

GERMANTOWN COMMUNITY LIBRARY  
N112 W16957 MEQUON ROAD  
GERMANTOWN, WI 53022

MEETING: **GERMANTOWN COMMUNITY LIBRARY BOARD AGENDA**

DATE AND TIME: **Wednesday, January 26, 2022 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: December 15, 2021**
- V. **APPROVAL OF SPECIAL MEETING MINUTES: January 14, 2022**
- VI. **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.
- VII. **FINANCIAL MATTERS:**
  - A. Treasurer's Report
  - B. Accounts Payable
  - C. Budget Printout
- VIII. **REPORTS:**
  - A. Correspondence
  - B. Village Reports
  - C. County Reports
  - D. System Reports
  - E. President's Report
  - F. Director's Report
- IX. **UNFINISHED BUSINESS:**
  - A. Strategic / Facility Planning
  - B. Village of Germantown Employee Manual
- X. **NEW BUSINESS:**
  - A. Circulation Policy
  - B. Computer/Internet Policy
  - C. Meeting Room Policy
  - D. Acceptable Library Behavior Policy
  - E. Capital Fund Balance

Forthcoming meeting: February 23, 2022 – 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](mailto:clloyd@germantownlibrarywi.org) at least 48 hours prior to the meeting.

## GERMANTOWN COMMUNITY LIBRARY BOARD

### REGULAR MEETING

December 15, 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, December 15, 2021. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Christa Potratz, Joletta Kerpan. **Members absent:** Jan Miller, exc.. **Also present:** Library Director Trisha Smith, Assistant Director Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Kerpan, Brady): Motion to approve agenda as printed. Motion carried (5-0).

MOTION (Brady, Kerpan): Approve the minutes of the October 27, 2021 as printed. Motion carried (5-0).

PUBLIC INPUT: None.

### FINANCIAL MATTERS

TREASURER'S REPORT. Balances as of December 14, 2021: Board Checking Account - \$6,012.22; Board Savings Account - \$5,062.09; GCL Building Account - \$7,636.35 [Penny Jug - \$2,000.41] [RAO Account - \$2,752.44]; Building Fund CD Account #1- \$16,666.87; Building Fund CD Account #2- \$16,468.13; Building Fund CD Account #3- \$16,329.59; Building Fund CD Account #4- \$16,217.92; Building Fund CD Account #5- \$10,000.00. Vosen renewed CD #4 on 11/25/21 for 25 months at .60% maturing on 12/25/23. MOTION (Nelson, Brady): Accept the Treasurer's Report as printed. Motion carried (5-0). Submitted report is attached.

ACCOUNTS PAYABLE. MOTION (Nelson, Brady): Approve the schedule of operating vouchers and credit card transactions for December and forward them to Village Hall for payment. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; President Nelson, aye. Motion carried (5-0).

BUDGET PRINTOUT. The monthly Revenue & Expense Report and the General Ledger Trial Balance – Capital Project Fund Report for December were reviewed.

### REPORTS

CORRESPONDENCE. Nelson. None.

VILLAGE. Miller. Smith reported on behalf of Miller that the Village budget was approved on November 15. Discussion of ARPA fund allocation has begun and will continue into January with community input sessions. Mr. Ho from the Strategic Planning Committee attended to advocate for using ARPA funds for the library second floor architectural design work.

COUNTY. Vosen and Smith. The Washington County Library Services Board will meet in January 2022. The Washington County-Wide Library Services Agreement is currently being approved by individual library and municipal boards. It will then be approved by the Washington County Board.

SYSTEM. Nelson and Smith. The Monarch Library System Directors met virtually on December 9. The new Library System Director, Riti Grover, met with Smith and toured the Germantown library. She also

attended the annual Menomonee Falls Public Library/Germantown Community Library services contract review.

PRESIDENT'S. Nelson. None.

DIRECTOR'S. Smith. Brenda O'Brien, Germantown School District representative, is no longer a member of the Germantown Community Library Board due to no longer working for the Germantown School District. The School District Superintendent will be assigning a replacement. November monthly circulation statistics were provided. Smith noted the library was closed for in patron visits for two weeks in November, 2020 due to COVID. Comparisons to 2020 and 2019 follow. Overall physical + electronic: 2020 = 14.9%, 2019 = -1.7%; Physical items: 2020 = 22.2%, 2019 = -4.1%; Digital items: 2020 = -2.8%, 2019 = 15.6%. Hoopla had 298 checkouts. The annual meeting with Menomonee Falls Public Library and system directors was held to discuss Menomonee Falls library not offering services to residents of the Village of Germantown. No changes were made. The Friends of the GCL Holiday Book & Basket Sale will run from November 13 – December 30. Sales are going well and the use of credit cards for payment is popular. Information for January - April programming will be available soon. Staff annual performance reviews are completed. We are currently have two open positions that we are interviewing for. One is an Adult Services Specialist and the second is a Youth Services Specialist. Two groups of 2<sup>nd</sup> grade students attended field trips at the library. The library took 1<sup>st</sup> place for the Germantown Holiday Parade float competition. Credit card payment services were setup to accept payments for Friends of GCL sales and library fines and fees. Library offered Holiday Checkout Club giveaway craft kits for physical item checkouts in December. New shelving was installed for the new adult Library of Things collection. New patron and staff laptops were installed. Lloyd and Smith attended the WLA conference November 16-19 in Green Bay and the Library Journal Virtual Design Institute virtual conference on November 30. Reimer continues to attend the Leadership Germantown monthly program. New juvenile furniture was Installed. DPW assisted with installation of library directional street signs.

## **UNFINISHED BUSINESS**

STRATEGIC / FACILITY PLANNING – The December Ad-hoc Strategic Planning Committee meeting was cancelled. The WiLS strategic planning process began with a full committee planning session led by WiLS on Thursday, November 4. The next step will be the WiLS led staff SOAR session on January 11, 2022.

2022 LIBRARY BUDGET – Miller and Smith reported the village approved the 2022 budget. The village voted to include the library fire suppression project cost of \$60,000 in the village budget.

UPDATES FOR VILLAGE EMPLOYEE MANUAL – Smith proposed to add paid time off of vacation, sick, and holiday pay for all part-time employees that work an average of 24 or more hours per week after completion of one year of service. This would be capped at two weeks of vacation. There are three part-time employees that currently receive more than the two week cap due to their years of service. These three employees will be grandfathered in to continue to receive the vacation per the village years of service requirements.

## **NEW BUSINESS**

NONE

## **CLOSED SESSION**

DIRECTOR'S ANNUAL REVIEW – MOTION (Vosen, Nelson): Move to adjourn to closed session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; President Nelson, aye. Motion carried (5-0).

The Germantown Community Library was called into closed session by Nelson at 6:43 p.m.

MOTION (Vosen, Nelson): Move to re-enter open session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; President Nelson, aye. Motion carried (5-0).

The Germantown Community Library was called to re-enter into open session by Nelson at 7:00 p.m.

### RECONVENE INTO OPEN SESSION WITH POSSIBLE ACTION.

No action taken.

APPROVAL OF WAGE INCREASES FOR LIBRARY STAFF – MOTION (Vosen, Nelson): Move to adjourn to closed session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; President Nelson, aye. Motion carried (5-0).

The Germantown Community Library was called into closed session by Nelson at 7:02 p.m.

Nelson submitted proposed library staff raises and bonuses provided by Smith.

MOTION (Vosen, Nelson): Move to re-enter open session. ROLL CALL VOTE: Trustee Brady, aye; Trustee Potratz, aye; Trustee Kerpan, aye; Trustee Vosen, aye; President Nelson, aye. Motion carried (5-0).

The Germantown Community Library was called to re-enter into open session by Nelson at 7:12 p.m.

### RECONVENE INTO OPEN SESSION WITH POSSIBLE ACTION.

MOTION (Vosen, Nelson): Move to approve the library staff raises and bonuses as identified on the Library Director's proposed spreadsheet. Motion carried (5-0).

