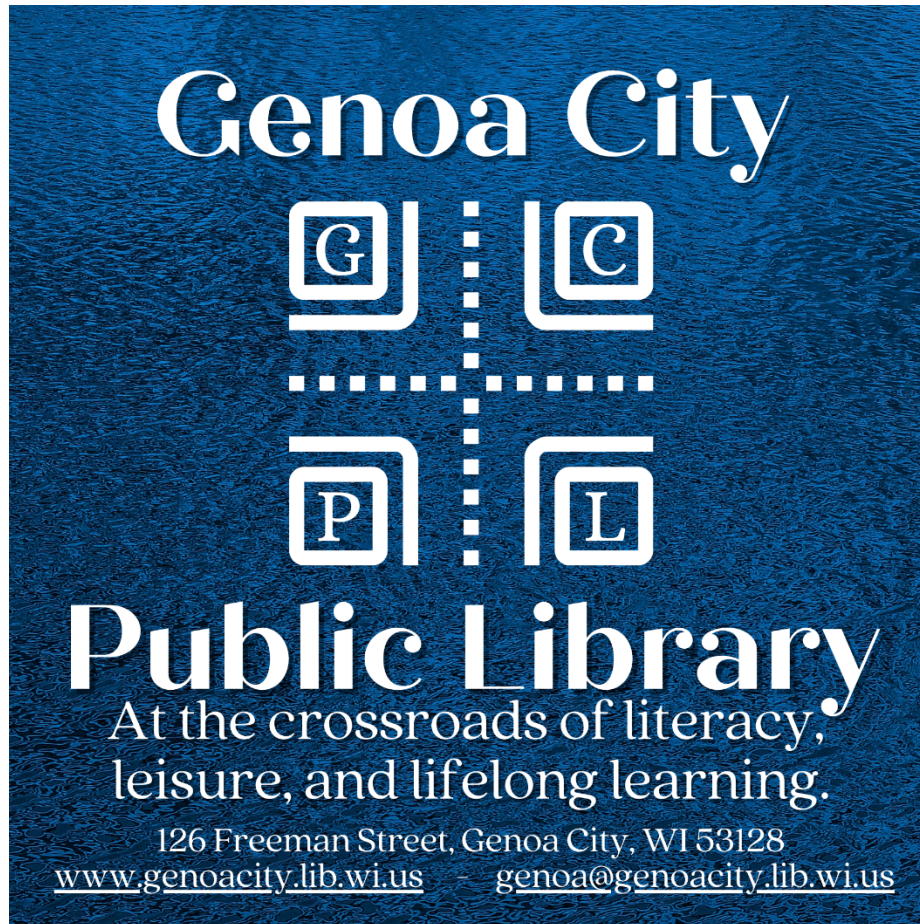


# Genoa City Public Library



## Library Policy and Procedures Handbook

Effective Date: September 13, 2022

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## **Mission Statement**

The mission of the Genoa City Public Library is to provide quality materials and services which fulfill the educational, informational, cultural, and recreational needs of the entire community.

## **Diversity and Inclusivity Statement**

Genoa City Public Library provides welcoming and safe spaces in which the diversity of the human experience is valued, respected, and celebrated.

Our staff members provide exceptional customer service to all, regardless of age, race, gender identity, nation of origin, immigration status, sexual orientation, housing status, religion, income, educational background, physical ability, mental health, political views, physical appearance, or any other criteria that could be a source of discrimination or bias.

All Genoa City Public Library employees are required to adhere to these standards while representing the library.

## **Library Board of Trustees**

A Library Board is a group of citizens responsible for the governing of a library. These citizens are volunteers who serve their community with no financial compensation.

Library Board members provide a vital link between the library and its community and serve as influential advocates for libraries. Board members tend to hold greater interest in the library, the community, and how the library can meet the community's needs.

The Library Board has many responsibilities including, but not limited to:

- 1) Establishing the mission and vision for the library.
- 2) Determining the policies that are implemented to govern the library.
- 3) Hiring and evaluating the Library Director.
- 4) Overseeing the general management of the library.

These duties help to ensure that the local community is well represented and the public is informed regarding their local library.

Keep in mind, the Library Board of Trustees' responsibilities can vary with every state, and every library system.

### **Library Board Responsibilities:**

1. Select and appoint a competent Library Director.
2. Determine the policies of the library and work with the Library Director to develop the highest possible degree of operating efficiency and effectiveness for the services the library provides.
3. Advise in the preparation of the budget, approve it, and make sure adequate funds are provided to finance the approved budget.
4. Through the Library Director, supervise and maintain buildings and grounds as well as review various physical space and building needs to see they meet the requirements of the library.
5. Study and support legislation that will bring the greatest good to the greatest number of library users.
6. Cooperate with other public officials and boards to maintain vital public relations.

# Genoa City Public Library Privacy Policy

## Privacy Statement

Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, services, facilities, and/or staff assistance is an important principle of the Library. This policy affirms the Library's commitment to privacy, explains the information that the Library collects, and alerts visitors to Library facilities and users of remotely accessed Library services of the privacy choices available to them.

## Definition of Terms

1. Privacy is the right to seek information through Library resources without having the subject of interest known or examined by others.
2. Confidentiality exists when the Library possesses personally identifiable information and keeps that information private on the patron's behalf.
3. Personally identifiable information is information such as name, library card number, e-mail or mailing address, telephone number, or any financial information relating to a patron and his or her accounts.

## Legal Protections and Exceptions

Wisconsin law has strong protections in place to assist the library in keeping records confidential. In certain circumstances, Library records may be subject to disclosure to law enforcement officials under provisions of state law or federal law under the provisions of the **USA Patriot Act (Public Law 107-56)**. In accordance with the USA Patriot Act, public libraries must allow an immediate search and possible seizure of equipment or information if presented with a FBI National Security Letter or Foreign Intelligence Surveillance Act Warrant.

The relevant Wisconsin laws concerning the confidentiality of library records are **Wisconsin Statutes Section 43.30** and the **Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80)**. Library records include any record of use of library materials, resources, or services.

**Wis. State Statute 43.30** requires that library records may only be disclosed under the following circumstances:

1. With the consent of the individual library user.
2. To a custodial parent or legal guardian of a juvenile under 16 years of age.
3. By court order.
4. Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at the library. In this instance, the library shall disclose all records pertinent

to the alleged criminal conduct that were produced by a surveillance device under the control of the library.

5. To persons acting within the scope of their duties in the administration of the library or library system.
6. To other libraries for interlibrary loan purposes in accordance with the standards set forth in **Wisconsin Statute Sections 43.30(2) and (3)**.
7. To a qualifying third party to assist with delinquent accounts. Under the provisions of the law, the library may only disclose the individual's name, contact information and the quantity, types and value of unreturned materials, not the titles of the items.

## Library Records

The Library avoids creating unnecessary records and retaining records longer than needed for library business purposes.

1. To receive a library card, library users are required to provide identifying information such as name, birth date, picture ID, and physical as well as mailing address (if different). The identifying information is retained, as long as the library user continues to use the library card.
2. A library user's circulation record includes current identifying information, items currently checked out or on hold, as well as overdue materials and fines.
3. The Library may also gather information necessary to provide a requested service to a library user including but not limited to the following examples:
  - i. Records for interlibrary loan requests
  - ii. Records for receiving emails and/or text messages about library holds/fines
4. Once there is no longer a need for the information, personally identifying records are destroyed. Emails sent to Library staff may be subject to open records requirements.
5. The Library treats records as confidential in accordance with **Wisconsin State Statute (43.30)**. The Library will not collect or retain private and personally identifiable information without the person's consent. If consent to provide personally identifiable information is given, the Library will keep it confidential and will not sell, license or disclose it to any third party, except for purposes described by the law.



