderson, Village of Germantown Buildings and Grounds Superintendent – manages the maintenance of the current building and grounds and would be involved in any future planning

Jan Miller, Village Trustee and Library Board Member

Trisha Smith, Library Director

Connie Lloyd, Assistant Library Director

MEETING NOTES:

Meeting held at the library to discuss the original construction of the current building and the original plan of how to add a second floor in the future.

ORIGINAL CONSTRUCTION NOTES

1. Mary had the original 'Mezzanine Level Framing' plans and indicated the structure was intended to have a '**Composite Floor Cast**' for the future second floor.
2. The support beams were installed and that will allow vertical expansion.
3. Any of the windows could be removed to bring in the floor supplies.
4. The location was intended to be between the first set of beams in the Youth area through the center of the library to the last set of beams in the Adult area. See attached copy of the plan.
5. The floor was not intended to extend to the perimeter of the building because the slanted roof created unusable space. It was intended to have a railing around the second floor and maintain an open concept.
6. The second floor would impact the youth area "mini building" structures which may require they be removed and/or modified.
7. It was intended to add an addition 15,000+ sq ft
8. It is designed to handle a 'library load' of 150 lb./sq ft
9. The mechanicals are planned to accommodate two floors
10. To convey people up and down
 - a. Space was designed for placement of an elevator where the current ongoing book sale is located
 - b. Space was allocated for two fire stairs and one open staircase
 - i. The fire stairs would be split between both ends of the building

FUTURE CONSIDERATIONS

1. Since collections would be moved, finishes like carpeting should plan to be replaced.
2. It was also pointed out that strategic planning is critical to determine square footage needed and the function of the spaces. This includes patron and staff needs.
3. The building expense should also consider furnishings, new materials/collections and staffing for the expanded area.
4. Need to determine if funding would be through bonding, fundraising, or a combination.
5. The library could partially function while construction was going on. This would vary greatly between a vertical or horizontal expansion. The added expense to try to accommodate that versus relocating the library during construction would need a cost analysis. We would need to consider moving costs, temporary location costs, storage costs, collection preservation costs, the duration of relocation and staff implications in addition to many other items.
6. We would need to take into consideration current building code and if any other changes would be required to the current structure. However, with the planned elevator we would meet ADA requirements.
7. We would need to account for required bathrooms on second floor.
8. Need to consider advantages and disadvantages of a fully closed second floor rather than open concept second floor.
9. When asked for an estimate for construction in today's market it was suggested that it is in the high \$200's per square foot. However, that was not to be considered a quote, just a rough estimate knowing that today's market is very unique.

NEXT STEPS:

Schedule a meeting with Joyce Nelson, Library Board President, Jan Miller, Dan Ho, Trisha Smith and Connie Lloyd to review information collected so far to prepare information to be shared at the July Library Board meeting.

Schedule Library Visits:

- EXAMPLE: Hartford Library
 - They built a new 30,000 sq. ft. two story building
 - COST \$12-\$14 million – New from the ground up.
 - They used Bonding and Fundraising
- Some other Libraries to visit to get ideas:
 - Hartford Library
 - New Berlin Library
 - Waukesha Library – 2nd floor for kids
 - West Bend Library
 - Monroe Library
 - Others?

Next meeting scheduled for Friday, July 23, 9-11 a.m. at the library.

Germantown Community Library Board

MEETING DATE: July 28, 2021

PLACEMENT: New Business

AGENDA ITEM(S): IX. A. Limited Services on Saturday, October 23

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

In October 2019, the Germantown Community Library held it's first "Haunted Library" event. The event was very successful and had over 250 teens and adults in attendance (an audience that is traditionally hard to get at programs). Plans are already underway for the event in 2021 after the event being put on hold in 2020. Our Youth Services Librarian, Jackie Molitor, has requested that we either closer early or limit service on the day of the event in order to allow staff to set up the night before and allow children and families to attend in the afternoon. We are also concerned that decorations may cause safety hazards and not be ADA compliant if the public has access of these areas.