## **ANNOUNCEMENTS**

The next regular meeting of the Library Board will be Wednesday, January 26, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Connie Lloyd  
Assistant Director  
Germantown Community Library

**Germantown Community Library Board**  
Financial Report Dec. 14, 2021  
By Darlene Vosen

**Bank Five Nine GCL Board Checking Account**

|                                        |           |            |
|----------------------------------------|-----------|------------|
| Balance 10/26/21 per online statement  |           | \$5,912.22 |
| 11/1 Deposit \$100 Anonymous Donation  | +\$100.00 |            |
| Balance 12/14/21 per on-line statement |           | \$6,012.22 |

**Bank Five Nine GCL Board Savings Account**

|                                        |         |            |
|----------------------------------------|---------|------------|
| Balance 10/26/21 per on-line statement |         | \$5,061.25 |
| Interest October                       | +\$ .40 |            |
| Interest November                      | +\$ .44 |            |
| Balance 12/14/21 per on-line statement |         | \$5,062.09 |

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

|                                        |         |            |
|----------------------------------------|---------|------------|
| Balance 10/26/21 per on-line statement |         | \$7,635.07 |
| Interest October                       | +\$ .61 |            |
| Interest November                      | +\$ .67 |            |
| Balance 12/14/21 per on-line statement |         | \$7,636.35 |

**\*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**

|                                                         |             |
|---------------------------------------------------------|-------------|
| <b>CD #1 (5708)</b> Balance 7/5/21 per bank statement   | \$16,666.87 |
| .50/.50% Interest 18 months (mature 1/5/23)             |             |
| <b>CD #2 (7285)</b> Balance 5/31/21 per bank statement  | \$16,468.13 |
| .60/.60% Interest 25 months (mature 6/30/23)            |             |
| <b>CD #3 (5608)</b> Balance 1/06/21 per bank statement  | \$16,329.59 |
| 0.60/0.60% Interest 13 months (mature 2/6/22)           |             |
| <b>CD #4 (1404)</b> Balance 11/25/21 per bank statement | \$16,217.92 |
| <b>Interest Earned - \$105.16</b>                       |             |
| 0.60/.60% Interest 25 months (mature 12/25/23)          |             |
| <b>CD #5 (8801)</b> 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 + \$640.00 (2021 Usborne) = \$770.91 (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 +/-**

**\*\$20 & \$100 Cash Anonymous Donation 8/5; 10/21: \$120.00**

**\*Pagliaro Donation (8/27/21): \$3,745.00**

**TOTAL= \$4,826.33\* (left to spend for 2021/22)**

## GERMANTOWN COMMUNITY LIBRARY BOARD

### SPECIAL MEETING

January 14, 2022

Germantown Community Library

The special meeting of the Germantown Community Library Board was called to order by President Joyce Nelson at 10:00 a.m. on Friday, January 14, 2022. **Members present:** Joyce Nelson, Charlene Brady, Darlene Vosen, Jan Miller (Virtual via TEAMS meeting). **Members absent:** Christa Potratz, exc., Jolitta Kerpan, exc. **Also present:** Library Director, Trisha Smith, Assistant Director, Connie Lloyd. Proper notification of the meeting had been given.

MOTION (Vosen, Brady): Motion to approve agenda as printed. Motion carried (4-0).

PUBLIC INPUT: None.

### NEW BUSINESS

VILLAGE OF GERMANTOWN ARPA FUNDING – The Village Board of Germantown is holding a village listening session on Monday, January 17 at 7:00 p.m. to accept citizen input on how to allocate the \$2.1 million of ARPA funds granted to the Village of Germantown. The guidelines of acceptable expenditures include public library expansions. Miller requested a special session of the Library Board to discuss providing citizen input to support using ARPA funds for the design of a potential library expansion.

It was noted that the Village Board included library expansion on their documents for potential approved expenditures. It was also noted the funds are a one-time payout that do not require matching funds. All expenditures must be committed by December 31, 2024, and work completed by December 31, 2026. There was discussion regarding the various interior and exterior expansion possibilities for the funds, including architectural design work for a library building expansion. The Board also discussed possibilities to expand areas on the exterior property of the library to expand outdoor services when the weather permits.

Smith clarified the citizen input on Monday, January 17 is not for village department heads to present their requests. They will be provided a different forum. Smith has contacted the Friends of the Library, Germantown MOMS Group and library staff to make them aware of the opportunity to provide input.

MOTION (Vosen, Miller): Move to request village ARPA funds of \$400,000 to be allocated to the Germantown Community Library for interior and exterior library expansion. Motion carried (4-0).

### ANNOUNCEMENTS

The next regular meeting of the Library Board will be Wednesday, January 26, 2022, at 6:00 p.m. at the Germantown Community Library.

Meeting adjourned at 11:05 a.m.

Respectfully submitted,

Connie Lloyd  
Assistant Director  
Germantown Community Library

# Director's Report: December 2021/January 2022

## MONARCH LIBRARY SYSTEM

- The Monarch Library System Directors meet virtually on Thursday, January 13.

## WASHINGTON COUNTY LIBRARIES

- The Washington County-Wide Library Services Agreement is currently being approved by individual library and municipal boards. It will then be approved by the Washington County Board.

## VILLAGE OF GERMANTOWN:

- Discussions for ARPA funding will continue into 2022. Five members spoke on behalf of the library supporting the request for \$300,000 for design work for the second floor expansion and \$100,000 for improvements on the outdoor patio. More information can be found on the Village of Germantown website: <https://www.germantownwi.gov/717/American-Rescue-Plan-Act>

## FRIENDS OF THE GERMANTOWN COMMUNITY LIBRARY

- The Holiday Book & Basket Sale was completed December 30, 2021. Sales went very well. The total sales amount will be communicated next month.
- The Friends are selling Adult Fiction books for the January Pop-Up Sale.

## DONATIONS:

- Anonymous (\$20) / Library Board Accounts
- Rodell Johnson (\$50) / Library Board Accounts (Early Literacy Account)
- Robert Korol (\$500) / Donor Wall / Library Board Accounts
- Water Stone Bank (\$1,500)

## DEPOSITS: None

## STATISTICS

- Circulation:
  - o Physical: **20,874** (0.1% from 2020 / -5.1% from 2019)
  - o Digital: **3,920** (-2.8% from 2020 / 22.6% from 2019)
    - Hoopla Checkouts: 365 (\$761 – limited change from 5 to 10 checkouts for Dec)
  - o Total: **24,794** (-0.4% from 2020 / -1.6% from 2019)

## WINTER/SPRING PROGRAMMING

- The Winter Reading Program for all ages runs through February 26.
- Brochures are now available (attached). Grab & Go Kits are available on Thursdays at 9am & 4pm.
  - o Ongoing Programs: Storytime, Family Craft Circle, STEAM Club, Teen Advisory Board, Teen/Tween Programs, Tech Talks, Book Groups (5) & Friends of the Library
  - o Upcoming Special Programs:
    - Lincoln as a Storyteller: Tues, Feb 1 @ 3pm
    - Hospice & Medication: Tues, Feb 8 @ 1pm
    - Local Author: Sean Patrick Little: Tues, Feb 8 @ 6pm
    - How to Grow and Use Microgreens: Wed, Feb 9 @ 1pm
    - Choose Your Own Adventure: Fri, Feb 11 & Sat, Feb 12

- Sensory Friendly Sundays (Games): Sun, Feb 13 @ 9am-12pm
- Make It @ the Library (Heart String Art): Mon, Feb 14 @ 1-7:30pm
- Foster Care in Washington County: Tues, Feb 15 @ 6pm
- Wash. Co. History (Women's Suffrage): Wed, Feb 16 @ 1pm
- Teen Lock-In: Fri, Feb 18 @ 5-9:30pm

## DEPARTMENT UPDATES

- Management & General Staff:
  - Completed annual performance reviews for all staff
- Adult Services & Youth Services (Lynn Ratzmann & Jackie Molitor)
  - We are currently hiring a Youth Services Specialist.
  - Traveling banners on service animals in the military is on display from the Wisconsin Veterans Museum in January.
  - Additional items were put out in the Early Literacy Area.
  - Three groups of 2<sup>nd</sup> grade students at MacArthur attended field trips at the library.
- Outreach (Cara Reimer)
  - Attending Leadership Germantown once a month.
- Circulation (Diane Long & Connie Lloyd)
  - Credit card payment options are going well and patrons are appreciative of the new option.
  - Promoting Strategic Planning Survey and winter reading program.
- Tech Services (Connie Lloyd)
  - Completed back log of large order of Library of Things, Jr. items and began preparation to launch adult and young adult Library of Things collections in the coming months.
- Technology/Statistics (Connie Lloyd):
  - Installation of Square Credit Card processing equipment/software/financial tracking procedures
  - Installation of new staff and patron laptops.
  - Preparation for installation of replacement patron and staff copy machines.
- Building Management & Grounds (Connie Lloyd)
  - Work on strategic planning and facility planning continues
  - Library street directional signs & a book drop sign was installed

## DIRECTOR MEETINGS, CONTINUING EDUCATION & OUTREACH (sick Dec 2 – Dec 10):

- |                                                    |                                                    |
|----------------------------------------------------|----------------------------------------------------|
| • Jan 5 – Autism Society                           | • Jan 18 – Strategic & Facility Planning Committee |
| • Jan 8 – Friends of the Library                   | • Jan 20 – Wash. Co. Library Services Board        |
| • Jan 10 - Make It @ the Library Craft Program (3) | • Jan 20 – Chamber Social                          |
| • Jan 11 – WILS SOAR Staff Analysis                | • Jan 25 – Village Administrator                   |
| • Jan 12 – Kiwanis                                 | • Jan 25 – Village of Germantown DPW               |
| • Jan 12 - Village Department Heads                | • Jan 25 – Monarch Marketing Committee             |
| • Jan 13 - Grab & Go Kits / Survey                 | • Jan 26 – Kiwanis                                 |
| • Jan 13 – Monarch Directors                       | • Jan 26 – Village Department Heads                |
| • Jan 13 – Wash. Co. Director of Communications    | • Jan 26 – Library Board                           |
| • Jan 14 – Library Board (Special Meeting)         | • Jan 27 - Grab & Go Kits / Survey                 |
| • Jan 17 – Germantown Government & Finance         | • Jan 27 – Wash. Co. Directors                     |
| • Jan 17 - Village Board/ARPA Public Listening     | • Jan 31 - Bookmobile                              |
| • Jan 18 – Village Department Heads (CVMIC)        | • Jan 31 – West Bend Outreach Services             |