## Access to Accounts and Patron Responsibility

### Protecting a Patron Account

It is the patron's responsibility to notify the Library immediately if a library card is lost or stolen or if he or she believes someone is using the card or card number without permission. The Library recommends these precautions:

1. Log off systems after use
2. Do not share your library card, user IDs, or passwords
3. Select passwords which are easy to remember, but difficult for others to guess by including a mixture of numbers, symbols, and/or upper and lowercase letters

### Keeping Account Information Up-To-Date

A patron may access his/her personally identifiable information held by the Library and is responsible for keeping the information accurate and up-to-date. The purpose of accessing and updating personally identifiable information is to ensure that library operations can function properly. A patron may view or update his/her personal information in person. He or she may be asked to provide some sort of verification or identification card to ensure verification of identity.

### Parents and Children

For the protection of patrons, parents seeking records of their minor child, under age 16, may be asked to provide proof of their child's age as well as evidence they are the custodial parent. According to **Wisconsin State Statute 3.30(1b)(1a)** "Custodial parent" includes any parent other than a parent who has been denied periods of physical placement with a child under **s.767.41(4)**.

### Items on hold

Items placed on hold for library patrons are shelved by the first four letters of the patron's last name and the last four digits of their library card number. Holds are available for pick-up in the public areas of the Library. Patrons of any age may choose to have other people pick up their holds; however, this must be told to a library staff member and a note must be placed on the card of the holds in question.

## **Enforcement and redress**

Patrons with questions, concerns, or complaints about the handling of his/her personally identifiable information or this policy may file written comments with the Director. A response will be sent in a timely manner and the Library may conduct an investigation or review of practices and procedures. The Library conducts such reviews as necessary to ensure compliance with the principles outlined in this policy.

The Director is custodian of library records and is authorized to receive or comply with public records requests or inquiries from law enforcement officers. The Director may delegate this authority to designated members of the library's management team. The Director confers with the Village Attorney before determining the proper response to any request for records. The Library will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction, showing good cause and in proper form. All library staff are trained to refer any law enforcement inquiries to the Director.

## **Policy Changes**

This Privacy Policy may be revised to reflect changes in the Library's policies and practices or to reflect new services and content provided by the Library. Patrons are encouraged to check this document periodically to stay informed of the Library's current privacy guidelines.



## **Appropriate Library Behavior**

### **Purpose of Policy:**

- To layout the rights and safety of library customers and staff members.
- To preserve and protect the library's materials, facilities, and property
- To maintain order in the library to render its use most beneficial to the greatest number.

By visiting the Genoa City Public Library, you are making a commitment to act courteously toward all other persons; act respectfully with regard to public property; and follow all rules of the facility. Enjoy the library and allow others the same opportunity.

### **Definitions and Scope:**

These behavior rules shall apply to interior, exterior and all grounds controlled and operated by the Genoa City Public Library (hereafter referred to as "Premises") and to all persons entering in or on the Premises.

Listed below are the library's behavior rules. Persons violating these rules may be asked to leave the Premises. Please observe the following:

- Behavior Rules
  - Any person who violates the rules in this section will be banned from the library for a time period determined by the Library Director and Library Board. The incident will be reported to the appropriate law enforcement agency.
    - Committing or attempting to commit any activity that would constitute a violation of federal, state, or local criminal statute or ordinance. This includes theft of library materials.
    - Directing a specific threat of physical harm against an individual, group of individuals, or property.
    - Engaging in sexual conduct, as defined under Section [944.21\(2\)\(e\)](#) of the Wisconsin State Statutes, or engaging in sexual contact as defined under Section [939.22\(34\)](#) of the Wisconsin State Statutes. This includes but is not limited to: the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.
    - Selling, distributing, or using illegal drugs; selling distributing, or abusing legal drugs; or being intoxicated by a legal or illegal drug.
    - Selling, distributing, consuming, or being noticeably under the influence of an alcoholic beverage.
    - Bringing weapons of any kind is prohibited (except as authorized by law - see Appendix A or as allowed at a library-approved event).

- Any person who violates the rules in this section may be given up to one (1) warning at the discretion of library staff and may be asked to leave if the behavior continues:
  - Engaging in conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or customers, including but not limited to: conduct that involves the use of abusive or threatening language or gestures; conduct that creates unreasonable noise; conduct that consists of loud or rowdy physical behavior or talking; or behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature, including stalking, prolonged staring, or following another with the intent to annoy.
  - Using library materials, equipment, furniture, fixtures, or building and grounds in a manner inconsistent with the customary use thereof; or in a destructive, abusive or potentially damaging manner; or in a manner likely to cause person injury to the actor or others. This includes running in the library.
  - Disobeying the reasonable direction of library staff member/s.
  - Only Genoa City Public Library or the Friends of the Library, with approval of the Library Board may solicit, petition, or distribute written materials on the Premises. All forms of solicitation, petitioning, distribution of written materials, canvassing or similar activities for any purpose is prohibited on the Premises. The citizen seeking nomination for public office is prohibited from distributing materials relating to his or her political views, party, or platform on the Premises. Exceptions can be made by Genoa City Public Library when working adjacent, with outside organizations that have been determined to aid Genoa City Public Library in achieving its mission, strategy or vision.
  - Parking vehicles on library premises for purposes other than library use. Vehicles parked in violation of this rule may be towed at the owner's expense.
  - Smoking, vaping, or other use of tobacco or nicotine products on library Premises, this includes visible tobacco and nicotine products and smoking within twenty feet of the Library.
  - Bringing animals inside the library building (with the exception of [service animals](#)), except as allowed by library-approved events.
- Any person who violates the rules in this section may be given up to two warnings at the discretion of library staff and may be asked to leave the library if the behavior continues:
  - Entering staff workspace without approval of a member of the library staff.
  - Loitering or sleeping in or on the library premises.
  - Using personal electronic equipment in a manner or volume that disturbs others, including but not limited to mobile phones, smart phones, laptops, and head phones.

- Inappropriate displays of public affection.
- Any person who violates rules in this section will be asked to leave until the problem is corrected.
  - Entering the library building with bare feet, bare chest, or other exposed body areas that are not fit for a public setting.
  - Improper handling or behavior of a service animal. Service animals must be trained to provide a specific service for the handler of the animal. A service animal must be tethered and controlled by the handler. If a service animal barks, lunges, misbehaves, urinates, or defecates in the library, library staff can ask that the animal be removed from the building. Library staff may not ask about the disability of the person with the animal. Instead they should ask:
    - Is that a service animal?
    - What specific services, tasks, or work has the animal been trained to perform for you?
      - Unless the animal has been trained to do a specific task, services, or work for the handler, library staff can ask that the animal be removed from the building. Training for a specific task, job or service is the key component to the distinction of a service animal. The mere presence or existence of the animal as a crime deterrent and/or the provision of emotional support, well-being, comfort, or companionship does not constitute training for work or tasks under the [Americans with Disabilities Act](#).
      - Note: If it is determined that a service animal be removed from the building, the individual with a disability who uses the service animal should be given the option of continuing to enjoy the library without having the service animal on the Premises.
- Additional Rules
  - Requests for staff to share their knowledge of a customer being in the building will be denied. If possible, library staff will take down the requestor's name and phone number and pass that information on to the customer. The customer can then call that person back if he or she wishes.
  - If the library is closing, at a regular time or in an emergency situation, and a parent or guardian of a child cannot be located in the building, the Police Department may be called.
  - To provide an orderly and pleasant public environment, any staff of the Library is authorized to determine whether a library customer is not abiding by these or other Genoa City rules and regulations. The library reserves the right to respond to any and all conduct not expressly set forth herein but which is deemed by library staff to interfere with the use of the library by other customers or interfere with the performance of duties by library

employees. Any customer who violates these rules and regulations may be temporarily denied the privilege of access to the Genoa City Public Library.

