

Edward U. Demmer Memorial Library

About the Library – Policy Background Statements

Reviewed by Library Board: 10/19/2021

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Mission and Goals Statement

Mission

The **DEMMER LIBRARY**: connecting people to the transformative power of knowledge by providing opportunities to **explore, learn, create, and share**.

Values and Goals

The values and goals of the Demmer Library are part of the Demmer Library Strategic Plan. The most current plan is for 2020 – 2023.

- The Demmer Library is a WELCOMING place for all.
- The Demmer Library supports INOVATION and creative programs and services that are fun and engaging.
- The Demmer Library values COMMUNICATION as the main means to engage more people more regularly in our programs and services.
- The Demmer Library values INTEGRITY in its governance and services.
- The Demmer Library seeks to SERVE through providing accessible spaces and inclusive services.

Actions

WE CHOSE TO TAKE ACTIONS that are aligned with our library's commitment to being a **welcoming, innovative** space that values **communication, integrity, and service**.

Welcome: Library services will improve and be streamlined as staff and volunteers providing program and support services are recruited, trained, and retained.

Innovation/funovation: Partnerships lead to (fun) community-driven library programs and services that build community awareness, involvement, and investment in the library.

Communication: Visibility of the library and awareness of library programs and services increases through development and implementation of communication and marketing plans.

Integrity (of library governance): The library board will continue to review and improve library governance and administrative practices.

Service: Long-term access to the library facilities and programs is enhanced through investment and management of the physical building and staff development focusing on inclusive services.

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Services of the Library

The general services and responsibilities of the library include:

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- Lend to other libraries upon request.
- Provide free internet via public computers or public wi-fi and access to essential technology services for personal administrative needs.
- Provide space and equipment for meetings both for individuals and community groups to meet and perform essential functions.
- Develop and provide services to patrons with special needs.
- Maintain a balance in its services to various age groups.
- Cooperate with, but not perform the functions of, school or other institutional libraries.
- Provide service during hours which best meet the needs of the community, including evening and weekend hours.
- Regularly review library services being offered.
- Use media and other public relations mechanisms to promote the full range of available library services.

Inventory of Library Services

| | |
|---------------------------------------|--|
| Books | Copy machines |
| Audiobooks | Fax machine |
| Music CDs | Public scanning |
| Magazine and newspaper subscriptions | Microfilm reader |
| Digital book and music collections | Equipment rental/loan (e.g., digital projector) |
| Reference and reader advisory service | Meeting rooms |
| Outreach services | Tables and seating |
| Interlibrary loan | Displays |
| Community and family history | Tours and library orientation |
| Programming for children and adults | Income tax forms |
| Reading programs and incentives | Test proctoring |
| Technology help | Continuing education for staff and board members |
| Online information services | Community collaboration |
| Internet access for public | Volunteer programs |
| Public access computers | |

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Who May Use the Library

- A. The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.
- B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises. These causes are further outlined in Patron Responsibilities and Conduct.

Responsibilities and Authorities of the Library Board¹

Background

State statutes give library boards a higher degree of autonomy than most other boards and commissions. The independent authority granted to public library boards is intended to protect the historic role of the public library as a source of unbiased information.

- Citizen control of the library isolates library operations from political pressure.
- Citizen control ensures that the library collection is developed independently of any particular political viewpoint.
- Citizen control means the library is governed by the same people the library serves—the public.