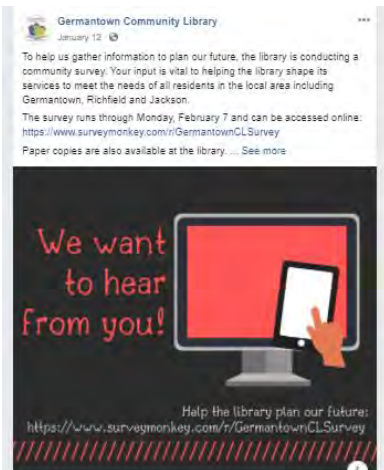
## ON OUR BLOG:



View our top 10 lists by category on our blog:

<https://germantownlibrarywi.org/2022/01/21/top-items-checked-out-in-2021/>

## MOST POPULAR POSTS ON FACEBOOK:



12.3K Reach / 1.1K Engagements (PAID)



4.7K Reach / 629 Engagements (PAID)



951 Reach / 83 Engagements



909 Reach / 31 Engagements



Germantown Community Library

# Great Book Blizzard 2022

January 3 - February 26



Check out 5 items and enter to win some awesome raffle prizes.

- ✓ Books, Audio Books, Magazines & Playaways
- ✓ DVDs, CDs & Video Games
- ✓ Library of Things items

**Check out. Enjoy. Repeat.**



## Digital Resources for Kids & Teens



Meet **Libby** - a fresh and easy way to borrow and read ebooks and listen to audiobooks from **Overdrive** - Wisconsin's Digital Library.

Kids Link: [wplc.overdrive.com/wplc-89-116/kids](http://wplc.overdrive.com/wplc-89-116/kids)

Teens Link: [wplc.overdrive.com/wplc-89-116/teens](http://wplc.overdrive.com/wplc-89-116/teens)



**hoopla** includes digital books, audiobooks, comics, movies, music & more! Items have no holds or wait time. Limit 5 checkouts per card per month. hoopla Link: [www.hoopla.com](http://www.hoopla.com)

View all of our free online resources:  
<http://germantownlibrarywi.org/databases/>

## Teen & Tween Programs

**Teen Study Night: Mon, Jan 17 @ 4:00pm - 7:30pm**

It's finals week! Come to the library for a quiet spot to study! We'll have study snacks and warm beverages for a stress free night.

**Teen Lock-In: Fri, Feb 18 @ 6:30pm - 9:30pm\*\***

Hang out at the library after hours for pizza, games, and a Scavenger Hunt! Parent permission slip and registration required.

**Hot Takes Night: Mon, Mar 21**

Marvel or DC? What's the best cheese? Is Die Hard a Christmas movie? Answer all of these questions and more at our Hot Takes Night!

**Tweens 4:00pm - 5:30pm**

**Teens 6:00pm - 7:30pm**



**Harry Potter Escape Room \*\*:**

April 5th, 6th & 7th times available 5:00pm - 8:00pm.

Register for a timeslot by calling the library or signing up online. Limit of 5 people per group.  
All muggles ages 7+ welcome.

**Antique DIY Night: Mon, Apr 18\*\***

Use old books and jewelry to make keychains, buttons or whatever suits your fancy!

**Tweens 4:00pm - 5:30pm**

**Teens 6:00pm - 7:30pm**

**\*\* Registration Required**

**Make It @ the Library**

**Mondays @ 1:00pm - 3:00pm, 3:15pm - 5:15pm or 5:30pm - 7:30pm**

**Mon, Jan 10: Gnomes**

**Mon, Feb 14: String Art Heart Tags**

**Mon, Mar 28: Mushroom Flower Pots**

**Mon, Apr 11: Easter Cross-Stitch**

**Ages 11+ & Adults**

**Drop-in anytime during above timeslot**

**\*\*Registration is required**

## Children & Teen Programs

January - April 2022

## GERMANTOWN COMMUNITY LIBRARY



N112 W16957 Mequon Rd

Germantown, WI 53022

(262) 253-7760 Find us on Facebook!

[www.germantownlibrarywi.org](http://www.germantownlibrarywi.org)

## Library Hours:

Monday-Thursday: 9am - 8pm

Friday: 9am - 5pm

Saturday: 9am - 4pm



**CHICK-FIL-A FUNDRAISER: THURS, APRIL 7 @ 4-8pm**

Mention the "Germantown Library" at Chick-Fil-a in Menomonee Falls and 20% will be donated to the library!

## Ongoing Programs

### Family Craft Circle: Thursdays @ 4:00pm - 6:00pm

Thurs, Jan 27: Coffee Filter Snowflakes  
Thurs, Feb 24: Tic-Tac-Toe Snowman  
Thurs, Mar 24: Sand Art  
Thurs, Apr 28: Windchimes

Drop-in between: 4:00pm - 6:00pm.

Geared for ages 5-11.

\*Registration Required for each date

### STEAM CLUB: Thursdays @ 6:00pm

Thurs, Jan 13: Snow  
Thurs, Feb 17: Candy  
Thurs, Mar 10: Shamrocks & Leprechauns  
Thurs, Apr 14: Minute to Win it Games



Geared for ages 5-11.

Join us for awesome STEAM activities!

\*Registration required for each date

## All Ages

### Sensory Sundays @ 10:00am - 12:00pm:

February 13: Life Size Games  
April 10: Harry Potter  
June 5: Comic Books & Super Heroes

Join us and the Autism Society as we open up the library on Sunday mornings for guests & families with Autism or other special needs. Explore our Early Literacy Area, checkout books & DVDs, and participate in themed activities. Open to the public. All ages & abilities welcome.

### Grab & Go Kits: Thursdays

- First-come-first-serve at 9:00 a.m. & 4:00 p.m. in the lobby on Thursdays while supplies last
  - 1st & 3rd Thursday: Geared for kids
  - 2nd & 4th Thursdays: Geared for teens/adults

Visit our website for details and specific kit themes.

### Friends Book Sales

Pop-Up Book Sale:

- January: Hardcover Fiction
- February: Audio-Visual (DVDs & CDs)
- April (starting April 11): Hardcover Kids & YA

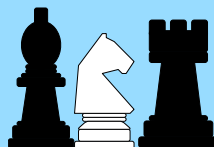
Ongoing Book Sale

Available during regular library hours to the left of the Circulation Desk.

## Special School-Age Programs

### Life Size Games:

Sat, Jan 22: 9:00am - 4:00pm  
Mon, Jan 24: 9:00am - 8:00pm  
Drop in and enjoy some life size family games in our community room.



### Choose Your Adventure :

Fri, Feb 11: 9:00am - 5:00pm  
Sat, Feb 12: 9:00am - 4:00pm

Drop in and see where your adventure takes you! This is a great program for getting some wiggles out!



### DOG MAN Party:

Fri, Mar 11: 9:00am - 5:00pm  
Sat, Mar 12: 9:00am - 4:00pm  
Let's get ready to roomba! Drop on in and celebrate Dav Pilkey's beloved graphic novels.



### Harry Potter Escape Room:

April 5th, 6th & 7th times between 5:00pm - 8:00pm.

Register for a timeslot by calling the library or signing up online. Limit of 5 people per group.  
All muggles ages 7+ welcome.



## Early Literacy Programs

### Preschool Storytime

Tuesdays @ 9:30am & 10:30am  
January 18 - April 26  
Geared for ages 3-5

Join us for stories, movement and music geared for 3-5 year olds. Storytime will last 25 minutes and end with a craft or activity. Storytime is a great way to introduce growing kids to books, social interaction and lifelong learning.

### Baby/Toddler Storytime

Wednesdays @ 9:30am & 10:30am  
January 19 - April 27  
Geared for ages 0 - 2

Join us for stories, movement and music geared for babies to 2 year-olds. Storytime will last 15 minutes and end with playtime or an activity. Storytime is a great way to introduce little ones to books, social interaction and lifelong learning.

### Special Guest Storytimes:

Tues, Jan 25 @ 9:30am & 10:30am  
Local Author & Wildlife Educator:  
Laureanna Raymond-Duvernell

Tues, Mar 8 @ 9:30am & 10:30am  
Celebrating Women in Construction Week  
with Andrea Breen



\*Ask us about the  
1000 Books Before Kindergarten  
& Baby Welcome Bag Programs!



Germantown Community Library

# Great Book Blizzard 2022

January 3 - February 26



Check out 5 items and enter to win some awesome raffle prizes.

- ✓ Books, Audio Books, Magazines & Playaways
- ✓ DVD's, CD's & Video Games
- ✓ Library of Things items

**Check out. Enjoy. Repeat.**



## Digital Resources



Download the **Libby** app to borrow and digital books, audiobook & magazines from **Overdrive** - Wisconsin's Digital Library.