- **Appendix A**

- [Wisconsin State Statute 941.235](#) - Carrying firearm in public building.
  - Any person who goes armed with a firearm in any building owned or leased by the state or any political subdivision of the state is guilty of a Class A misdemeanor.
  - This section does not apply to any of the following:
    - Peace officers or armed forces or military personnel who go armed in the line of duty or to any person duly authorized by the Chief of Police of any city, village, or town, the Chief of the Capitol Police, or the Sheriff or any county to possess a firearm in any building under sub. (1). Notwithstanding s. [939.22 \(22\)](#), for purposes of this paragraph, peace officer does not include a Commission Warden who is not a state-certified commission warden.
    - A qualified out-of-state law enforcement officer, as defined in s. [941.23 \(1\)\(g\)](#) to whom s. 941.23 (2) (b) 1. to 3. applies.
    - A former officer, as defined in s. 941.23 (1) (c)1. to 7, applies.
    - A licensee, as defined in s. [175.60 \(1\)](#) (d), or an out-of-state licensee, as defined in s. 175.60 (1) (g).
- [Wisconsin State Statute 175.60](#) - License to carry a concealed weapon. (1) (d):  
“Licensee” means an individual holding a valid license to carry a concealed weapon under this section.

## Child Safety Policy

### **Purpose of Policy:**

Genoa City Public Library welcomes children to use its facilities and services. Because the library is a busy public place open to all, parents/guardians or caregivers are always responsible for their children, the care of their children, and the acts of their children to ensure their children's well-being.

Genoa City Public Library shall not be responsible or liable in any way for consequences of parents/guardians or caregivers forfeiting their responsibilities. Library staff cannot take responsibility for the care of children of any age. The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Library staff cannot act in the place of parents, nor can they act as a substitute for daycare in providing constant care and supervision. Therefore, the responsibility for the care, safety, and behavior of children using the library rests with the parent/guardian or caregiver. A caregiver must be at least 13 years of age.

Parent/guardians are reminded that unexpected events can occur while children are left unattended. Examples include but are not limited to: the child could wander out of the building on his/her own, the child could be approached by untrustworthy people, or the child could be physically injured.

### **Requirements and Responsibilities**

- All children must abide by the rules in the Appropriate Library Behavior Policy. The safety and behavior of children under age 18 on library premises is the responsibility of the parent/guardian whether or not the parent/guardian accompanies the child.
  - This responsibility includes a child's use of library computers with access to the Internet. (See Internet and Public Computer Acceptable Use policy).
- It may be necessary that a child be supervised at all times by a parent or caregiver for the child to abide by the library rules, such as when a child has additional needs related to physical or mental ability, inconsistent social skills, that prevent the child from following the rules or enjoying the library visit on their own.
- Children known to be sick should be kept/taken home for their own health and safety and the health and safety of others.
- Children behaving inappropriately will be informed of the rules. Parents or caregivers accompanying the child(ren) will be informed of the rules as well. If inappropriate behavior continues, the child shall be asked to leave the library.
- If a parent/guardian cannot be reached to pick up the child, or if the parent/guardian has not picked up the child within 15 minutes of library closure, the local police department will be called to pick up the child.

**Library Staff Actions:**

- When necessary, staff will ask children to leave the library due to closing time or inappropriate behavior by the child.
- Library staff will take action if they are aware of a child that appears to be at risk of harm; lacks adequate supervision; appears ill or upset while unaccompanied by a parent or caregiver; engages in disruptive behavior; or appears unprepared to get home safely. Depending on the circumstances, action may include:
  - Attempting to contact/locate the parent/legal guardian to address the issue. Follow-up letters may be sent if contact information is known.
  - Informing the child(ren) and/or their parent(s)/caregiver(s) of the relevant library behavior expectations.
  - Restricting or suspending library privileges for the child(ren) and/or family members. For serious issues, library staff may direct the child(ren) and/or parent(s)/caregiver(s) to leave the library immediately with no prior warning.
  - Contacting the police or child protective authorities
- Library staff cannot transport or escort a child to any location off library property.

## **Photography and Filming**

### **Statement of Policy:**

The library, as part of the public environment, shall permit the use of photographic, digital imaging and film equipment so long as such use does not interfere with the public's enjoyment of the library for its intended purpose or violate the privacy rights of any costmer of Genoa City Public Library.

Photography or filming designed to record a visit, activity or otherwise implement the library setting as a background is permissible, provided that such activity avoids capturing identifiable likenesses of individuals without permission. All individuals photographing or filming on library premises are asked to honor requests of individuals not to be included in photos or film. Photos of minors are prohibited without the explicit permission of the parent or legal guardian of the child.

### **Commercial Photography**

The library does not permit commercial photography on or with-in its facilities without prior written permission of the Library Director. Such photography includes, but is not limited to, using the library building, grounds or interior as stage sets for portraiture, model photography or product photography. Such request shall be made in writing no less than 10 business days prior to the requested use of the library.

### **Research Photography**

The library permits research photography of its materials and resources within certain limitations. Researchers and journalists are responsible for obtaining necessary permission when photographing or filming any copyrighted or otherwise protected materials. Such documentation shall be provided to the Library Director prior to commencing of any imaging of such copyrighted materials.

### **News and Media Photography**

The library shall grant access and permission to any media photographer who is recording a news story that directly involves the library and its programs. Advanced authorization for such photography must be obtained from the Library Director.

### **Non-Commercial Photography**

Individuals wishing to take photos or film of any of the library property, inanimate objects or similar items for personal use may do so without special permission so long as such imaging does not disrupt others enjoyment of the library. Special or unique photography equipment, including but not limited to additional lighting, large tripods or large microphones shall not be permitted.



Individuals wishing to take photos or film that may include persons other than those from whom they have obtained explicitly or implied permission to photograph are asked to contact the Library Director. Under no circumstances shall anyone be granted permission to take photographs of minor children without first obtaining explicit permission from that child's parent or guardian.

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

### **Liability**

The library accepts no liability for the use of photos or film resulting from the activity of any other person not under the direct supervision of Genoa City Public Library.

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

### **Rights of the Library**

The library reserves the right to enforce all above provisions at its sole discretion. The library's first priority is fulfilling the mission of Genoa City Public Library, and as such has the right to terminate the activities of any person whom it feels in its sole discretion are inconsistent with such mission. All staff of Genoa City Public Library are authorized to terminate any photography, filming or imaging which appears to compromise the safety, security and enjoyment of its patrons.

## **Harassment**

See the Village of Genoa City Employee Manual page 38.

# **Genoa City Public Library Internet Use**

## **Policy and Agreement**

The Library's computers allow customers to search the Internet and a variety of electronic resources that offer global access to ideas, information and commentary beyond the Library's collection.

### **Access to Internet Resources**

The Genoa City Public Library provides access to the Internet as an informational, educational, and recreational resource for library customers of all ages and backgrounds. Access to the Internet does not imply library endorsement of any material found. Information and sites on the Internet may not be accessible due to filters provided by the [Lakeshores Library System](#). Information about the criteria used by filtering software can be provided upon request. The Library expects that all use of electronic information resources such as the Internet will be responsible and ethical, consistent with the purpose for which these resources are provided.

### **Computer Use**

While respecting individual users' right to privacy, Library staff reserves the right to monitor use of Internet stations. Staff may ask users to discontinue using Library equipment if they observe any activity which they deem unacceptable. Failure to comply with this policy may result in loss of computer privileges.

- A Genoa City Public Library card holder, or a card holder of any other libraries within [SHARE](#), in good standing wishing to use a computer are able.
- Guest passes are available upon request.
- Time limits for computer use may vary according to level of demand. Requests can be made at the front desk.

Misuse includes but is not limited to:

- Sending, receiving or displaying text or graphics that violate federal, state or local laws or regulations which may reasonably be construed by Library staff as offensive to the public.
- Mishandling, damaging, or tampering with computer equipment, software, or settings.
- Violating copyright laws and software or other security measures in place.
- Installing or downloading software
- Circumventing filtering software or other security measures in place.
- Misrepresenting oneself as another user.