Responsibilities of the Library Board

The separate roles and responsibilities of each member of the team are spelled out in Wisconsin Statutes under Section 43.58, which is titled “Powers and Duties.” The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures. [43.58(1)]
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes. [43.58(1)]
- Purchasing of a library site and the erection of the library building *when authorized*. [43.58(1)]

¹ References:

DPI Administrative Essentials, *Who Runs the Library?* <https://dpi.wi.gov/pld/boards-directors/administrative-essentials/runs-library>

DPI Trustee Essentials, *TE2 Who Runs the Library?* <https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

League of Wisconsin Municipalities, *Library FAQ 1* <https://www.lwm-info.org/1015/Libraries-FAQ-1>

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- Supervising the administration of the library and hiring, supervising, and firing of the library director. [43.58(4)]
 - The library board must make sure the library director qualifies for and maintains appropriate certification. [43.15(4)(c)(6) & Admin. Code PI 6]
- Prescribing the duties, necessary staff positions, and compensation of all library employees. [43.58(4)]
- Determining library policies. [43.52(2)]
- Must annually elect a board president (and any other officers the board decides to create) [43.54(2) and 43.57(5)(d)]
- Must approve and submit the required annual report to the municipality and the DLT [43.58(6)]
- *May* retain custody of certain funds (gifts and donations only), following the provisions of Wis. Stat. s.43.58(7). All other funds must be held and dispersed by the municipal authority as approved and directed by the library board.

Basic distribution of responsibilities among the municipality, library board, and library director

| Municipality | Library board | Library director |
|--|--|--|
| ✓ Set annual library appropriation | ✓ Determine detailed library budget | ✓ Keep board informed |
| ✓ Maintain custody of most library funds | ✓ Audit and approve all library expenditures | ✓ Advise board |
| ✓ Disburse library expenditures | ✓ Hire and supervise library director | ✓ Hire and supervise other library staff |
| | ✓ Determine library policies | ✓ Administer day-to-day library operations |

If these responsibilities are not maintained:

The library will not be eligible to have membership or participate in the library system (currently the Wisconsin Valley Library System) or continue to receive system support.

Additional responsibilities

As a publicly appointed board with authority over public funds, the library board is governed by and is required to comply with:

- Wisconsin’s open meetings law
- Wisconsin’s public records law
- Federal and state employment laws, including discrimination laws, Fair Labor Standards Act, ADA
- ADA as it applies to library buildings and services
- State ethics and conflict-of-interest laws for public officials (as library trustees are public officials)

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Revision of Library Policies

The Demmer Library Board of Trustees strives for integrity and transparency in governance of the Edward U. Demmer Memorial Library. We are accountable to the community for their tax and donated dollars and for the accessibility and inclusivity of the library services they receive in return.

Reviewing and revising library policies and making them readily available for review by library staff and the public is a key component to ensuring the goal of integrity and transparency.

Library policies will be reviewed new policies will be added as guided by director.

Index/Checklist of Library Policies

| Policy | Date Reviewed |
|---|----------------------|
| A. About the Library – Policy Background Statements (this document) | 2021 |
| B. Patron Responsibilities and Conduct Policy | 2015 |
| C. Circulation Policy | 2020 |
| D. Materials Selection/Collection Development Policy | 2020 |
| E. Personnel Policy | 2020 |
| F. Financial Policy | 2022 |
| G. Reference Service Policy | |
| H. Programming Policy | |
| I. Public Relations Policy | |
| J. Equipment Use Policy | |
| K. Internet Use Policy | 2016 |
| L. Meeting Room Policy | 2019/2020 |
| M. Displays and Exhibits Policy | |
| N. Public Notice Bulletin Board Policy | 2015 |
| O. Inclement Weather and Emergencies Policy | 2020 |
| P. Volunteers and Friends Policy | |

List of Appendices within Policies

| Appendix | Policy |
|--|--|
| Library Bill of Rights | Materials Selection/Collection Development |
| Freedom to Read | Materials Selection/Collection Development |
| Freedom to View | Materials Selection/Collection Development |
| Request for Reconsideration of Library Materials | Materials Selection/Collection Development |
| Minor Public Computer Use Agreement | Internet Use Policy |
| Confidentiality Agreement for Library Staff | Personnel Policy |

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| Copyright and Acceptable Use | |
| Access to Children's Records | |
| Records Retention | |
| Service Animals | |