**hoopla** includes digital books, audiobooks, comics, movies, music, magazines & more! No holds or wait time. 5 checkouts per card per month.



Gale Courses includes 360+ free online courses for life-long learning and professional development.

View all of our free online resources:  
<http://germantownlibrarywi.org/databases/>

## Teen & Tween Programs

### Teen Study Night: Mon, Jan 17 @ 4:00pm - 7:30pm

It's finals week! Come to the library for a quiet spot to study! We'll have study snacks and warm beverages for a stress free night.

### Teen Lock-In: Fri, Feb 18 @ 6:30pm - 9:30pm\*\*

Hang out at the library after hours for pizza, games, and a Scavenger Hunt! Parent permission slip and registration required.

### Hot Takes Night: Mon, Mar 21

Marvel or DC? What's the best cheese? Is Die Hard a Christmas movie? Answer all of these questions and more at our Hot Takes Night!

Tweens 4:00pm - 5:30pm

Teens 6:00pm - 7:30pm



### Harry Potter Escape Room \*\*:

April 5th, 6th & 7th times available 5:00pm - 8:00pm.

Register for a timeslot by calling the library or signing up online. Limit of 5 people per group.  
All muggles ages 7+ welcome.

### Antique DIY Night: Mon, Apr 18\*\*

Use old books and jewelry to make keychains, buttons or whatever suits your fancy!

Tweens 4:00pm - 5:30pm

Teens 6:00pm - 7:30pm

**\*\* Registration Required**

### Make It @ the Library

Mondays @ 1:00pm - 3:00pm, 3:15pm - 5:15pm or 5:30pm - 7:30pm

Mon, Jan 10: Felt Gnomes

Mon, Feb 14: String Art Heart Tags

Mon, Mar 28: Mushroom Flower Pots

Mon, Apr 11: Easter Cross-Stitch Eggs

Ages 11+ & Adults

Drop-in anytime during above timeslot

**\*\*Registration is required**

## Adult & Teen Programs

January - April 2022

## GERMANTOWN COMMUNITY LIBRARY



N112 W16957 Mequon Rd

Germantown, WI 53022

(262) 253-7760 Find us on Facebook!

[www.germantownlibrarywi.org](http://www.germantownlibrarywi.org)

## Library Hours:

Monday-Thursday: 9am - 8pm

Friday: 9am - 5pm

Saturday: 9am - 4pm

Jan 11 - Feb 7

We need your help! Take our Strategic Planning Survey:  
<https://www.surveymonkey.com/r/GermantownCLSsurvey>



**CHICK-FIL-A FUNDRAISER: THURS, APRIL 7 @ 4-8pm**

Mention the "Germantown Library" at Chick-Fil-a in Menomonee Falls and 20% will be donated to the library!

## Make It Classes

### Make It @ the Library

Craft with us at the Library! Ages 11+ & Adults

Drop-in anytime during above timeslot

**\*\*Registration is required**

**Mondays @ 1:00pm - 3:00pm, 3:15pm - 5:15pm or 5:30pm - 7:30pm**

**Mon, Jan 10: Felt Gnomes**

**Mon, Feb 14: String Art Heart Tags**

**Mon, Mar 28: Mushroom Flower Pots**

**Mon, Apr 11: Easter Cross-Stitch Eggs**

### Soap Making

Learn the basics of how to make soap from scratch with Jennifer Widowski, owner of Whatever Comes Naturally and take a small bar home with you. **\*\*Registration is required.**

**Wed, Jan 12 @ 1:00pm - 2:30pm**

### How to Grow and Use Microgreens

Learn how to grow your own nutrient dense micro greens with Jennifer Widowski. **\*\*Registration is required.**

**Wed, Feb 9 @ 1:00pm - 2:30pm**

## All Ages

### Sensory Sundays @ 10:00am - 12:00pm:

**February 13: Life Size Games**

**April 10: Harry Potter**

**June 5: Comic Books & Super Heroes**

Join us and the Autism Society as we open up the library on Sunday mornings for guests & families with Autism or other special needs. Explore our Early Literacy Area, checkout books & DVDs, and participate in themed activities. Open to the public. All ages & abilities welcome.

### Grab & Go Kits: Thursdays

- First-come-first-serve at 9:00 a.m. & 4:00 p.m. in the lobby on Thursdays while supplies last
  - 1st & 3rd Thursday: Geared for kids
  - 2nd & 4th Thursdays: Geared for teens/adults

Visit our website for details and specific kit themes.

### Friends Book Sales

Pop-Up Book Sale:

- January: Hardcover Fiction
- February: Audio-Visual (DVDs & CDs)
- April (starting April 11): Hardcover Kids & YA

Ongoing Book Sale

Available during regular library hours to the left of the Circulation Desk.

## Ongoing Programs

### Local History Presentations

With the Tower Heritage Center in Washington County  
Wednesdays @ 1:00pm

**Wed, Jan 19: Courthouses & Jailhouses of Wash. Co.**

**Wed, Feb 16: Women's Suffrage in Wisconsin**

**Wed, Mar 16: World War II in Wisconsin**

**Wed, Apr 20: Woodland Indians of Wisconsin**

### Hospice Presentations

With Compassus Hospice Care. Tuesdays @ 1:00pm

**Tues, Jan 11: Hospice 101**

**Tues, Jan 25: Advanced Directives**

**Tues, Feb 8: Hospice & Medication**

### Tech Talks

Thursdays @ 2:00pm

**Thurs, Jan 20: Wearable Tech**

**Thurs, Feb 17: Fake News**

**Thurs, Mar 17: Using Your eReader**

**Thurs, Apr 21: How to Shop Online**

### Book Groups

*Each title is available for checkout at the Circulation Desk.*

**Evening Book Group** (1st Wednesdays @ 6:00pm)

- Jan 5 - *Center of the Earth* by Jules Verne
- Feb 2 - *Anxious People* by Fredrik Backman
- Mar 2 - *Dangerous Women* by Hope Adams
- Apr 6 - *Raceless* by Georgina Lawton

**History Book Group** (1st Friday @ 1:00pm)

- Jan 7 - *Enemy of All Mankind* by Steven Johnson
- Feb 4 - *The Kelloggs* by Howard Market
- Mar 4 - *The Swerve* by Stephen Greenblatt
- Apr 1 - *Last Stands* by Michael Walsh

**Morning Book Group** (2nd Thursday @ 9:30am)

- Jan 14 - *The Immortalists* by Chloe Benjamin
- Feb 10 - *The Last Bookaneer* by Matthew Pearl
- Mar 10 - *Sourdough* by Robin Sloan
- Apr 14 - *The Dutch House* by Ann Patchett

**Nonfiction Book Group** (3rd Friday @ 1:00pm)

- Jan 21 - *Four Horseman* by Christopher Hitchens
- Feb 18 - *Have Dog, Will Travel* by Stephen Kuusisto
- Mar 18 - *Rationality* by Steven Pinker
- Apr 18 - *Coming to My Senses* by Alice Waters

**Mystery Book Group** (3rd Thursdays @ 9:30am on Zoom)

- Jan 27 - *Darkly Dreaming Dexter* by Jeff Lindsay
- Feb 24 - *Endless Night* by Agatha Christie
- Mar 24 - *Wife of the Gods* by Kwi Quarthey
- Apr 28 - *The Burnign Girls* by CJ Tudor

## Special Programs

**Sponsored by the Friends of the Germantown Library**

**Banner on Display: Fur, Feathers & Fidelity: Military Mascots (month of January)**

**Memory Cafe: Winter (Mon, Jan 17 @ 3:00pm)**

A social gathering for those who are experiencing dementia and their care partner. Learn more: [www.librarymemoryproject.org](http://www.librarymemoryproject.org)

**Lincoln as a Storyteller (Mon, Feb 1 @ 3pm)**

Kevin Woods portrays Abraham Lincoln and shares some of his favorite stories and jokes.

**Author: Sean Patrick Little (Tues, Feb 8 @ 6pm)**

Join local author Sean Patrick Little - author of the Science Fiction series "The Survivor Journals."

**Foster Care in Wash. Co. (Tues, Feb 15 @ 6pm)**

Learn about local foster care needs with the Foundations Health and Wholeness Foster Care.

**Author: Louise Endres (Wed, Mar 9 @ 1pm)**

Join local author Louise Endres - author of a WWII Historical Biography.

**Bluebirds (Mon, Mar 14 @ 1pm)**

Master Gardener Lora Schreiber talks about bluebirds and how to attract them to your yard.

**Improvement Contracts (Tues, Mar 15 @ 6pm)**

Join Jeffrey Kersten, Agency Liaison for the Bureau of Consumer Protection, to discuss home improvement contracts.

**Scams Targeting Seniors (Wed, Apr 6 @ 1pm)**

Join Jeffrey Kersten, Agency Liaison for the Bureau of Consumer Protection, to discuss what you need to know about scams targeting seniors.

**Chick-fil-A Fundraiser (Thurs, Apr 7 @ 4-8pm)**

Mentioned the "Germantown Library" at Chick-fil-A in Menomonee Falls and they will donate 20%.