### **Responsible Use**

It is the policy of Genoa City Public Library to: a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; b) prevent unauthorized access and other unlawful online activity; c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;

and d) comply with the [Children's Internet Protection Act](#) [Pub. L. No. 106-554 and 47 USC 254(h) and (l)].

Genoa City Public Library recognizes that it is not possible for staff to control specific information children and youth may locate on the Internet. To the extent practical, technology protection measures (or Internet "filters") shall be used to block or filter Internet, or other forms of electronic communications access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: a) unauthorized access, including so-called "hacking", and other unlawful activities; and b) unauthorized disclosure, use and disseminations of personal identification information regarding minors.

The Library cannot and does not guarantee that the filtering software will block all obscenity, child pornography or materials that are harmful to children. Users should be aware that Internet filtering installed for CIPA compliance is not a substitute for parent, guardian or caregiver involvement and supervision. Subject to restrictions, it is the responsibility of the user (or parent, guardian or caregiver) to determine what is appropriate.

### **Wireless Internet Connections**

Free wireless Internet access (WiFi) is available at Genoa City Public Library. Customers who have personal electronic devices (laptops, PDAs, hand-held games, etc.) with wireless Internet cards may be able to access a wireless connection from inside or around the perimeter of the building. Library rules and policies regarding Internet use apply to wireless access. In addition:

- The Library cannot guarantee Internet speed or quality of the connection.
- Virus, security and privacy protection are not provided by the Library and are the responsibility of the customer.
- The Library assumes no responsibility for damage, theft or loss of personal equipment, software, data, files or other personal property used in or around the Library.
- Wireless printing, via the Mobility Print app.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

## Circulation Policy

### Registration and Borrowing Privileges

1. The library participates in the SHARE automation network and works cooperatively with other Lakeshores/SHARE libraries to maintain borrowers' records and to lend materials. Only patrons registered at a SHARE library are eligible to borrow materials from the Genoa City Public Library.
2. Anyone applying for library card is required to present documentation sufficient to establish their identity and place of residence. All library cards are valid for two years from the date of issue and can be renewed at no charge.
  - a. There is no charge for in-state cards.
  - b. There is a \$50 charge for out-of-state cards, which is roughly equal to the support resident taxpayers pay for library services.
3. Patron signature on their library card implies consent to the responsibility statement which reads as follows: "I agree to obey the policies, rules, and regulations of the library and to notify the library when any information I have provided has changed. I will be responsible for all charges incurred for any overdue, lost, or damaged materials. In the event my card is lost or stolen, I understand that I am responsible for charges made to my account until I notify the library of its loss or theft."
  - a. In the event of a lost or stolen card it is the responsibility of the customer to contact the library as soon as possible. He/she is responsible for any items checked on said library card before notification to the library
  - b. There will be no charge for the first lost library card. Each subsequent card issued will be subject to a \$1.00 replacement charge.
4. The Genoa City Public Library requires a parent or legal guardian to sign the application form for their minor child while in the presence of library personnel. Cards for minors at any age will be given to the child/ren upon parent or legal guardian request.
  - a. There is an exception for school class registration.
  - b. Parents or guardians are responsible for their minor children's use of library material, including payment of any fees or charges incurred.
5. A library card or photo ID is required to check out materials at the Genoa City Public Library. Library staff will check out materials to a borrower for other family members only if the borrower is in possession of the other family members' library card, or if the account holder has given written permission to library staff.
6. Library staff may deny borrowing privileges to cardholders:
  - a. who cannot or will not present their card or other identification for verification.
  - b. with accounts not in good standing due to fines/fees which surpass the designated threshold of \$10.00, or people with bills for lost and/or unreturned materials.

- i. Adult patrons with fines or bills that restrict their borrowing privileges may not use the card of a minor child to check out adult materials or to gain access to public internet computers.

### Fines and Charges

Genoa City Public Library may charge a fee to recover costs for items in the following situations:

- Replacement of lost or stolen library cards.
- Items returned past the due date.
- Full replacement cost of lost and/or damaged items.
  - This includes materials with water damage and/or mold.
  - Patrons are asked not to purchase a replacement copy of an item and return it to the Genoa City Public Library without first consulting the library director or a staff member.
- Patrons will be given a receipt for fees paid for damaged items. Patrons may keep the damaged item when paid for in full.
- Replacement charges are not refundable. If materials are found after payment, they become the property of the patron.

### Length of Loan Period

Type of Material	Length of Loan
Adult Books	21 days
New Adult Books	14 days
All Audio Books	21 days
All Children’s Print Materials/STEAM Kit	21 days
All Young Adult Materials	21 days
Blu-Ray/DVD (Feature Films)	7 days
Blu-Ray/DVD (Television Series)	14 days
All Video Games	7 days
All Music CDs	21 days
All Periodicals	7 days
Reference Materials	In-Library Use Only, or at Director’s Discretion

### Renewing Library Materials

All library materials may be renewed up to three (3) times, unless the item is on reserve (hold) for another patron. Materials with holds must be returned on the due date printed on the checkout receipt.

- a. Renewals can be complete several ways:
  - a. Patrons can call 262.279.6188
  - b. Patrons can email [genoa@genoacity.lib.wi.us](mailto:genoa@genoacity.lib.wi.us) with a subject heading of renewal
  - c. Patrons can log into the [SHARE catalog](#) with their library card and PIN number and renew.
    - i. If the patron cannot remember their PIN, they can call the library to have it reset.

**Fines**

Type of Material	Overdue Fines
Books	None
Audio Books	None
Children's Materials	None
Blu-Ray/DVD/Video Games/STEAM Kits	\$1.00/day

**Printing and Faxing**

Genoa Public Library operates under a suggested donation policy. Suggestions are as follows:

Service	Suggestion
Black and White Copies	.20 cents per page
Color Copies	.50 cents per page
Faxing	\$1.00 for first page .25 cents for each additional page

## Collection Management Policy

### **Mission of the Library**

*The mission of the Genoa City Public Library is to provide quality materials and services which fulfill the educational, informational, cultural, and recreational needs of the entire community.*

### **Purpose of the Collection Development Policy**

This formal policy serves several vital purposes.

- Guides the staff in making decisions about the selection, management, and preservation of library materials, and in allocating library budgets.
- Informs the public of the principles that govern Collection Development at Genoa City Public Library.
- Constitutes a public declaration of the library's commitment to the principles of free access to ideas, information, and to providing collections that reflect a variety of viewpoints.

### **General Principles of Collection Development**

Collection development at Genoa City Public Library is founded on the principles of intellectual freedom and equal access for all. The library provides a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Using selection practices that are flexible and responsive to the changing needs of the community, the library builds and maintains collections for the general public while recognizing the needs of special population groups.

- **Intellectual Freedom**
  - The library makes available a diversity of ideas and viewpoints in support of an informed citizenry and a democratic society. The library supports the individual choice and judgment of its users in seeking information, and upholds the freedom of library users to read, view, and listen.
  - Decisions to select or retain an item are based on the merits of each work of information source as it relates to the goals and coverage of the collection. The library considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections in the item itself.
  - Materials are not marked, labeled, or sequestered to show approval, disapproval, or judgement as to suitability of content for particular audiences. Materials are not excluded, removed, proscribed, or suppressed because of their creators' origin, background, or



views. Inclusion of an item does not constitute endorsement of its content by the Library Board. Selection of materials for adults is not constrained by possible exposure to children or young adults. Responsibility for children's and young adults' use of the library collections rests with their parents, guardians, or caregivers.

- To ensure the intellectual freedom rights of its library patrons, Genoa City Public Library has adopted the [American Library Association's Library Bill of Rights](#).

