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**APPLETON PUBLIC LIBRARY**

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**TO:** Appleton Public Library Board of Trustees

**FROM:** Colleen Rortvedt, Library Director

**DATE:** October 31, 2017

**SUBJECT:** Summary of changes to the Security Policy

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Staff have completed a thorough review of the Security Policy and would like to recommend:

1. The attached Safety and Security Policy for approval
2. The elimination of the Unattended Children's Policy as a stand-alone policy

A summary of the changes are as follows:

- a. Changes Security Policy to "Safety and Security Policy"
- b. Includes language about what appropriate library conduct and activities are
- c. Incorporates the Unattended Children Policy to stress its importance in safety and eliminates it as a stand-alone policy
- d. Adds language regarding juvenile patrons
- e. Adds language regarding the use of policy for delivery of library restrictions when warranted
- f. Adds delivery of restrictions by certified mail when not delivered by staff or police in person
- g. Includes video surveillance which wasn't addressed in previous versions
- h. Incorporates the "Rules of Conduct" into section 6, "Classes of Behavior and Response." In 2018 after a transition period we anticipate returning with a request to eliminate that as a stand-alone policy
- i. Classes of behavior now more accurately reflect what is in the Rules of Conduct Policy
- j. Clarifies language about harassment
- k. Adds more specific language about bags and possessions
- l. Updates the Appeals process
  - a. Appeals must be in writing
  - b. Follow bylaws appeals process
  - c. Juvenile circumstances
- m. Trespassing language provides more clarity for staff
- n. Sections are rearranged to flow in cases where it improved readability of the policy