**Oneida in Wisconsin (Tues, Apr 15 @ 6pm)**

Join artist Richard Gonzalaz for a presentation on Oneida History in Wisconsin.

**Wonderful World of Garlic (Tues, Apr 19 @ 1pm)**

Join Ben Priesgen from Country Blossom Organics in Lomira for a presentation on garlic

## **Germantown Community Library Board**

MEETING DATE: January 26, 2022

PLACEMENT: New Business

AGENDA ITEM(S): X. A-D. Policy Updates

SUBMITTED BY: Trisha Smith, Library Director

### SUMMARY EXPLANATION:

#### A. CIRCULATION POLICY:

Changes proposed are to include the replacement and damage costs for the new Library of Things collections. Changes are located on page 4.

#### B. COMPUTER/INTERNET POLICY:

Changes proposed include increasing the price for color copies from \$.25 to \$.50 per printed/copied side of paper. This is better in line with what other libraries charge and the actual cost to provide this new service to patrons. Change is located on page 3.

#### C. MEETING ROOM POLICY:

Changes proposed include removing reference to the Small Community Room for public reservations. It is proposed to keep this for staff use to be used to prep for programming and hold staff meetings. By moving these activities out of the Large Community Room, the large room will have more space to meet COVID concerns and will have more availability for booking. Changes are located on page 1.

In addition, it is proposed to update section V. include the acceptance of credit card payments and increase the replacement cost of the laptop from \$900 to \$1000. Changes are located on page 3.

#### D. ACCEPTABLE LIBRARY BEHAVIOR POLICY:

It is proposed to rename this policy to 'CODE OF CONDUCT'. The entire policy has been restructured therefore the original and the proposed documents are attached.

The content changes to this policy include adding information to address providing designated quiet areas within the library while educating patrons that the main library is not intended to be a quiet library. This is a result of increased programming, promoting use for teens, and the structure of the building that carries sound everywhere. Smith has attached samples of three table signs to make patrons aware of the new policy for each area. The needs for all aspects are being considered during the strategic and facility planning this year.

## GERMANTOWN COMMUNITY LIBRARY CIRCULATION POLICY

A primary function of any public library is to circulate materials to the users, i.e., allow library users to “check out” library materials for a defined period. Policies and procedures surrounding the circulation process should be flexible enough to accommodate special needs and unusual circumstances, yet firm enough to ensure fairness of access to materials. These policies and procedures should also attempt to fairly balance the needs of the user with the needs of the library. They should also be as “user-friendly” as possible, without sacrificing library organization and efficiency.

**NOTE: All circulation policies and procedures are subject to the judgement of the Library Director under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.**

### LIBRARY CARD REGISTRATION

1. Individuals wishing to check out materials from the Germantown Community Library must have a valid public library card from a library within the Monarch Library System. Any patron will be eligible to obtain a Germantown Community Library card and will be subject to all policies and procedures as outlined in this document.
  - *Patrons may hold only one valid library card from the libraries participating in the Monarch Library System with the exception of Business or Teacher Cards.*
  - Children who wish to register for a library card must be at least 5 years of age. A custodial parent is required to sign his/her child’s library card application for all children under age 18. Alternate methods of consent, such as separate notes, phone calls or caregiver’s signature will not be accepted.
2. Adults (age 18 and over) and custodial parents of minors are required to present a current form of identification including their photo and current address when applying for a new library card or requesting a replacement card. Examples of such identification can be in print or electronic format and include:
  - Current driver’s license, state photo ID, passport, employee ID or student ID
  - Checkbook or bank statement
  - Piece of personal mail or online statement
  - Property title or lease
3. Library cards applied for on-line can only be used for digital materials until proof of residency and the physical card is picked up from the library.
4. Digital materials are available to patrons that have a primary or secondary address in Washington County or an adjacent county (Waukesha, Milwaukee, Dodge, Fond du Lac, Ozaukee, or Sheboygan).
5. Special exceptions are at the discretion of the Library Director or designee.
6. Patrons are required to update their information every 18 months.
7. A proper form of identification with current address is required when their address has changed.
8. Inactive library card registration records will be purged three years after the account has expired as part of ongoing database maintenance. Library cardholders who attempt to use a library card after its record has been purged will be required to re-register.

## **SPECIAL CARD POLICY**

**Provisions for Internet Only Cards:** Patrons that only need access to the library's public internet computers on a regular basis have the option to register for an Internet Use Only Card. This card is authorized to be used only at Germantown Community Library. The patron cannot have another account in the Monarch Library System. A patron is required to provide a form of identification.

**Provisions for Guest Internet Access:** Patrons that would like temporary access to the library's public internet computers will be provided guest access.

**Provisions for Businesses:** Written confirmation and acceptance of responsibility from the business owner must be obtained before the card is issued. The card will not "be kept on file"; it will be physically issued on a "one card per business" basis. It will be the responsibility of the business owner to make the card available to employees.

**Provisions for Teacher Cards:** The Library offers teacher cards as a service to teachers, preschools, licensed childcare centers, homeschool families and public and private schools serving students in grade K-12. A teacher card makes it possible to have a library card for professional use as well as one for personal use. Teacher cards can only be used for curriculum-related materials. The Library reserves the right to withdraw this privilege if abused.

1. To apply for a teacher card, you will need:
  - A personal library card in good standing from a library within the Monarch Library System.
  - Proof of employment at an educational facility, a homeschool state certificate, or a childcare license. (Updated documents must be provided by September 1 each year for renewal of services.)
2. Teacher cards have the following exceptions to the standard policy.
  - The card will expire September 1 if updated proof of employment or certificates are not provided for the new school year
  - The card will not be charged overdue fines
  - The teacher is responsible for charges related to lost or damaged items
  - The teacher card is only valid at the Germantown Community Library

## **LOST/REPLACEMENT CARDS**

Cardholders reporting lost cards or requesting a new card will be charged a replacement fee of \$3.00. Replacement cards will be issued only if all materials checked out on the old card have been returned and all fines/fees paid. If the patron has moved within the Monarch Library System, the fee will be waived.

## **PHYSICAL MATERIAL LOANS REQUIREMENT**

1. Registered Monarch Library System patron adults aged 18 and older may use a current photo I.D. in the form of a valid driver's license, state issued I.D., passport, or green card to check out items if they do not have their Library Card.
2. For minors without their library card, the Library will accept current school ID cards, driver's license or learners permit as alternate IDs. For minors without any acceptable alternative ID, such as elementary school aged children, Library staff shall ask for the minor's full name, home address, phone number and birthday, including year, to verify minor's identification.
3. Library staff may refuse to accept alternative IDs.
4. If a cardholder does not have their library card or proof of identification at checkout, staff should offer to put the materials on reserve.

### PHYSICAL MATERIAL LOAN PERIODS AND LIMITS

1. Items that have been checked out may be kept for varying periods of time, depending on the item and the owning library. The chart below illustrates the different items and their loan periods for Germantown materials.

| LOAN PERIODS | ITEMS                                                                                                     |
|--------------|-----------------------------------------------------------------------------------------------------------|
| 4 weeks      | Fiction & Non-Fiction Books/Audiobooks                                                                    |
| 2 weeks      | New Adult Fiction books/Non-fiction & TV series DVDs/Blu-rays/<br>Music CDs/ Magazines/Video Games/Realia |
| 1 week       | Feature Film DVDs/Blu-rays                                                                                |
| 3 days       | Adventure Passes/HotSpots/Tablets                                                                         |

2. The number of items that can be checked out per card may be limited depending on the item. The chart below illustrates the different items and their limits.

| LIMIT | ITEMS                 |
|-------|-----------------------|
| 100   | Books                 |
| 25    | Music CDs             |
| 25    | Magazines             |
| 25    | Audiobooks            |
| 10    | DVDs/Blu-rays (total) |
| 5     | DVDs/Blu-rays (new)   |
| 5     | Video Games/Realia    |

### PHYSICAL MATERIAL RENEWALS

Any library item may be renewed twice for the original loan period from the renewal date provided there are no reserves on that item. Renewals may be done in person, over the telephone or online if provided by automation vendor.

### PHYSICAL MATERIAL RESERVES

1. Cardholders may reserve (be put on a waiting list) any item that is in the catalog and marked as holdable. Up to fifty items may be reserved. No item may be reserved by or for a specific date.
2. Cardholders will be notified by telephone, e-mail, or text message when reserved items are available for their use.
3. Once a cardholder has been contacted regarding the availability of a reserved item, that item will be held for seven working days.