### **Access**

- The library makes its collections available to all. However, not all library materials can be made immediately accessible. Selectors decided how many copies to buy and where to locate them.
- Genoa City Public Library is committed to the expeditious and cost-effective delivery of materials and information to its users. Some library materials, however, may be subject to use, limitations, and storage. Efforts will be made to provide access to materials and information beyond the immediate premises of the library building, or beyond the holdings of its collection, by means of requests placed through the online catalog, interlibrary loans, online searching, provision of licensed electronic requests, and access to the Internet. In all of these efforts, the Genoa City Public Library will operate within the provisions of United States' copyright law.
- The advent and expansion of electronic and Internet information resources poses challenges for the future of library collections and the information needs of the public. Many materials once available in print are now also being produced in electronic format. Some are now available solely through the Internet or proprietary database products. Providing access to electronic resources is an integral part of the library's collection development efforts.

### **Responsibility for Collection Development**

Collection development is a process guided through all its stages by the expertise and judgment of librarians. Ultimate responsibility for the direction, purpose, and scope of collection development rests with the Genoa City Public Library's Library Board. Direct selection of library materials is delegated to staff members qualified for this duty by education, training, and interest. The Library Director is responsible for the day-to-day administration of the policy, and delegates this professional responsibility to the librarians and staff.

### **Community/Audience**

The library's community is diverse, consisting of individuals of various ages, races, faiths, levels of education, incomes, sexual orientations, ethnic backgrounds, and languages spoken. The library serves an ever-changing population. Its primary audience is the residents of Genoa City and Walworth County. Genoa City Public Library meets the needs of its diverse community with collections that emphasize:

- Early literacy and other initiatives for young children
- Support for students in all levels of formal education
- Lifelong learning for adults
- Recreational reading, listening, and viewing for all ages
- General research, but especially in areas of local or regional interest, or subjects in high demand
- Artistic and creative resources
- Information and fact-finding services
- The particular or specific needs of identified populations of users

### Collection Management Selection Sources

Sources for selection decisions include, among others: published reviews, vendor or publisher catalogs, advertisements, and user requests or recommendations.

- **Selection Criteria**
  - Librarians use their subject knowledge and expertise in combination with the standards listed below to select and evaluate collection items. Gifts, donations, and purchases are selected using the same criteria. These criteria are not in priority order; an item need not meet all criteria to be selected.
- **General Criteria**
  - Suitability of format or physical form for library use and as user demand dictates, based on universal criteria established in this policy
  - Cost relative to the value the item contributes to the collection; basic cost
  - Space required relative to the value the item contributes to the collection
  - The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it
  - Relevance to observed and anticipated community needs and desires, reflecting generally accepted community standards for content and quality. In most cases, films rated NC-17 or X based on the rating code of the Motion Picture Association of America (MPAA) are not selected.
  - Reputation and qualifications of the author, creator, illustrator, producer, or publisher of the work
  - Local significance of the author or creator of the work; local emphasis
- **Content Criteria**
  - Comprehensiveness of treatment, including breadth and depth
  - Skill and purpose of author or creator
  - Consideration of the merit of the work as a whole, rather than specific passage or passages, as evidenced by positive reviews from reliable sources.

- Evaluation of the currency and accuracy of information contained, to the extent that it is possible
  - Representation of diverse points of view
  - Representation of important movements, subjects, genres, or trends of local, regional or national significance
  - Long-term or historical significance or interest
  - Relevance of the information to immediate local requirements
- **Electronic Format Criteria**
    - Additional criteria are considered when selecting materials available in electronic formats.
      - Ease of use of the product
      - Accessibility to multiple users
      - Access to needed equipment
      - Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms or general utility
      - Continued access to retrospective information when necessary or desirable
      - Reduction of space requirements over print products

### Gifts and Donations

- **Funds**
  - The library accepts monetary gifts intended for the purchase of library materials when donors' intentions for the gifts are consistent with the library's collection objectives.
- **Material**
  - The library accepts donations of materials that are in good condition if deemed valuable to the collection. The library reserves the right to make final disposition of all gifts received. Gifts may be added to the collection or rejected at the discretion of the library. Gift materials not added to the collection are not returned to the donor. Unused gifts may be given to the Friends of Genoa City Public Library for public sale or disposed of in some other way.

### Retention, Preservation and Review of Materials

- **Retention and Preservation Criteria**
  - The library operates on the premise that retention and preservation decisions are another type of selection choice. With the same criteria used to select new materials, the library retains or preserves materials of long-standing value to its mission and collections. Significant and valuable portions of the collection that no longer fill a current or projected public need may be withdrawn with approval of the Library Board.
- **Retention**
  - Condition, content, inherent value and use are the primary criteria used to determine the continued retention of materials in the collection. Many fields of knowledge are

drastically altered by new discoveries and changes in culture. As demand declines, the library selectively removes copies, making exceptions for areas of special importance to the overall collection. The library also removes worn, damaged, and obsolete materials that cannot be repaired and are no longer useable.

- **Preservation**

- The library preserves those materials that cannot be replaced, but that continue to have long-standing or permanent significance to the overall collection. The library may use a variety of means to preserve such materials, including preservation, photocopying, digitizing, replacement of content through purchase of another edition, rebinding, and use restriction. The library also encourages preservation of materials by educating the public and staff about care of materials and by instituting procedures for proper handling and storage of materials.

- **Withdrawal of Materials**

- The Library Board recognizes that withdrawing materials from the collection is an important part of maintaining the library collection. Withdrawal of library materials is the responsibility of the Library Director or staff members who are authorized or qualified to assist. Withdrawn materials become the property of the Friends of the Genoa City Public Library, and are offered for sale to the general public at their book sales. The proceeds from such sales are available to the Library through the Friends to enrich its collection and services.
- The withdrawal policy of the Library includes the same factors as the selection policy and is not intended to sanction removal of library materials based upon controversy.

- **Evaluation Criteria**

- Evaluation techniques are used to measure collection usefulness in terms of scope and depth, as well as strengths and weaknesses.
- Among the measures and evaluation techniques used by library staff are:
  - Age and condition of items in the collection
  - Comparison of the collection with accepted core collection lists
  - Frequency of requests placed through the online catalog and interlibrary loan
  - Circulation
  - In-house use of materials
  - User surveys
  - Relevance to observed and anticipated community needs and desires
  - Long-term or historical significance or interest

- **Request for Review**

- Library users may occasionally object to titles that have been selected for the collection. Persons seeking the reconsideration of a book, audio visual material, compact disc, or other items are asked to complete a [Request for Review of Library Materials](#) available from the library. The library, upon receipt of a completed form, reviews the item for inclusion

in the collection in light of the library's overall objectives, its Collection Development Policy, the Library Bill of Rights, and the American Library Association's guidelines on intellectual freedom. All completed reviews become public records.

- Policy Review
  - This Collection Development policy is periodically reviewed, revised, and/or reaffirmed by the Library Board.

## Gifts and Donations

Genoa City Public Library is pleased to accept gifts and donations. Gifts and donations may be accepted by any Genoa City Public Library staff member.

- The library has the right to determine suitability for inclusion of gifts and donations in accordance with its policies and objectives.
- This library is not obligated to accept or retain any gifts or donations which fail to meet the library's mission.
- If a gift or donation is received and after appropriate evaluation cannot be used by Genoa City Public Library:
  - May be given to the Friends of the Library for their used books sales, proceeds of which are used by the Friends to support the library.
  - May be disposed of by sale, or in some other manner deemed appropriate by the Library Board. Those not added will not be returned to the donor.
- Care in accepting gift books and materials is exercised for these reasons:
  - While books may be given at no cost to the library, processing and cataloging the material does.
  - Space in the library is limited and customers of public libraries expect an up-to-date, current collection.
  - Books and materials of limited, specialized, or historical interest can be borrowed from other libraries through Inter-Library Loan.