As an alternative to closing the library all day or in the afternoon, I am recommending that we have limited services available to the public on the day of the event.

Patrons would be able to check out items and have full access to the items on the holds shelf, new adult fiction & nonfiction shelf, early literacy area, and picture book & beginning reader area. The Circulation Desk and Self-Checkout machine would be available for patrons to check out items. We would also set up areas in the Community Room to allow patrons to use the internet and read the newspaper. There would be a staff member in the lobby to direct patrons to appropriate areas and inform them of the limited services. Additional staff members would be available to answer questions, place holds and retrieve requested items.

Germantown Community Library Board

MEETING DATE: July 28, 2021

PLACEMENT: New Business

AGENDA ITEM(S): IX. B. Cancellation of Library Board Meeting on Wednesday, November 17

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

Due to the Thanksgiving holiday on the fourth Wednesday of November, the November Library Board meeting is traditionally scheduled for the third Wednesday of November. This year, the annual Wisconsin Library Association Conference is scheduled in Green Bay, Wisconsin for Tuesday, November 16 – Friday, November 19, 2021. This conference is crucial for the library director and management staff for continuing education requirements, especially since the majority of in-person conferences were put on hold due to COVID-19.

It is recommended that the board meeting scheduled on Wednesday, November 17 be canceled. The majority of the bills can be approved at the December meeting.

Germantown Community Library Board

MEETING DATE: July 28, 2021

PLACEMENT: New Business

AGENDA ITEM(S): IX. C. Bylaws Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

It is recommended to approve the suggested changes to the Bylaws for a second reading next month that includes:

1. Increasing the number of Library Board members from 7 to 9 **per WI SS 43.54, Municipal library board composition.** *"Each public library established under s. 43.52 shall be administered by a library board composed in each city of the 2nd or 3rd class or school district of 9 members, ... Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. ..."*
2. Update position titles to reflect current Library and Village staff job titles.

Germantown Community Library Board BYLAWS

ARTICLE I Identification

The name of this organization is the Germantown Community Library Board, located in Germantown, WI, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

ARTICLE II Board of Trustees

Section 1: Number and Qualifications.

The governing body of the library is composed of ~~seven~~ **nine** members. These members are appointed as stipulated in WI SS 43.54 which states, *"Each public library established under s. 43.52 shall be administered by a library board composed in each city of the 2nd or 3rd class or school district of 9 members, ... Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. ..."*. Germantown Community Library is considered a 3rd class community with a population between 10,000 – 39,000.

Section 2: Term of Office.

The term of office of trustees shall be three years. Any vacated position shall be filled for the remainder of that term.

Section 3: Disqualification's, Vacancies. (SS 43.54)

Any member who moves out of the political boundaries of the village of Germantown **or their serving municipality** (excluding the School District representative) shall be responsible for notifying the President of the Library Board of trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the President to notify the Village ~~President~~ **Administrator** of any vacancy, and, with the Library Board, forward upon request a list of qualified persons. The School District representative shall be responsible for notifying the President of the Library Board of trustees should he/she no longer officially work for the School District. When any trustee fails to attend two consecutive regularly scheduled monthly meetings, unless excused by the chairman of the Library Board or the Library Director, the President shall notify the Village ~~President~~ **Administrator**, request the disqualification of the trustee, and suggest three to five persons qualified to fill the position.

ARTICLE III Officers

Section 1: The officers shall be a President, a Vice-president, and a Treasurer elected from among the appointed trustees at the organizational meeting of the Board in July. An officer may succeed him/herself. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2: The library ~~director's administrative assistant~~ **Assistant Director** is hereby designated to perform the duties of Library Board secretary.

Section 3: Officers shall serve a term of one year from the organizational meeting in July at which they are elected and until their successors are duly elected.