### FINES, OVERDUES, DAMAGED AND LOST PHYSICAL MATERIALS

1. All materials receive a one-day grace period to allow staff sufficient time to process returned materials. In addition, overdue fines are not assessed for days the library is closed to the public.
2. Fines are charged on materials that are not returned on time. The overdue fine rate is \$0.10 per item per day for all adult material. Overdue fines are not charged for youth and teen materials. At no time shall the amount of the fine exceed \$5.00. Fines are accumulated on scheduled days of operation.
3. Reminder notices on delinquent materials are sent via phone or email according to the following schedule:

|                         |                        |
|-------------------------|------------------------|
| 1 <sup>st</sup> notice: | 7 days after due date  |
| 2 <sup>nd</sup> notice: | 14 days after due date |
| 3 <sup>rd</sup> notice: | 28 days after due date |

4. Items not returned by the 60<sup>th</sup> day after the due date will be declared lost. The cardholder account will have the overdue charges removed and be billed the full value of the item according to the following schedule.

|                                |                        |
|--------------------------------|------------------------|
| Final notice/bill:             | 60 days after due date |
| May send to collection agency: | 74 days after due date |

5. If the cost of the item is not in the item record, the charges will be assessed as follows:

|                 |                                            |
|-----------------|--------------------------------------------|
| \$75.00         | Audiobook/Video Game                       |
| \$30.00         | DVD/Blu-ray                                |
| \$30.00         | Adult Hardcover Book                       |
| \$20.00         | Children/YA Hardcover Book                 |
| \$ 8.00         | Paperback Book                             |
| \$20.00         | Music CD                                   |
| \$10.00         | Individual Audiobook CD                    |
| <b>\$500.00</b> | <b>Library of Things: Adventure Passes</b> |
| <b>Varies</b>   | <b>Library of Things: Other items</b>      |

**NO REFUNDS WILL BE GIVEN FOR MATERIALS THAT ARE LOST, PAID FOR AND THEN RECOVERED**

6. Charges may be assessed on library materials that are returned damaged. If an item has been damaged to the point of complete physical unattractiveness, is beyond repair, and is no longer usable, charges shall be assessed according to the item record. Examples of this would include, but are not limited to:

- Books with numerous torn pages
- Heavily warped book
- Books with more than 2 pages which have been defaced
- Warped or deeply scratched discs

EXCEPTIONS: If the cosmetic appearance of an item has not been fundamentally affected, if damage can be repaired, and if the item can still be used for its intended purpose, no charges shall be made. Examples of this would include, but are not limited to:

- Minor pen or pencil marks, especially in the case of children's books
- Minor surface scratches on discs
- Very slight water damage (NOTE: in most cases, water damage will render a book unusable due to the weakening of the binding and the subsequent loss of pages.)

7. Miscellaneous charges will be assessed on the following items:

|               |                                                           |
|---------------|-----------------------------------------------------------|
| \$1.00        | Music CD/DVD/Blu-ray/Video Game case (single)             |
| \$3.00        | Music CD/DVD/Blu-ray/Video Game case (multi)              |
| \$7.00        | Audiobook case                                            |
| \$1.00        | Barcode                                                   |
| \$7.00        | Plastic kit bag                                           |
| \$20.00       | Realia container                                          |
| \$2.00        | Music CD/DVD/Blu-ray/Video Game/Audiobook cover or insert |
| \$5.00        | Music CD/Video Game booklet/liner notes                   |
| <b>Varies</b> | <b>Library of Things</b>                                  |

8. Borrowing privileges may be suspended to any cardholder who has more than \$5.00 in fines/fees.
9. Any damage/replacement/processing fines or fees accumulated from items not owned by the Germantown Community Library are under discretion of the owning library.
10. Annually, fines over three years old will be waived and removed from the cardholder account.

**ADOPTED:** 8/24/94

**REVISED AND ADOPTED:** 3/26/97; 4/23/97; 8/26/98; 6/28/00; 7/26/00; 5/22/02; 2/22/06; 10/27/10; 8/24/11; 11/16/16; 9/27/17; 12/13/17; 5/23/18; 7/24/19; 10/28/20; 6/23/21

## **GERMANTOWN COMMUNITY LIBRARY COMPUTER/INTERNET USE POLICY**

Internet access is available at the Germantown Community Library on public workstations. It is also available on library laptops and patrons' personal devices using the Library's WiFi service. Internet access via desktop or WiFi is unsecured and unfiltered.

Information accessible on the internet may be current and reputable; some may be obsolete, illegal, and even offensive. It is the patron's responsibility to determine the validity and appropriateness of the information. By accessing the Internet through the Library, patrons agree that the Library will not be responsible for any direct, indirect, consequential, special, or punitive damages or losses which may arise in connection with such use.

Use of the Internet at Germantown Community Library is a privilege, not a right. Inappropriate use or failure to follow this policy may result in revocation of this privilege and/or legal prosecution. Violators of this agreement will have their Internet privileges revoked for six (6) months on the first offense and for 12 months on subsequent offenses. Illegal acts involving Library computing resources may also be subject to prosecution by local, state, or federal authorities.

**To use the public Internet at the Germantown Community Library you must agree to the following guidelines:**

1. Internet service is available during library open hours. However, the library cannot guarantee the service will be operational at any specific time.
2. Limited WiFi service is available from the outside patio next to the building between 6 am – 9 pm.
3. Use of Internet services are for educational, informational, and recreational purposes only. The Internet is not to be used for illegal, unauthorized, or unethical purposes. All rules and regulations set forth by the Library are to be followed.
4. Patrons may not misrepresent themselves as another user by seeking unauthorized access to any computer system, files, passwords, data belonging to others, damaging, or altering software components or any network or database.
5. Patrons may not send, receive, or display graphic materials depicting full nudity and/or sexual acts which are portrayed obviously and exclusively for sensational or pornographic purposes.
6. Patrons may not display threatening, harassing, or abusive language and images.
7. Game playing may be prohibited if it severely diminishes the speed of the library consortium's network.
8. Virus, security, and privacy protection are the responsibility of the patron.

**To use the Germantown Community Library public computers you must agree to the following guidelines:**

1. Youth under 18 **must** have parental permission to use the internet. The Internet Use Permission Form must be signed by the parent or legal guardian. This form must be signed in front of a staff member. The signature on this form is legally binding and indicates the party has read and understands its significance. The Germantown Community Library assumes no responsibility for the use of the internet by children.
2. Patrons can only use library computers using their own library card. For guest use, see requirements below.
3. Patrons must respect the privacy of others using public workstations at the library by not interfering with their use. This includes distracting behavior as determined by library staff.
4. Patrons must adhere to the established time limits.
5. Patrons must provide their own storage device for documents created or downloaded. The computer storage is erased when a patron logs off the computer.
6. Per the Copyright Law of the United States (Title 17, United States Code) patrons can only make authorized copies of copyrighted or licensed materials.
7. Patrons must provide their own headsets to listen to audio content.
8. Patrons may not install/download software or applications on the Library's computers.
9. Patrons may not change the setup or configuration of the library's software or hardware.
10. Software, documents and email may contain a virus. The library is not responsible for damage to a patron's equipment, for any loss of data, damage or liability that may occur from the individual's use of the internet or library computer equipment.
11. Users are liable for costs arising from malicious damage to library equipment and/or software.

**Time Limits for Library Computers:**

1. **Public Workstations** – Patrons can automatically log themselves into the public workstations using their library barcode and pin. Patrons are initially allocated 2 hours. A patron may auto extend their time by 30-minute increments if at least three computers are available. Additional time may be granted at the Information Desk staff's discretion. Computers are automatically shutdown 10 minutes prior to closing.
2. **Public Laptops/Tablets** – Patrons may check out a public laptop/tablet with their library card for use inside the library for up to two hours. Additional time may be granted at the Circulation Desk staff's discretion. Equipment must be returned 10 minutes before closing.

**Guest Use of Library Computers:**

Guest use is available on a single use basis. Guests must abide by the same policy as library card holders. To use the resources on a regular daily or weekly basis, the patron must register for a library card. Exceptions are available per the Library Director or designee.

**Other Computer Services:**

Black and white printing is available and charged \$.10 per side printed.

Color printing is available and charged \$~~.25~~ **\$.50** per side printed.

Library staff will assist patrons as time permits and to the extent of their knowledge. However, staff will not configure or download applications to patron's equipment. Staff are not trained on all hardware and software that are available to patrons.

**Adopted:** 10/21/98

**Reviewed and Revised:** 2/27/02; 3/28/12; 6/23/21; 9/22/21

# Germantown Community Library Community Meeting Room Policy

The Germantown Community Library provides space for meetings and programs of an information, educational, cultural, or civic nature. Private parties are not permitted. The Germantown Community Library subscribes to the principles set forth in the ALA Library Bill of Rights: *"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."*

Use of the Community Meeting Room (going forward referred to as 'Meeting Room') does not in any way constitute Library endorsement of the activities, purposes, or viewpoints expressed by the groups/individuals involved. Meetings held in the Library are subject to fire codes, ADA requirements, and occupancy requirements.