### **Monetary Gifts**

Genoa City Public Library gratefully accepts gifts, donations, endowments, bequests and trusts. These funds are used to purchase materials which add breadth and depth to the library collections and for equipment and improvements which facilitate use of the library by customers and staff. All financial transactions are arranged through the Library Director and/or the Library Board.

### **Special Memorial and Commemorative Gifts**

- Gifts may be given as a memorial and may also be given to celebrate a birthday, anniversary, or other special occasion.
- Suggestions for specific donations of materials, equipment, artwork, etc., are welcomed by the library but the final decision, based on the library's holdings and mission, rests with the library.
- Arrangements should be made for the selection of gift books or non-print materials by consulting the Library Director.

- An appropriate gift plate will be placed on the gift item and an acknowledgment will be sent to the donor.
- Arrangements for memorial gifts other than library materials must be made with the Library Director.

### **Appraisal of Collections**

The library does not appraise books or non-print materials for income tax purposes and will not assume any legal responsibility if an acknowledgment letter of a donation is used for tax or other purpose. The Internal Revenue Service may require a disinterested professional appraisal for tax or inheritance purposes. The cost of an appraisal by a third party is the responsibility of the donor, and the acceptance of a gift which has been appraised by a third and disinterested party does not in any way imply an endorsement of the appraisal by the library.

### **Gifts and Gratuities**

No library employee shall solicit or accept for himself/herself or another person any gift, campaign contribution, gratuity, favor, service, promise of future employment, entertainment, loan or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or which are regulated by the Library. This prohibition does not include the acceptance of loans from banks or other financial institutions, such as home mortgage loans, the acceptance of unsolicited advertising or promotional material or the acceptance of any award for meritorious public or personal contributions or achievements.



## Library Programs

- 1) Library programs such as speakers, films, and concerts are another format (besides books, video, etc.) for providing informational, educational and cultural experiences for the public.
- 2) Program types, topics, and speakers will be selected by staff in keeping with the library's mission statement, materials selection policy and planning documents. Staff will consider the quality of the speaker or performer's presentation and the topic's timeliness, audience appeal and value to the community.
- 3) The fact that a program is sponsored by the library does not mean the speaker's view or program content is endorsed by the library, staff, or Library Board.
- 4) The library recognizes the importance of providing a forum for a variety of viewpoints and topics.
- 5) The library will work cooperatively on programs with businesses and private organizations, often relying on them for speakers, introductions, announcements, etc.
  - a) The library recognizes that businesses, speakers and performers may gain added community visibility and good will in return for helping provide a valuable public service by cooperating on library programs.
  - b) The library will not provide names or addresses of people attending library-sponsored programs, nor will speakers be allowed to collect a list of such names and addresses, for business or profit-making purposes. We will not prevent individual members of the audience from willingly giving a speaker or co-sponsor their name after a program is over.
- 6) Due to limited time and resources, the library cannot be involved as a sponsor for all worthy program ideas.

## Emergency Closing

As an important, well-used resource in Genoa City, the Library maintains service hours for the convenience and use of city and county residents within the budget provided. Genoa City Public Library recognizes that on occasion, inclement weather or other conditions may prevent the library from opening, postpone opening, or require early closing. The primary factor of any decisions made will be with the safety of library patrons and staff in mind. Maximum effort will be made to maintain regular library operating hours.

The Library Board President or Library Director will close the library when deemed necessary, taking into consideration the safety of Library employees, as well as the possible risk to public safety caused by remaining open when authorities have urged residents to stay off of streets and roads (“attractive nuisance”). These situations may include but are not limited to:

- Winter weather conditions that make it unsafe for the staff and patrons to reach the Library or their homes. Such weather conditions may include major snow accumulations, blowing or drifting snow, and excessive cold.
- Environmental problems within the library building that may pose a serious health or safety risk to patrons and staff.

Notices of library closing will be posted on the website, Facebook page, as well as being posted on public entrances whenever possible. Overdue fines will not be charged for any day on which the library is closed due to an emergency.

In the event of an emergency closing, every effort will be made to reach scheduled staff members at their designated telephone numbers.

## **Emergency Situations**

### **Fire**

At the first indication of smoke or flame, staff should investigate the situation to determine location and extent of the fire. Fires should only be extinguished by a staff member if the fire can obviously be contained and extinguished quickly and safely. If there is any doubt about whether the fire can be controlled, clear the building of all staff and patrons immediately and then call 911 or the fire department.

- The fire department must be notified even if the fire has been contained.

One fire extinguisher is located at the front desk and the second is located on the wall near the bathroom. The fire alarm is located in the Children's area near the door.

### **Tornado**

In the event of a tornado, staff should direct any customers to either the bathroom or storage room and advise that the door should be closed. Staff should then lock both doors and head to a safe location themselves. All tornado warnings should be heeded and all persons in the library should remain in a safe location until the warning has expired.

If a customer refuses to enter a safe location, that person should be asked to leave as staff cannot guarantee safety in open areas and in the library stacks.

### **Injury of Patron or Staff Member**

All employees will be held accountable for filling out an "Incident or Accident Report Form" within 24 hours after an injury occurs, even if medical treatment is not required.

Employees must report the injury to the Library Director. The Director will then give a copy of the form to the Village of Genoa City Clerk and to the Library Board President.

In the event that there is an accident with no injury, an Incident/Accident Report form must be completed in order for staff to assess safety and potential for injury.

In the event that a patron is injured but refuses medical treatment, it is imperative that a "Incident/Accident Report" form be completed with the highlighted information filled out.

## Genoa City Public Library Volunteer Policy

The Genoa City Public Library Board of Trustees believes that citizen participation in the library is an important ingredient in strengthening relationships between the library staff and community. Volunteers do not replace paid staff, but instead partner with them to provide the best possible service to library patrons and taxpayers. In order to provide a positive experience for both volunteers and staff, the following provisions will be enforced:

1. The library welcomes volunteers 12 years of age and older to work in the library. Permission of a parent or guardian must be secured for those under 18 years of age.
2. A volunteer performs tasks for the GCPL without wages, benefits, or compensation of any kind, including workman's compensation.
3. Prospective volunteers must fill out and submit an application which will be reviewed by the Library Director. If no suitable job matches are available at the time, the applicant will be informed that their application will be kept on file for one year. If an appropriate position opens within that time, the applicant will be contacted.
4. Prospective volunteers may be required to be interviewed by the Library Director.
5. Volunteers can be terminated for any of the same reasons as a paid staff member.
6. Volunteers must read and sign the Code of Ethics before beginning a job assignment.

### **Code of Ethics**

*As a volunteer, I realize that I am subject to a code of ethics similar to that which governs the professionals and other staff with whom I work.*

- a. I will keep confidential matters confidential.
- b. I interpret volunteer to mean that I have agreed to work without compensation, but I expect to do my work according to the standards of a paid staff member.
- c. I promise to bring to my volunteer work a willingness to be trained, and to bring to it my interest and attention.

Signed \_\_\_\_\_ Date \_\_\_\_\_

If volunteer applicant is a minor, the minor's parent/guardian must sign below as well.

Signed \_\_\_\_\_ Date \_\_\_\_\_

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## **Appearance of Staff**

All Genoa City Public Library employees represent the Library when they are on the job. By presenting a neat and presentable appearance, employees convey respect for customers and the service we provide to the community.

Employees should dress in a manner that is appropriate to their responsibilities, that meets safety guidelines, and that is appropriate for the Library's image. The Library reserves the right to determine what particular attire is appropriate for a business regularly serving customers and visible in the public eye. The Director will inform the staff member of this and ask that the attire be changed.

## Employee Conduct

### Grounds for Corrective Action or Discipline

Library staff has a professional responsibility to create and maintain a safe and healthy work environment, one that has zero tolerance for inappropriate and disruptive behavior. Inappropriate behavior includes instances of aggression, intimidation, threats, and/or harassment. Reports of workplace aggression, intimidation, threats or harassment of any kind will be taken seriously and acted on by the appropriate personnel in a timely and, to the extent possible, confidential manner.

