

# **Category: Administrative**

## **POLICY**

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Title: **PHILOSOPHY AND GOALS**

Effective: June 1, 2005

Revised: June 2015, May 2021

### **MISSION STATEMENT**

The Shirley M. Wright Memorial Library offers free and equitable access to lifelong learning and enrichment as we support opportunities for discovery and community connections.

### **LIBRARY BILL OF RIGHTS**

The Shirley M. Wright Memorial Library Board of Trustees hereby adopts the following policy of the American Library Association.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1 Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

2 Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

- 3 Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- 4 Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- 5 A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- 6 Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 18, 1948 by the American Library Association (ALA)*

*Amended February 2, 1961 and January 23, 1980*

*Inclusion of "age" reaffirmed January 23, 1996 by the ALA Council*

## **LIBRARY GOALS**

The goals of the Shirley M. Wright Memorial Library shall be:

- 1 To serve all residents of the community and surrounding townships.
- 2 To acquire and make available to all residents of the service area such books, periodicals, pamphlets and other services that will satisfy their need to become well-informed, to decide important questions, to discipline the emotions, to cultivate the imagination, to refine tastes and to enjoy leisure by means of reading and other media services.
- 3 To have resources to provide the most frequently requested material from its collection.
- 4 To provide programming for all ages which educates, inspires, entertains, and fosters a sense of community among area residents.

5 To consistently maintain an open-minded attitude toward new methods and improvements for better service and to avoid a static condition of satisfaction with things as they are.

6 To review regularly these objectives of the Shirley M. Wright Memorial Library and, if necessary, revise them in the light of new developments.

## **DEALING WITH CHALLENGES TO LIBRARY POLICIES**

The Director makes the important first step since the Board has delegated to the Director the responsibility for implementing all policies. The Director explains that there is a policy for handling objections and that the patron has the right to use that process.

Whether the patron's concern is communicated through a trustee to the Director or is made directly to the Director, the objection may become a formal challenge if it cannot be resolved through informal dialog between the Director and the patron. (See Appendix E)

The Director then informs the Board of the formal appeal and provides all necessary information to help the Board in its deliberations at an open board meeting.

Category: Administrative

## **POLICY**

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Title: **Library Board of Trustees**

Effective: June 1, 2005

Revised: June 2015

## RESPONSIBILITIES AND AUTHORITY OF THE LIBRARY BOARD

The following list of Board responsibilities and authorities is based on Wisconsin Statutes. Citations for the particular section of the statutes are provided in brackets.

- 1 Setting Library Policies: The Board is charged with specifying conditions for library usage which will allow the most beneficial use to the greatest number. This can include policies which exclude those who do not follow library policies. [43.52(2)]
- 2 Establishing Offices and Holding Elections: The Board is to specify which offices will be created and is to hold annual elections for those offices. The president is the only mandated office. [43.54 (2)]
- 3 Controlling Expenditures and Assets: The Board is to have exclusive control of expenditures of all moneys collected, donated, or appropriated for the library. This includes control of and custody of lands, buildings and other properties bequeathed, given, granted or otherwise acquired by the municipality for the library. [43.58 (1)]
- 4 Approving Vouchers: The Board has the responsibility of approving all vouchers for payment and of forwarding those vouchers with authorization for payment to the municipal financial officer. [43.58 (2)]

*The Division for Libraries and Community Learning recognizes that there are logistical realities regarding voucher approval and prompt payment. David Polodna, compliance officer for the Winding Rivers Library System, suggests in a letter dated February 4, 1998 “the board...establish an executive committee...to approve bills in the interim...between full board meetings...contingent upon all bills ultimately being brought before the full board for approval.”*

- 5 Appointing and Supervising Staff: The Board has the responsibility and authority to appoint and supervise the library Director and to prescribe duties and compensation for library employees. The selected Director is to be given the charge of appointing other staff as deemed necessary by the Board. [43.58 (4)]

6 Providing Programming: The Board has the authority to employ individuals or cooperate with other agencies to provide programs which promote library use and educational endeavors. [43.58 (5)]

7 Submitting Reports: The Board must submit an annual report to the State which specifies financial conditions for the year and data on library materials, facilities, personnel, operations and other information requested by the State. [43.58 (6)]

8 Managing Gifts: The Board has authority to receive, manage and dispose of any gifts or donations given for library purposes. [43.58 (7)]

9 Extending Use: The Board has the authority to extend the use of its facilities and materials to individuals not resident in the municipality, to exchange materials with other libraries and to make arrangements (contracts) with libraries of other counties to share, use or lend materials. [43.60 (1) & (2)]

*The foregoing nine items were issued by the Wisconsin Department of Public Instruction – Division of Libraries and Community Learning on December 11, 1990*

10 Library Board Composition:

Village library boards are composed of five (5) members, although two (2) additional members may be appointed so that the Board has seven (7) members.