## I. FACILITIES

- A. There ~~are two~~ **is one** meeting rooms that can be reserved. ~~They~~ **It** will be referred to as the 'Large Meeting Room' ~~and the 'Small Meeting Room'.~~
- B. All available furniture and equipment is available within ~~each respective~~ **the** meeting room. Furniture cannot be moved from other meeting rooms or other locations within the library.
- C. The library lobby may be used for meeting registration or display if it does not interfere with other meetings and regular library operations.
- D. Public Wi-Fi is accessible in all areas of the Library and Meeting Rooms
- E. Library staff are not available to assist with furniture setup or takedown.

| Room                      | # of people | Chairs and Tables                                                                                      | Amenities                                                                                                                                                                                                                  |
|---------------------------|-------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Large Meeting Room        | 80          | <u>Chairs:</u> 80<br><u>Tables:</u> 12 rectangle<br>2.5' x 6' (collapsible)                            | Ceiling mounted projector <u>screen</u><br>(12' wide)<br>White board (12' wide)<br>Speaker stool<br>Electric window shades<br>Podium<br>Coat Rack                                                                          |
| <b>Small Meeting Room</b> | <b>40</b>   | <b><u>Chairs:</u> 40</b><br><b><u>Tables:</u> 6 rectangle</b><br><b><u>2.5' x 6' (collapsible)</u></b> | <b><u>Ceiling mounted projector screen</u></b><br><b><u>(6' wide)</u></b><br><b><u>White board (6' wide)</u></b><br><b><u>Speaker stool</u></b><br><b><u>Electric window shades</u></b><br><b><u>Counter with sink</u></b> |

## **II. EQUIPMENT**

- A. The following equipment is available for meeting use. Equipment must remain in the Library and is available for checkout with a Library Card. In the absence of a library card a valid photo ID must be shown. Equipment must be returned in the same condition it was checked out.
  - i. Projector, DVD or Blu-ray player, Windows based laptop, limited connection cords (*must be requested at the time of the reservation*)
  - ii. Portable speaker with microphone (*must be requested at the time of the reservation*)
  - iii. Extension cord
  - iv. Cleaning supplies and vacuum
- B. Groups are responsible for the setup, operation and takedown of said equipment. Basic Instructions are included as needed with the equipment. Library staff is not available for assistance.

## **III. RESERVATION OF FACILITY**

- A. Library meetings, programs and activities have priority in scheduling use of the Meeting Rooms followed by meetings and programs of:
  - i. Friends of the Germantown Community Library
  - ii. Village of Germantown and other library served municipalities official business (Town of Germantown, Richfield, Jackson and Colgate)
  - iii. Village of Germantown Park & Recreation Department
  - iv. Village of Germantown and served communities school districts
  - v. Village of Germantown Chamber of Commerce
  - vi. Monarch Library System
  - vii. Washington County Library System Board
- B. All other groups are subject to the approval of the Library Director or designee.
- C. Reservations for use of a Meeting Room can be made electronically on the library website, in person or over the phone by a member of the organization/group who will assume the role of the contact person with the responsibility for ensuring that the group complies with the regulations for use of the space. A contact email address is required for all reservations.
- D. Reservations may be made for Meeting Room use not more than 3 months in advance.
- E. No group should assume that the Meeting Room will always be available for the regularly scheduled meetings. No group may use the Meeting Room more than once a month.
- F. Groups/organizations must check-in at the Circulation Desk when they arrive.
- G. At the completion of the meeting/program the group/organization contact must check-out with the Circulation Desk confirming they have returned the room to the original configuration and return any equipment that was used.

#### IV. HOURS OF USE

- A. The Meeting Room is available during normal library hours. Meetings must be concluded and cleaned up before the library closes.
- B. Organizers and attendees must vacate the building when the library doors are locked at the end of business hours.

#### V. FEES

- A. Not for profit groups/organizations may use the Meeting Room free of charge.
- B. For profit groups will be charged \$25.00 per hour for use of the room. There is no charge for 30 minutes prior to and after the meeting for setup and cleanup. Payment is expected at the check-in of the reserved time by cash or check made payable to the 'Germantown Community Library'.
- C. A service fee of \$25 will be charged if the room is not returned to its original layout and condition.
- D. A cleaning fee of \$25 will be charged if extra cleaning is required by the Library or custodial staff.
- E. A replacement fee will be charged if any equipment is not returned or it is returned damaged beyond normal wear and tear of the equipment.

| Equipment                   | Replacement Cost |
|-----------------------------|------------------|
| Projector                   | \$600            |
| DVD/Blu-ray player          | \$200            |
| Laptop                      | \$900            |
| Cords                       | \$25             |
| Portable Speaker/Microphone | \$300            |

#### VI. CONDITIONS OF USE

- A. Groups/organizations whose members are under the age of eighteen (18) must be accompanied by at least two adult supervisors per 15 persons under the age of 18. An adult is defined as someone over the age of 18.
- B. Selling or sales promotions are restricted to items approved by the Library Director or designee, with the exception of the Library itself or the Friends of the Germantown Community Library.
- C. Light refreshments may be served. Use of electrical outlets is limited. No cooking facilities are available. No alcoholic beverages are permitted.
- D. Nothing may be taped, tacked, or otherwise hung on the walls, windows, furniture or dividing wall.
- E. The Library staff is not available to transport supplies to or from the Meeting Room, to assist with meetings or programs or to operate equipment. Library staff will not accept calls or relay messages to persons attending meetings, except in emergencies.
- F. No group may use the Library address as their own.

- G. No storage space is available for materials or equipment used by groups using the Meeting Room.

## **VII. CONDUCT EXPECTATIONS**

Individuals, groups or organizations using the meeting room must fulfill their obligations enumerated in this policy. Failure to abide by the Library's Meeting Room Policy may result in the cancellation of, or refusal of future reservations.

The Library is a public facility, therefore, behavior in and around the Meeting Room that is disruptive to the regular operations of the Library or that could possibly be dangerous to others will not be tolerated. Groups/organizations are held responsible for the conduct of the people admitted to their activity. Groups/organizations may be asked to vacate the premises immediately if it is deemed that behavior is disruptive. If a group/organization is asked to vacate, their Meeting Room use privileges could be suspended for a minimum of 6 months.

## **VIII. LIABILITY**

The Village of Germantown and the Germantown Community Library assume no responsibility whatever for any property in connection with a meeting and that the Village of Germantown and the Germantown Community Library are hereby expressly released from and discharged for any and all liability for any loss, injury or damage to person or property which may be sustained by reason of a meeting, including setup and takedown of Library owned furniture and equipment of such meeting.

**This policy is subject to the judgment of the Library Director or designee under special circumstances. Any decision by the Library Director, which is disputed, may be taken to the Library Board for a decision. Decisions made by the Library Board are final.**

**ADOPTED: 4/10/02**

REVISED AND ADOPTED: 9/25/02; 12/15/04; 6/25/06; 6/28/17; 7/24/19

## **GERMANTOWN COMMUNITY LIBRARY CODE OF CONDUCT**

Under the provisions of Chapter 43 of the Wisconsin State Statutes, Section 43.52(1), the Germantown Community Library Board may enact regulations that serve to insure the safety of library staff and patrons, protect the collection and maintain order in the library. The policy is committed to providing an atmosphere that welcomes all ages and ability levels to partake of the library's services and activities while providing guidelines to preserve the safety and comfort for all individuals. Staff and library patrons share responsibilities to ensure this atmosphere is maintained at all times.

**Library grounds** are defined as the property between the library building and the sidewalk along Mequon Road or other adjacent property lines including library parking lots.

Specific inappropriate conduct inside the library and on the library grounds includes but is not limited to the following list of behaviors. Additional situations will be at the discretion of the Library Director.

1. Misrepresenting identity and/or eligibility for library services
2. Harassing, fighting, threatening, physically harming or interfering with library staff or patrons
3. Using offensive language or gestures
4. Engaging in rowdy or unsafe behavior including excessive yelling, running, and climbing or jumping on library furniture
5. Smoking or tobacco use (including e-cigarettes or chewing tobacco) and using alcohol, drugs, and other regulated illegal substances
6. Processing or selling tobacco products, alcoholic beverage, drugs or other regulated illegal substances
7. Entering the library with an animal, with the exception of service animals as defined by the Americans with Disabilities Act or unless part of an official library program
8. Entering the library without shoes and in any other manner of indecent exposure
9. Ignoring Village of Germantown public health directives
10. Entering unauthorized staff or storage areas in the library building
11. Remaining in the library after regular closing time or when requested to leave
12. Throwing items or littering
13. Damaging, defacing, or misusing library materials, equipment or facilities
14. Posting of materials or creating displays in the library building or on library grounds
15. Petitioning, interviewing or campaigning including handing out literature, engaging in discussions regarding political platforms, or any other activity disruptive to the workflow or to the patrons. Candidates are allowed to reserve the Community Meeting Room.

### **NOISE LEVEL IN THE BUILDING**

Due to the nature of the library as a public building and in order to meet the needs of all users to the best of our ability, staff do not monitor the noise level of patrons using the library with the exception of the following:

1. Engaging in rowdy or unsafe behavior including excessive yelling, running, and climbing or jumping on library furniture is not allowed
2. Patrons engaging in listening to music or media, cell phone usage, virtual meetings, or other types of sound equipment must have devices on silent or use headphones

3. The seating areas at the East side of the building (near the Adult Nonfiction area) are monitored as quiet areas. This area should be used only for quiet study or activities. Any individual or groups engaged in activities that create noise, including the following, will be asked to leave this area and find a different location in the library:
  - a. Noisy group work
  - b. Noisy conversations
  - c. Noisy cell phone or computer equipment usage

### **UNACCOMPANIED MINORS**

Parents, guardians and caregivers are responsible for the behavior of their children.