Section 4: The President shall preside at all meetings of the Board, authorize calls for any special meetings, execute all documents authorized by the Board, initial all checks drawn on trust or endowment funds in excess of \$10,000 and generally perform all duties associated with that office.

Section 5: The Vice-president, in the event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President. The Vice-president shall also perform an audit on the financial records of the Board and report the results of said audit at a regular Board meeting as soon after the first of the calendar year as possible. In addition, the Vice-President shall be the second signatory on all Library Board accounts.

Section 6: The Treasurer shall be the disbursing officer of the Board, sign all checks drawn on trust or endowment funds, and perform such duties generally associated with the office. The Treasurer shall be bonded in an amount as may be required by a resolution of the Board. The Treasurer shall provide a written statement of account balances to the Secretary and the Village ~~Finance Director~~ **Clerk** each month.

Section 7: In the absence or inability of any Library Board officer to perform his/her duty, the duty shall be performed by such other member of the Board as the Board may designate.

ARTICLE IV Meetings

Section 1: The regular meetings shall be held each month, on the 4th Wednesday unless otherwise ordered by the Board.

Section 2: The organizational meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in July of each year.

Section 3: The order of business for regular meetings shall include, but not be limited to, the following items:

- a) Call to order/Roll Call of members
- b) Notification of meeting
- c) Approval of Agenda
- d) Approval of minutes of previous regular meeting and any intervening special or closed meeting
- e) Public input
- f) Village Board/County Board reports
- g) Financial matters
- h) Library Director's report
- i) Unfinished Business
- j) New Business
- k) Other Matters/Announcements
- l) Adjournment

Section 4: Special meetings may be called by the President, or at the request of two members, for the transaction of business as stated in the call for the meeting. Such meetings must comply with the open meetings laws.

Section 5: A quorum for the transaction of business at any meeting shall consist of four members of the Board present in person.

Section 6: For any matters pertaining to the evaluation, hiring, or dismissal of the library director, a quorum plus one member will be required.

Section 7: Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings.

ARTICLE V Committees

Section 1: Executive Committee.

This committee shall consist of the President, Vice-president, Treasurer, and ex-officio member, Library Director, have the authority to meet with legal counsel, make emergency decisions and/or address tasks assigned by the Library Board, meet as needed and function according to Wisconsin Open Meetings Law via a posted agenda, and report to the Library Board.

Section 2: Ad Hoc Committees.

Ad hoc committees for the study of special problems will be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff representatives.

- a) Ad Hoc Committees shall include less than a majority of Library Board members.
- b) Ad Hoc Committees can include non-Library Board members upon approval of the Library Board.
- c) Ad Hoc Committees shall function according to Wisconsin Open Meetings Law via a posted agenda.
- d) Ad Hoc Committees shall be given a specific charge and report to the Library Board in an advisory capacity.

Section 3: All Committees shall make a progress report to the Library Board at each of its meetings as needed.

Section 4: No Ad Hoc committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article VI Duties of the Board of Trustees

Section 1: Determine the policies of the library and develop the highest possible degree of efficiency in the library.

Section 2: Select and appoint a competent library director.

Section 3: Evaluate the library director on an annual basis.

Section 4: Prepare and approve the annual budget.

Section 5: Approve the monthly operating and capital expenditures.

Section 6: Through the library director, request satisfactory maintenance of 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 7: Study and support legislation that will bring about the greatest good to the greatest number of library users.

Section 8: Cooperate with other public officials and boards and maintain vital public relations.

Section 9: Foster involvement of Library Board trustees in seminars, conferences, and meetings relating to libraries.

ARTICLE VII Library Director

The library director shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board. The library director is responsible for the planning, organizing, directing, and coordinating of all library staff, budgets, collections, activities, programs, and physical facilities. The director shall attend all Board meetings, but shall have no vote. The library director shall also provide copies of Library Board meeting minutes.