- Grounds for corrective and/or disciplinary action include, but are not limited to, the following:
  - Dishonesty and/or falsification of records.
  - Unauthorized use and/or abuse of Library equipment or property.
  - Theft and/or destruction of Library equipment or property.
  - Insubordination and/or refusal to comply with the proper order of an authorized supervisor.
  - Unlawful conduct defined as a violation of and/or refusal to comply with pertinent laws and regulations.
  - Habitual tardiness, unauthorized and/or excessive absence.
  - Habitual use of personal electronic devices for non-work related business during work hours.
  - Use of official position or authority for personal profit and/or advantage.
  - Disregard and/or repeated violations of safety rules and regulations.
  - Being impaired by use of alcohol and /or drugs during work hours and/or bringing such intoxicants and/or illegal drugs into the workplace.
  - Failure to adequately perform assigned duties.
  - Failure to follow established work rules, policies, and procedures.
  - Failure to conduct oneself in a professional, ethical manner.
    - The scope of professional ethical behavior means library staff should demonstrate behaviors that will ensure high quality library services and equality of access; contribute to the development of the profession and avoid damaging the reputation of the profession; respect and support professional colleagues; represent organizations in an honorable manner; and strive to develop an intellectual and learning community.
      - Disciplinary Procedures can be found in the Village of Genoa City Employee Handbook on page 42 -45.
  - The disclosure of confidential information in violation of federal and state law or village ordinance.
    - See Village of Genoa City Employee Manual pages 39, 42-46.

## Library Opening and Closing Procedures

### Opening

The following steps, in no order of importance, should be taken by staff member(s) who open the library:

- Turn on the Circulation Desk computer.
- Turn on the monitor on the Director's desk.
- Set thermostats:
  - 68 - 70 degrees in Winter.
  - 70 degrees in Summer.
- Unlock the front door and turn on lights in the Children's Section.
  - Single key, one with red top, is kept in a drawer at the Circulation desk.
- Plug in New Items display case and any other lights in displays (e.g. Christmas tree in winter.)
- Check the outside book drop.
  - Back date materials to previous day we were open (e.g. materials in Friday morning book drop are backdated to Thursday.)
- Put donation jar on the counter by the Circulation computer.
  - Jar is kept in the Director's top right-hand drawer.
  - The key, gold square top, for the drawer is kept in a drawer at the Circulation desk.
- Check answering machine for messages, and handle as appropriate.
- Print out holds list.

### Closing:

The following steps, in no order of importance, should be taken by staff member(s) who close the library:

- Check book drop(s) and check in materials at least fifteen (15) minutes before close.
- Do a walkthrough of the library and check bathroom(s) to ensure all patrons have left.
- Turn off the Circulation desk computer.
- Turn off monitor on the Director's desk.
- Turn on answering machine.
- Lock the donation jar in the Director's desk and place keys back in the drawer.
- Turn the thermostats down/up.
  - Set heat to 60 - 62 degrees in Winter.
  - Set air conditioning to 78 degrees in Summer.
- Lock the front door and shut off lights in the Children's area.
- Turn off the lights and lock the main entrance door.



## **Library Hours and Holiday Closures**

### **Library Hours:**

Genoa City Public Library is scheduled to be open the following hours and days of the week:

Monday:	9:00 a.m. to 7:00 p.m.
Tuesday:	9:00 a.m. to 5:00 p.m.
Wednesday:	9:00 a.m. to 7:00 p.m.
Thursday:	9:00 a.m. to 5:00 p.m.
Friday:	9:00 a.m. to 5:00 p.m.
Saturday:	9:00 a.m. to 1:00 p.m.
Sunday:	Closed

Days and/or times the library is open may be subject to change due to weather conditions, inservice days, insufficient staff, etc. As much warning as possible will be given and posted on all of the library's social media outlets.

### **Holiday Closures:**

Genoa City Public Library observes the following holidays and will not be open on the following days:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve (may be a half or full day)
- Christmas Day
- New Years' Eve (may be a half or full day)

## Library Employees Leave Policies

### Vacations

Paid vacation is provided to Genoa City Public Library employees who work an average of twenty (20) or more hours per week, according to the following schedule:

- a. After **First** year: two (2) weeks with average weekly pay based on regularly scheduled hours.
- b. After **Five** years: three (3) weeks with average weekly pay based on regularly scheduled hours.
- c. After **Ten** years: four (4) weeks with average weekly pay based on regularly scheduled hours.
- d. After **Fifteen** years: five (5) weeks with average weekly pay based on regularly scheduled hours.

### Calculation of Employee Leave Time

- a. Average weekly pay will be determined by dividing an employee's current yearly budgeted hours by 52.
- b. Vacation days may be used as sick leave once an employee has used up his/her yearly sick days.
- c. All employees are required to give at least one month notice of their vacation plans to their supervisor.
  1. Conflict in vacation requests will first try to be resolved amongst staff to see if a compromise can be reached. If the conflict cannot be resolved in this manner, vacation shall be awarded on a first-come, first approved basis.
- d. Vacation time, which is taken prior to being earned, is considered advancement of wages and, upon termination, will be deducted from an employee's paycheck.
- e. Employees will not accrue vacation during periods when they are on personal leave of absence or if their employment is under suspension.
- f. An employee is not eligible for any paid vacation until they have completed one year of employment with the library. For example, an employee leaves the library after nine months of employment, they will not be eligible for any vacation pay benefits. After one year of employment, two weeks of vacation will accrue. After the second year of employment and onward, they will begin accruing vacation at subsequent anniversary dates.
- g. Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits.
- h. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year dependent upon Library Board approval.

1. If the total amount of unused vacation time reaches a “cap” equal to 6 weeks, further vacation accrual will stop.
- i. Employees will be paid for unused vacation time that has been accrued through the last day of work upon termination of employment.

## **Insurance and Retirement Benefits**

See the Village of Genoa City Employee Manual pages 30 & 31.

## **Holidays**

The holidays listed below are paid to Genoa City Public Library employees who work an average of 20 or more hours per week.

Library staff will be paid for any of the following holidays that fall on an employee’s regularly scheduled work day. Employees will be compensated for the hours they would normally have been scheduled on that particular day.

New Year’s Day  
Memorial Day  
July 4<sup>th</sup>  
Labor Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day

## **Sick Days**

- Paid Sick Days are available for Genoa City Public Library employees who work an average of 20 or more hours per week.
  - Sick days will be available from January to December. Employees will be paid for the hours they were originally scheduled to work on the day they call in sick.
  - Within the first year of an employee’s employment, days will accumulate at a rate of 1 day for every 2 months of employment.
- Employees will be allowed six (6) sick days a year and may accrue up to a total of twelve (12).
  - Unused sick days are not to be considered interchangeable with vacation days.
- Sick days may be used for an employee’s personal illness or that of a family member needing the employee’s care.

## Funeral Leave

- An employee shall be granted funeral leave with pay for the purpose of attending the funeral of a member of the employee's immediate family.
  - Said leave shall not exceed three (3) days for any one funeral.
  - A funeral for more than one (1) person at any one time shall be considered one (1) funeral.
- Immediate family shall be defined as an employee's: spouse, parent, parent-in-law, grandparent, grandchild, child, brother, sister, brother-in-law, sister-in-law, step-parent, step-brother or step-sister, aunt, uncle, niece, nephew or other household member.
- Time off with pay may be granted at the discretion of the Department Head, or their designee, for the employee to act as a pallbearer for a deceased friend or relative.