1. 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.
2. The library does not accept responsibility for any unsupervised children.
3. The parent/guardians of unsupervised children will be contacted to pick up the children. Unresolved or repeated situations may be referred to the Germantown Police Department.

### **EATING AND DRINKING**

1. Beverages must be covered.
2. No food or beverages are allowed near any Germantown Community Library computer equipment.
3. Patrons are responsible for cleaning up their area.
4. Food and beverages should not disturb other patrons. This may be at the discretion of library staff.

Unacceptable behavior 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, managerial staff or a designee may ask the offender to leave the premises.
3. If the offender resists, the Library Director, managerial staff or designee should 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.

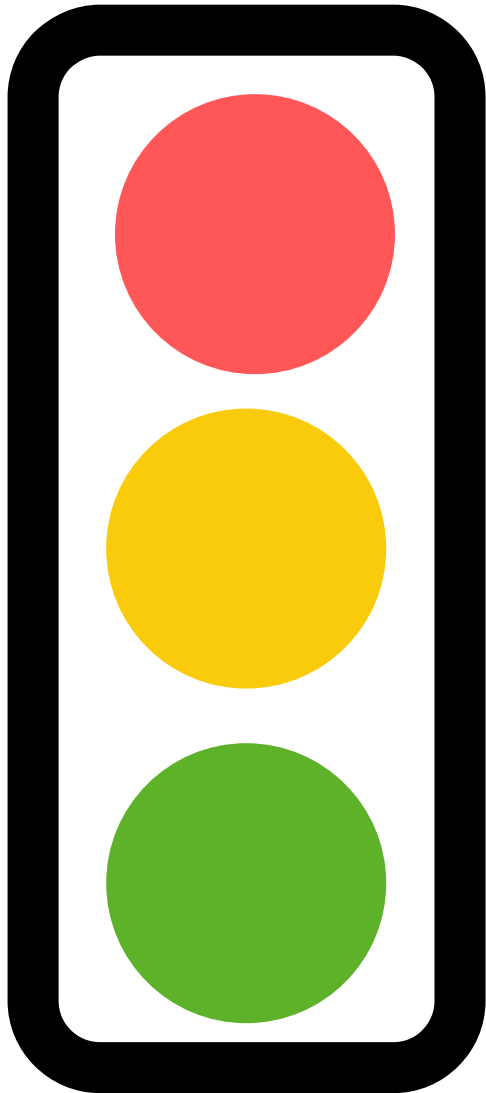
The final decision regarding revoking library privileges rests with the managerial staff or designee on duty. The Library Director will review the Incident Report. Appeals can be made to the Library Board.

ADOPTED: 5/25/05

REVISED and APPROVED: 8/23/17; 9/22/21; 1/26/22

# We have an active & busy Library!

Look for these **red**, **yellow** & **green** signs in different areas of the library.



## Red = No Noise

The **seating areas at the East side of the building** (near the Adult Nonfiction area) are monitored as **quiet areas**. These areas should be used only for quiet study or activities. Any individual or group engaged in loud activities will be asked to leave this area and find a different location in the library.

## Yellow = Medium Noise

The **study rooms** are an area when you can expect **medium noise**. This area should be used only for quiet study or activities. These areas are usually quiet, but please be aware that we do not monitor the volume of other individuals and that noise travels in and out of the study rooms through the vents.

## Green = Regular Noise

The **main area of the library** allows for **regular noise & conversation**. Due to the nature of the library as a public building and in order to meet the needs of all users to the best of our ability, staff do not monitor the noise level of patrons using the main area of the library with the exception of the following:

1. Engaging in rowdy or unsafe behavior including excessive yelling, running and climbing or jumping on library furniture is not allowed
  2. Patrons engaging in listening to music or media, cell phone usage, virtual meetings, or other types of sound equipment must have devices on silent or use headphones
- (GCL Code of Conduct, Update 1/26/22)

Noise travels easily in our building. Looking for more quiet options? Try these!



Checkout a Laptop from the Circulation Desk



Checkout Noise Canceling or other Headphones from the Information Desk



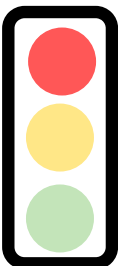
Study Rooms tend to have a lower noise level and can be reserved for 2 hours

We understand that maintaining a quiet atmosphere in our library building is a problem.

We are continuing to work to find short-term & long-term solutions.

Leave us a comment at: [www.germantownlibrarywi.org/comments](http://www.germantownlibrarywi.org/comments)





No Noise

Medium Noise

Regular Noise

You are currently in a

# QUIET AREA



No **noisy**  
group work



No **noisy**  
conversations



No cell phone or computer  
equipment usage that  
involves any level of **noise**

The seating areas  
at the  
East side of the  
building  
(near the Adult Nonfiction area)  
are monitored  
as quiet areas.  
This area should  
be used only for  
quiet study or  
activities.

Due to the nature of the library  
as a public building and in order to  
meet the needs of all users to the best  
of our ability,  
**staff do not monitor the noise level  
of patrons using the library**  
with the exception of the following:

1. Engaging in **rowdy** or **unsafe**  
behavior including excessive yelling,  
running or climbing and jumping on  
library furniture is not allowed
2. Patrons engaging in listening to music  
or media, cell phone usage, virtual  
meetings, or other types of sound  
equipment must have devices on **silent**  
or use **headphones**

(GCL Code of Conduct, Updated  
1/26/22)

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easily in our  
building. Looking  
for more quiet  
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Try these!



Checkout a laptop  
from the  
Circulation Desk



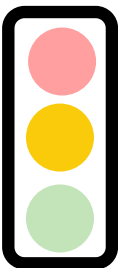
Checkout noise  
canceling or other  
headphones from the  
Information Desk



Study Rooms tend to  
have a lower noise  
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We understand that maintaining a quiet atmosphere in our library building is a problem.  
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No Noise

Medium Noise

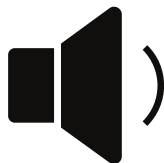
Regular Noise

You are currently in an area where you can expect

# Medium Noise



Group Work is **ok**, but please be mindful that sound carries easily



Conversations are **ok**, but please be aware that they may not be private



Cell phones and devices that have sound should be **silenced**



If you are listening to music or media, please use **headphones** (available for checkout)

**We have an active & busy library!**  
Please be aware that noise travels in and out of the study rooms through the vents.

If you are looking for a quieter area, please use the seating areas in the East side of the building (near the Adult Nonfiction area) that is for quiet study

Due to the nature of the library as a public building and in order to meet the needs of all users to the best of our ability, **staff do not monitor the noise level of patrons using the library** with the exception of the following:

1. Engaging in **rowdy** or **unsafe** behavior including excessive yelling, running or climbing and jumping on library furniture is not allowed
2. Patrons engaging in listening to music or media, cell phone usage, virtual meetings, or other types of sound equipment must have devices on **silent** or use **headphones**

(GCL Code of Conduct, Updated 1/26/22)

Noise travels easily in our building. Looking for more quiet options? Try these!



Checkout a laptop from the Circulation Desk



Checkout noise canceling or other headphones from the Information Desk



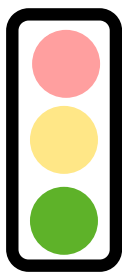
Study Rooms tend to have a lower noise level and can be reserved for 2 hours

We understand that maintaining a quiet atmosphere in our library building is a problem. We are continuing to work to find short-term & long-term solutions. Leave us a comment at: [www.germantownlibrarywi.org/comments](http://www.germantownlibrarywi.org/comments)



You are currently in an area that allows

# REGULAR NOISE



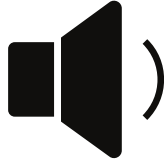
No Noise

Medium Noise

Regular Noise



Group Work  
is **ok**



Conversations  
are **ok**



Cell phones and  
devices that have  
sound should be  
**silenced**



If you are listening to  
music or media, please  
use **headphones**  
(available for checkout)

**We have an active  
& busy library!**  
The main area of  
the library allows  
regular noise &  
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(GCL Code of Conduct, Updated  
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Study Rooms tend to  
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## **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. The following items are in addition to the Germantown Municipal Code.

1. Smoking (including e-cigarettes), chewing tobacco, alcohol, drugs, and other regulated illegal substances are not permitted.
2. No animals, with the exception of service animals as defined by the Americans with Disabilities Act, are allowed in the library unless part of an official library program.
3. 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.
4. 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.
5. Cell phones and other electronic devices must be silenced when entering the library. Loud or extended conversations must be taken to the lobby.
6. 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 18. 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.
7. Hanging or posting of materials within the library proper or on library grounds is prohibited without Library Director or designee consent.
8. No petitioning may go on inside the library building or on library grounds.
9. 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.
10. **Library grounds** are defined as the property between the library building and the sidewalk along Mequon Road or other adjacent property lines. It includes library parking lots.
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; 9/22/21