ARTICLE VIII 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. Action involving approval of expenditures and/or reallocation of funds requires a roll call vote of all members of the Board present at the time. The President may vote upon a motion before the Board.

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

Section 3: These bylaws may be amended at any meeting of the Board by majority vote of all members of the Board provided that notice of an intent to amend is in compliance with open meeting laws, and written notice of the exact wording of the proposed amendment shall be read at two subsequent meetings, and then approved.

Section 4: These bylaws shall not exist in violation of any local, state, or federal law.

Approved by the Duerrwaechter Memorial Library Board of Trustees on May 22, 1991
Reviewed/Revised April 1994
Reviewed/Revised April 1997
Reviewed/Revised June 23, 1999
Reviewed/Revised Germantown Community Library Board April 28, 2004
Reviewed/Revised Germantown Community Library Board February 22, 2006



Wisconsin Cities Have Class!

Claire Silverman, Legal Counsel, League of Wisconsin Municipalities

Wisconsin law divides cities into four classes for purposes relating to governmental administration and the exercise of corporate power. The division is based on population as determined by the last federal decennial census or a special interim census. The four classes of cities are set forth in Wis. Stat. sec. 62.05(1) as follows:

Cities of 150,000 population and over constitute cities of the first class.

Cities of 39,000 and less than 150,000 population constitute cities of the second class.

Cities of 10,000 and less than 39,000 population constitute cities of the third class.

Cities of less than 10,000 population constitute cities of the fourth class.

Milwaukee is Wisconsin's only first class city. According to information from the Department of Administration, Wisconsin has 16 second class cities, 30 third class cities, and 143 fourth class cities.

Altering City Classifications

A city changes its class only when all of the following conditions are met:

- A federal census shows that the city's population has reached the required population;
- Provisions for any necessary changes in government have been duly made; and
- A proclamation by the mayor (manager), declaring the change, has been published under ch. 985.

Sec. 62.05(2), Stats. There are cities whose population would permit their inclusion in a higher or lower classification (e.g., Madison) but that have not taken the two discretionary steps necessary to alter their official classification. Wisconsin Statute sec. 990.001(15) expressly provides that "[i]f a statute refers to a class of city specified under s. 62.05(1), such reference does not include any city with a population which makes the city eligible to be in that class unless the city has taken the actions necessary to pass into the class under s. 62.05(2)." Section 990.001(15), Stats., was enacted in response to *City of Madison v. Town of Fitchburg*, 112 Wis.2d 224, 332 N.W.2d 782 (1982), in which the Wisconsin Supreme Court treated Madison as a first class city even though it had not taken the steps to change its classification.

Classification Differences

For the most part, few differences exist between the structures of government in the first three classes of cities. Moreover, since all Wisconsin cities have home rule powers, both constitutional and statutory, the basic governmental powers of all classes of cities are essentially the same.

Structure & Authority

The greatest discrepancies in structure and authority exist between first class cities and the other classes of cities. In 1921, the legislature repealed all special city charters except the City of Milwaukee's and provided that cities would subsequently operate under general law. That general law is Chapter 62 of the Wisconsin statutes. The City of Milwaukee, at its discretion, was

authorized to adopt the provisions of ch. 62, Stats., by simple ordinance. However, the legislature did not refer to the City of Milwaukee by name but rather as a "city of the first class."

Over the years, special grants of authority and other provisions relating to cities of the first class have been adopted with only the City of Milwaukee in mind. These laws include Wis. Stat. ch. 119 relating to the "Milwaukee school system;" Wis. Stat. sec. 62.50 governing police and fire departments in first class cities; Wis. Stat. sec. 62.73, relating to discontinuance of streets in first class cities; Wis. Stat. secs. 74.81, 74.83 and 74.87 authorizing first class cities to sell land for nonpayment of taxes; and Wis. Stat. secs. 65.01 to 65.20, relating to municipal budget systems in first class cities.