## Jury Duty; Court Appearances

- Any employee required to serve jury duty shall be paid their regular wages and shall turn over to the Clerk/Treasurer's Office within thirty (30) days any monies, excluding mileage allowance, they received as a result of said jury duty.
- In order to receive payment under this Section, an employee must give the Village Clerk/Treasurer notice that they have been summoned for jury duty or witness service was performed on the days for which they claim such payment.
  - Any time an employee's attendance is not required for purposes of jury duty or witness service during their regularly scheduled work hours, they must return to work as soon as circumstances will reasonably allow.
- Pursuant to Sec. 103.87, Wis. Stats, employers may not discharge an employee for being absent from work in order to appear in court pursuant to a subpoena to testify in a civil or criminal case. If the case involves the employer, the employer may not dock the employee's pay.

## Military Leave

- A leave of absence without pay shall be granted to any full-time or part-time employee who is drafted, enlisted or is called to duty in the Armed Forces of the United States.
  - Re-employment rights of such employees shall be governed by Section 45.50, Wis. Stats.
- Employees who are members of the National Guard or United States Military Reserve shall be granted temporary temporary leaves of absence for required hours of duty or training.
  - Should a full-time employee elect to use their vacation time for military training, vacation pay will be paid for the time period requested.

State Law Reference: [Section 45.40](#), Wis. Stats.

### **Family and Medical Leave**

See the Village of Genoa City Employee Manual pages 26 & 27.

### **Employee Injuries and Medical Illnesses**

See the Village of Genoa City Employee Manual pages 18 & 19.

### **Worker's Compensation as Provided Under Wisconsin State Statutes**

See the Village of Genoa City Employee Manual page 19.

## **Staff Travel**

For travel for non-routine business (workshops, conferences, seminars, etc.), library employees shall seek prior approval as follows and adheres to the Village of Genoa City's Employee Manual. More information can be found on pages 33 - 35 of the manual.

- These rules should also be followed:
  - Completion and submission of appropriate travel form to the Library Director.
  - All out of county travel shall require the prior approval of the Library Director.
  - Out of county travel by the Library Director shall require notification to the Library Board.

## **Retirement and Resignation**

### **Compensation, Insurance and Retirement Benefits**

See the Village of Genoa City Employee Manual page 30 -31.

### **Retirement and Resignation Process**

See the Village of Genoa City Employee Manual page 47.

### **Final Pay Information**

See the Village of Genoa City Employee Manual page 47 - 48.

## Genoa City Public Library Card Application

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ M.I. \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Physical Address if different from above \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Township (if known) \_\_\_\_\_ Are you a Teacher? \_\_\_\_ Yes \_\_\_\_ No

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Number (and check one) \_\_\_\_\_ Mobile \_\_\_\_ Home \_\_\_\_

Notification Method (check one): Phone \_\_\_\_ Email \_\_\_\_ Text \_\_\_\_

If you checked text please write your carrier \_\_\_\_\_

Email address \_\_\_\_\_

Would you like to subscribe to My Reading History? Yes \_\_\_\_ No \_\_\_\_

**\*\* Selecting “My Reading History” will allow the Integrated Library System (ILS) to keep track of the items that you have checked out in the past. If you try to check out an item that you have had in the past, the ILS will let you know that you have previously had this item and ask if you would like to continue to check it out. You can also log-in from home and check to see if you have had an item before.**

I agree to obey the policies, rules & regulations of the Library & to notify the Library when any information I have given has changed. I will be responsible for all charges incurred for any overdue, lost or damaged materials. In the event my card is lost or stolen, I understand that I am responsible for charges on it until I notify the Library of its loss or theft.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Genoa City Public Library Card Application for Minor

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ M.I. \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Physical Address if different from above \_\_\_\_\_  
\_\_\_\_\_

Township if known \_\_\_\_\_

Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Number (and check one) \_\_\_\_\_ Mobile \_\_\_\_\_ Home \_\_\_\_\_

If you checked text please write your carrier \_\_\_\_\_

Email address \_\_\_\_\_

Would you like to subscribe to My Reading History? Yes \_\_\_\_ No \_\_\_\_

**Selecting "My Reading History" will allow the Integrated Library System (ILS) to keep track of the items that you have checked out in the past. If you try to check out an item that you have had in the past, the ILS will let you know that you have previously had this item and ask if you would like to continue to check it out. You can also log-in from home and check to see if you have had an item before.**

I understand that it is my responsibility to monitor my child's movie choices & that I am legally responsible for any fines/fees/damages assessed on my child's card. I understand that as a parent/legal guardian it is my responsibility to monitor my child's use of Internet resources while in the library. I further understand that I am responsible for books checked out during school visits.

Child's Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please print your name \_\_\_\_\_

Parent Library Card Number \_\_\_\_\_

# Request for Reconsideration of Library Materials

## Genoa City Public Library

126 Freeman St. PO Box 727

Genoa City, WI 53128

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ Or an organization? \_\_\_\_\_

Name of Organization \_\_\_\_\_

- 1) What kind of resource are you commenting on? Book/ebook \_\_\_\_\_ Movie \_\_\_\_\_  
Magazine \_\_\_\_\_ Audio Recording \_\_\_\_\_ Game \_\_\_\_\_ Newspaper \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

- 2) What brought this resource to your attention? \_\_\_\_\_  
\_\_\_\_\_

- 3) Have you examined the entire resource? If not, what sections did you review?  
\_\_\_\_\_  
\_\_\_\_\_

- 4) What concerns you about the resource? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 5) Are there resource(s) you suggest to provide additional information and/or other  
viewpoints on this topic? \_\_\_\_\_  
\_\_\_\_\_

- 6) What action are you requesting the library to consider? \_\_\_\_\_  
\_\_\_\_\_

**Thank you for taking the time to fill out this form. The Library Director will respond to your concerns  
within 10 days of the receipt of this form.**

Signature of Requestor \_\_\_\_\_



## Genoa City Public Library Incident Form

Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Name if injured was under 18 \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Date and Time of Incident \_\_\_\_\_

Detailed description of accident \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was care provided and by whom? \_\_\_\_\_

\_\_\_\_\_

Were the police called? \_\_\_\_\_

Name of the Officer \_\_\_\_\_

Was the person told to seek medical attention? \_\_\_\_\_

**Did the person refuse medical treatment?** \_\_\_\_\_

Witness to incident \_\_\_\_\_ (Statement can be written on the back)

Address of Witness \_\_\_\_\_

\_\_\_\_\_

Witness to incident \_\_\_\_\_

Address of witness \_\_\_\_\_

\_\_\_\_\_

Signature of person reporting incident \_\_\_\_\_

Signature of Employee \_\_\_\_\_

Signature of Library Director \_\_\_\_\_

## Genoa City Public Library Volunteer Application Form

Thank you for your interest in volunteering at the Genoa City Public Library! All of the information you provide will be kept strictly confidential, to be used for the volunteer program only. We will contact you if an opportunity that matches your skills and interests becomes available. If you are under 18, please discuss your interest in volunteering with a parent or guardian. You will need their permission to volunteer in the library.

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail (optional) \_\_\_\_\_

School (if applicable) \_\_\_\_\_

Signature of Parent if under 18 \_\_\_\_\_

1. Have you done any volunteer work before? Please describe if so.

2. Please check any jobs that you are interested in or able to do:

\_\_\_ shelf reading

\_\_\_ making copies

\_\_\_ dusting/ light cleaning

\_\_\_ straightening/ facing shelves

\_\_\_ local history

\_\_\_ cleaning discs with our machine

\_\_\_ craft preparation for story times

\_\_\_ special events as needed

\_\_\_ shelving CDs

\_\_\_ decorating for holidays/ events

3. Please list the times you would be available for each day:

Monday \_\_\_\_\_

Thursday \_\_\_\_\_

Tuesday \_\_\_\_\_

Friday \_\_\_\_\_

Wednesday \_\_\_\_\_

Saturday \_\_\_\_\_

4. Please indicate the terms of your volunteer work here at the library:

Short-term recurring

Long-term recurring

Once

5. If short-term, please indicate the time frame you have in mind: