

Security Policy

1. The library monitors public behavior subject to the provisions of Wisconsin Statute 43.30. Behavior that violates the **Rules of Conduct** will be addressed by library staff.
2. Disciplinary actions beyond verbal warnings will be documented by library staff. Library staff involved will communicate disciplinary actions by completing a written incident report to be filed by Library Director.
3. Response to problems, shall be made in accordance with the following:
 - a. Any staff member may stop someone from using equipment if the use violates library rules or policies.
 - b. Any staff member may evict a patron for violations of library rules or policies and/or for disregarding verbal warning.
 - c. Any staff member observing serious criminal behavior, such as assault, robbery, child pornography or child endangerment, will contact Police immediately, and follow up by contacting the Library Director.
 - d. The Library Board delegates authority to the Director to ban people from the library for a period of time
 - i. When an individual is banned, he or she will receive formal notification which will be shared with the Police Department, the Library Board, and the parents or guardian of the offender, if a minor. Should a banned individual return to the library in violation of the ban, staff will contact the Police.
 - ii. If the banned individual disagrees with the ban, he or she may submit a written appeal to the Library Board of Trustees for reconsideration. If the banned individual is a minor, the written appeal must include a parent or guardian's signature. After receiving the written appeal, the Library Director will place the appeal on the agenda for the next regularly scheduled Library Board meeting. After the Board has reviewed the written appeal, the individual and/or parent or guardian (if a minor) will be allowed 5 minutes to address the Board. Minors must be accompanied by a parent or guardian. The Library Board will issue a written decision within 10 days after the meeting. The Library Board has the power to affirm, reserve, or modify the banning period or conditions.
 - iii. The Library Director will notify all staff when a ban has expired.