Budget Systems

Part of the municipal budget system applicable to first class cities may be adopted by cities of the second, third, or fourth class. Specifically, the common council of any second, third, or fourth class city may by ordinance adopted by three-fourths of all its members, accept the provisions of Wis. Stat. secs. 65.02, 65.03, and 65.04, relating to the creation of a board of estimates. Sec. 65.01. All cities besides the City of Milwaukee that have not adopted secs. 65.02, 65.03, and 65.04, are governed by sec. 65.90, when developing or modifying an annual budget.

Extraterritorial Jurisdiction

Fourth class cities have extraterritorial zoning and plat approval jurisdiction for only 1.5 miles beyond their corporate

boundaries as contrasted with three miles for other classes of cities. Wis. Stat. secs. 62.23(7a)(a) and 236.02(s).

Library Boards

Library boards in fourth class cities consist of seven members while library boards in cities of the second or third class consist of nine members. Sec. 43.54(1)(a), Stats. Library boards in first class cities consist of 12 members as specified in sec. 43.54(1)(am), Stats.

Shared Revenue

With respect to shared revenue and other financial provisions of the Wisconsin statutes, distinctions are based on population rather than class of city. In recent years, little use has been made of class distinctions among cities except with respect to Milwaukee, the state's only first class city. Therefore, the act of changing from one class of city to

another, except for the change from a second to a first class city, will have a relatively minor effect on the structure or powers of city government.

Miscellaneous Provisions

There are some miscellaneous regulations scattered throughout the statutes. For example, certain regulations with respect to firefighters differ for different class cities. See Wis. Stat. secs. 62.13(11a) (requiring all but fourth class cities to split firefighters into two or more platoons) and 213.13 (requiring minimum hours of rest for firefighters based on classification of city). Other differences are set forth in Wisconsin Administrative Code provisions (e.g., Wis. Adm. Code SPS 361.60(2)(c)). Any municipality intending to change from one class to another should ensure it understands what different requirements might come into play before making the change.

Municipal Corporations 59

About the Author:

Claire Silverman is Legal Counsel for the League of Wisconsin Municipalities. Claire's responsibilities include supervising the legal services provided by the League, answering questions of a general nature for officials and employees of member municipalities, writing legal articles for the League's magazine and amicus briefs in appellate cases involving issues of statewide concern to municipalities, organizing an annual institute for municipal attorneys, and educating local officials on a variety of topics pertaining to their duties. In addition, she coordinates legal material for the League's web page. Claire joined the League staff in 1992. Contact Claire at cms@lwm-info.org



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43.54 Municipal library board composition.

(1)

- (a)** Each public library established under s. 43.52 shall be administered by a library board composed in each city of the 2nd or 3rd class or school district of 9 members, in each city of the 4th class of 7 members and in each village, town, tribal government or tribal association of 5 members. Two additional members may be appointed to a library board for a village, town, tribal government or tribal association so that the board has 7 members. Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. Members shall be appointed by the mayor, village president, town chairperson, tribal chairperson or school board chairperson, respectively, with the approval of the municipal governing body. Up to 5 additional members may be appointed under s. 43.60 (3).
- (am)** Each public library established in a 1st class city shall be administered by a library board consisting of the president of the board of school directors or his or her designee, the superintendent of schools or his or her designee, a member of the county board of supervisors who resides in the county, 3 alderpersons and 6 public members. The county board member shall be appointed by the county executive or county administrator and confirmed by the county board for a 4-year term commencing on May 1. The 3 alderpersons shall be appointed by the mayor on the 3rd Tuesday in April from among those alderpersons serving 4-year terms and shall serve on the library board during their aldermanic terms. The 6 public members shall be residents of the city. Five of the public members shall be appointed by the mayor on the 3rd Tuesday in April to staggered 4-year terms. One of the public members appointed by the mayor under this paragraph shall be designated by the mayor as his or her representative on the board. One public member shall be appointed by the president of the common council on the 3rd Tuesday in April for a 4-year term. The public member appointed by the president of the common council under this paragraph shall be designated by the president of the common council as his or her representative on the board.
- (b)** Upon their first appointment, the members shall be divided as nearly as practicable into 3 equal groups to serve for 2-, 3- and 4-year terms, respectively. Thereafter, each regular appointment shall be for a term of 3 years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made.
- (c)** The appointing authority shall appoint as one of the members a school district administrator, or the administrator's representative, to represent the public school district or districts in which the public library is located. Not more than one member of the municipal governing body shall at any one time be a member of the library board.
- (d)** No compensation shall be paid to the members of a library board for their services, except as follows:

 - 1. Members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so authorized by the library board.
 - 2. Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so authorized by the library board and the municipal governing body.
- (e)** A majority of the membership of a library board constitutes a quorum, but any such board may, by regulation, provide that 3 or more members thereof shall constitute a quorum. For library boards organized under par. (am), a majority of those seats on the board that are currently filled constitutes a quorum.

Germantown Community Library Board

MEETING DATE: July 28, 2021

PLACEMENT: New Business

AGENDA ITEM(S): IX. D. Petitions, Political Campaigning and Posting Policy Removal

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

It is recommended to eliminate this policy and move the following items into other existing policies.

1. The **'Petitions'** section will be eliminated. Only one statement will be moved to the 'Acceptable Behavior Policy'. *"No petitioning may go on inside the library building or on library grounds."*
2. The **'Political Campaigning'** section will be eliminated. Only one modified statement will be moved to the 'Acceptable Behavior Policy'. *"At no time will campaigners be allowed to actively campaign within the library proper or on library grounds. Actively is defined as handing out campaign literature, engaging in discussions regarding political beliefs and platforms, or any other activity disruptive to the workflow or to the patrons. Candidates are allowed to reserve the community meeting rooms."*
3. The **'Posting'** section will be modified and moved to the 'Display and Exhibit Policy'.

Duerrwaechter Memorial Library

POLICY REGARDING PETITIONS, POLITICAL CAMPAIGNING, AND THE POSTING OF INFORMATION

Petitions: Anyone desiring to post a petition for signatures may do so on the bulletin boards located in the lobby of the library. All petitions MUST be approved by the library director before posting. Anyone wishing to personally approach individuals regarding the signing of petitions may do so outside in front of the library ONLY. No petitioning may go on inside the library building. No petitions may be placed on the library front desk, and at no time may library staff promote, endorse or in any way influence an individual's opinion regarding any currently posted petition while they (the staff) are on duty.

Political Campaigning: NOTE: the Duerrwaechter Memorial Library has been established as the polling location for the Third District of the Village of Germantown. By state law, Chap. 12.03, "No person may engage in electioneering during polling hours on election day within 500 feet of an entrance to a building containing a polling place."

During a campaign period, anyone running for public office may campaign outside in front of the library building. A candidate may also reserve the library meeting room through established procedures for speeches, etc. At no time will campaigners be allowed to actively campaign within the library proper. (ACTIVELY being defined as handing out campaign literature, engaging in discussions regarding political beliefs and platforms, or any other activity disruptive to the work flow or to the patrons.) While library staff are encouraged to be politically active, they are asked to refrain from extensive discussion or promotion of their viewpoints while on the job lest their opinions be interpreted as representative of the library as a whole.

Posting of Information: Anyone wishing to post material on the library bulletin boards may do so upon approval of any library staff member, with the exception of petitions. A time limit for posting should be clearly indicated on the item. Please note that items for posting should be solely for the educational or cultural good of the community. In the event of space shortage, priority will be given to local government announcements and/or library sponsored events or programs. DML reserves the right to remove any item from the bulletin board after its time limit has expired.

Germantown Community Library Board

MEETING DATE: July 28, 2021

PLACEMENT: New Business

AGENDA ITEM(S): IX. E. Acceptable Library Behavior Policy Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

It is recommended to approve the suggested changes to the 'Acceptable Library Behavior Policy' as presented in the attachment. The changes include:

1. Adding specific banned substances (alcohol, drugs and other illegal substances) from the library.
2. Removing the ban on loitering in the building because the library is a public building and is considered one of several buildings identified as a Washington County cooling and heating center the community.
3. Clarifying the expectation of the behavior of children under 7 and their caregivers between the ages of 11-18.
4. Adding items from the 'Petitions and Political Campaigning' policy stating no petitions or campaigning are allowed on library grounds.

GERMANTOWN COMMUNITY LIBRARY ACCEPTABLE LIBRARY BEHAVIOR POLICY

General rules of library behavior are designed to protect the rights of library users, to outline for library staff members acceptable and appropriate behavior on the part of those users and to preserve library materials and facilities.

1. Smoking (including e-cigarettes), chewing tobacco, alcohol, drugs, and other regulated illegal substances are not permitted. ~~This includes e-cigarettes.~~
- ~~2. Alcohol is not permitted, per Village Ordinance 9.09.~~
3. No animals, with the exception of service animals, are allowed in the library unless part of an official library program.
- ~~4. Loitering in the building is not permitted, per Village Ordinance 9.08.~~
5. For health and safety reasons, appropriate footwear must be worn by patrons of any age. Anyone with bare feet will be asked to put shoes on or leave the building.
6. Eating and drinking must follow the guidelines below. Activities in the Meeting Room will follow the Community Meeting Room Policy unless it is part of a special library activity.
 - a. Beverages must be covered.
 - b. No food or beverages are allowed near any Germantown Community Library computer equipment.
 - c. Patrons are responsible for cleaning up their area.
 - d. Food and beverages should not disturb other patrons. This may be at the discretion of library staff.
7. Cell phones and other electronic devices must be silenced when entering the library. Loud or extended conversations must be taken to the lobby.
8. Parents, guardians and caregivers are responsible for the behavior of their children. A responsible party, age 11 or older, must accompany and supervise all children under the age of 7. Library staff reserve the right to determine if a caregiver between the ages of 11-18 is not providing appropriate supervision while using the library building. The library does not accept responsibility for any unsupervised children. The parent/guardians of unsupervised children will be contacted to pick up or join the children. Unresolved or repeated situations may be referred to the Germantown Police Department.
9. No petitioning may go on inside the library building or on library grounds.
10. At no time will campaigners be allowed to actively campaign within the library proper or on library grounds. Actively is defined as handing out campaign literature, engaging in discussions regarding political beliefs and platforms, or any other activity disruptive to the workflow or to the patrons. Candidates are allowed to reserve the Community Meeting Rooms.
11. Any other behavior disturbing to library patrons or staff, endangering other persons, or damaging physical property is not allowed. Patrons will be asked to cease such activity and/or be excluded from the building. Anyone found willfully damaging, defacing or destroying library property will be assessed the full repair/replacement cost of the item(s).

Unacceptable behavior, including harassing patrons or staff, may result in the suspension of library privileges, expulsion from the library and/or possible arrest for violations of Village ordinances. Staff members observing unacceptable behavior shall take appropriate action as outlined below. At their

discretion, staff members shall also fill out an incident report and forward it to the Library Director or designee.

STEPS TO BE TAKEN IN A DISCIPLINARY SITUATION

1. Verbal Warning: Staff members shall issue one verbal warning to anyone violating the rules of behavior as listed above.
2. If there is not a positive response to the verbal warning, staff may ask the offender to leave the premises.
3. If the offender resists, staff are to immediately report to the Library Director or designee for assistance. If the Library Director or designee is not available, staff is to contact the Police Department for assistance.
4. In the event that expulsion from the premises is necessary, staff should fill out an Incident Report and forward it to the Library Director or designee.

The final decision regarding revoking library privileges in a potential disciplinary situation rests with the individual staff members on duty. Appeals can be made to the Library Director or designee.

ADOPTED: 5/25/05

REVISED and APPROVED: 8/23/17

Germantown Community Library Board

MEETING DATE: July 28, 2021

PLACEMENT: New Business

AGENDA ITEM(S): IX. F. Display, Exhibit and Posting Policy Update

SUBMITTED BY: Trisha Smith, Library Director

SUMMARY EXPLANATION:

It is recommended to approve this policy with the changes as submitted. The changes include the following:

1. To rename the policy from 'Display Case and Exhibit Policy' to 'Display, Exhibit and Posting Policy'
2. Add additional statements to clarify what is acceptable and a disclaimer that the material does not necessarily reflect the position of the library board, administration or staff.
3. Add the modified '**Posting**' section from the 'Petitions, Campaigning and Posting Policy'.

Germantown Community Library Display, Exhibit, and Posting Policy

The Germantown Community Library has multiple areas for public displays, exhibits, and public postings. While staff may create some exhibits, interest shown by groups, organizations, schools, and individuals is welcome. The Library Director, or designee, is given authority to accept requests for and grant permission for setting up exhibits.

GUIDELINES FOR EXHIBITS IN THE DISPLAY CASES

1. There is a large display case located in the library lobby. There is a small display case located inside the library.
2. Reservations for use of a display case will be accepted up to twelve months in advance and will be taken on a first come, first-served basis.
3. Exhibits will only be on display for the assigned calendar month, should be setup within the first three business days of the month (or as soon as possible) and all materials including fasteners must be removed by the last open day of the month.
4. No exhibitor may exhibit more than twice in one calendar year.
5. Exhibitor should not stand on the shelves or inside any display case.
6. No person or group may assume a particular month is “theirs” on an annual basis.

GUIDELINES FOR EXHIBITS OUTSIDE OF DISPLAY CASES

1. This applies to exhibits inside the library building and outside on library grounds.
2. Prospective exhibitors will complete the ‘Request for Exhibit Space’ form available on the library website or at the Circulation Desk.
3. All exhibits must be approved by the Library Director or designee.

GUIDELINES FOR ALL EXHIBITS

1. This policy applies to exhibits inside the library building and outside on library grounds.
2. Exhibit material does not necessarily represent the view or imply the endorsement of the library trustees, administration, or staff.
3. Exhibits should not contain inappropriate, sexual, or graphic language or images.
4. There is no charge for use of exhibit space.
5. Priority will be given to organizations that complement existing library programs or benefit the community at the discretion of the Library Director or designee.
6. The library should be notified of a cancellation at least two weeks in advance.
7. Library staff is unable to provide assistance in setting up or taking down displays.
8. The library does not supply materials for the display.
9. Adhesives cannot be applied to any library owned surface.
10. Storage of exhibit packing materials is not available.
11. Artwork can be displayed at no charge and may be sold under the following conditions:
 - a. Commission to the library of sold artwork will be at the discretion of the Library Director or designee’s approval
 - b. Exhibitor contact information and payment procedures will be at the discretion of the Library Director or designee
12. Exhibitors must abide by the agreed upon materials to be displayed, the area to be used and the permitted timeframe for the display.

LOBBY BULLETIN BOARDS

1. Posting of public material is limited to the lobby bulletin board and lobby community brochure kiosk.
2. Anyone wishing to post material on the library bulletin boards or on the brochure kiosk may submit their items to the Circulation Desk for staff review and approval.
3. A time limit for the posting on the bulletin board will be stamped on the item and removed by library staff on the expiration date.
4. Items should focus on educational, informational, and recreational programs and services.
5. In the event of space shortage, priority will be given to library events or programs, local government announcements, and community programs that meet the widest public interest.

The library assumes no responsibility for the preservation, protection, or possible damage or theft for any item displayed or exhibited. All items placed in the library are placed at the owner's risk.

ADOPTED: 6/26/02

REVISED and APPROVED: 9/24/19