Members of the library board must be residents of the Village, except that not more than two (2) members may be residents of other municipalities, i.e. Townships of Trempealeau and Caledonia. [43.54 (1)(a)]

One member of the library board must be a school district administrator or his/her designated representative. The Village Board trustee appointed to the library board serves a three (3) year term. No more than one member of the Village Board may serve on the library board at any one time. [43.54 (1)(c)]

11 Library Board Appointments

Candidates requesting consideration for appointment will submit a letter to the Village President and copied to the Library Board President. The Library Board shall recommend appointments / renewals to the Village Board.

Each library board appointment must be formally renewed or replaced every three years. Appointments are made by the Village President, with the approval of the Village Board of Trustees. [43.54 (1) (b)]

Vacancies may be filled for an unexpired term by filling the remaining portion of the term. When that partial term is completed, the Village President may then re-appoint that person for a subsequent full term.

## **BY-LAWS OF THE BOARD OF TRUSTEES**

### **1 OFFICERS**

The officers of the Board may consist of President, Secretary and Treasurer. Their terms of office shall be for one year. Officers shall be elected annually and hold office until their successors are elected and installed.

### **2 MEETINGS**

Regular meetings shall be held monthly; date, time and place to be determined by the Board.

### **3 COMMITTEES**

a) Special committees for the study and investigation of special problems may be appointed by the President; such committees will serve until the completion of the work for which they were appointed.

b) The executive committee is composed of the officers of the Board and serves for one year to deal with emergency situations. Any member of that committee may serve to approve vouchers in a timely fashion. The executive committee is subject to the open meetings law.

### **4 QUORUM**

A quorum shall consist of four (4) or more Board members.

## 5 ORDER OF BUSINESS

a) Standard parliamentary procedure will be followed at Board meetings.

b) Agenda may be developed as follows:

Call meeting to order

Roll Call of Members

Approval of Agenda

Approval of Minutes

Open Forum

Approval of Treasurer's Report

Approval of Vouchers

Library Director's Report

Unfinished Business

New Business

Set Meeting Dates and Times

Adjournment

## 6 AMENDMENTS TO BY-LAWS

These by-laws may be amended at any regular meeting of the Board with

a quorum present by a majority vote. The amendment must be stated in the call for the meeting.

## **POLICY**

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Title: **Fund Balance**

Effective: June 1, 2015

Revised: March 18, 2019

### **Purpose**

The purpose of this policy is to establish 1) a target level for the library's unrestricted fund balance and 2) allowable uses of that unrestricted fund balance. This policy is to ensure the Shirley M. Wright Memorial Library's financial stability by maintaining appropriate reserves to protect the library against economic downturns, funding reductions, and emergencies.

### **Definition**

*Fund balance* refers to the net assets of governmental funds, measured by total assets minus total liabilities. Fund balance serves as a measure of the financial resources available to a governing body.

*Unrestricted fund balance* refers to the total amount of committed, assigned, and unassigned fund balances.

*Library Gift Fund* refers to the Library's checking, savings, and investment accounts. These accounts are not governed by this policy.

### **Level of Unrestricted Fund Balance**

It is the policy of the Shirley M. Wright Memorial Library to maintain an unrestricted fund balance of ten to fifteen percent (10 to 15%) of regular general fund operating revenues. If the unrestricted fund balance falls below the ten percent (10%) threshold, the library board, library director, and financial committee will take steps to reduce expenditures until savings adequate to reach the ten percent (10%) standard are realized.



The library board recognizes that economic conditions or emergencies may warrant fund balance use that will result in the unrestricted fund balance falling below ten percent (10%) of regular general fund operating revenues. Authorization for such use requires a simple majority vote by the board members present for the vote. Even in extreme circumstances, the Shirley M. Wright Memorial Library will maintain an unrestricted fund balance of no less than five percent (5%) of the regular general fund operating revenues.

### **Use of Fund Balance**

Library board authorization, by simple majority, is required for the use of the fund balance. The fund balance may be used for the following purposes:

1. Budgetary fund balance, which is the use of the fund balance to balance the fiscal year budget when budgeted expenditures exceed budgeted revenues. The beginning budgetary fund balance for any given fiscal year should not exceed the amount of savings (primarily from staff vacancies) that can be reasonably expected during that fiscal year. The Board may authorize increases in the budgetary fund balance for other uses of the fund balance listed below. Conversely, the budgetary fund balance may decrease if unbudgeted revenues are received.
2. Encumbrances from the previous fiscal year.
3. Minor reductions in revenues occurring after the original fiscal year budget is adopted. (Significant reductions in revenues should require corresponding reductions in expenditures.)
4. Replacement of equipment, primarily capital equipment.
5. Purchases related to one-time projects or non-recurring expenditures, e.g., renovations, technology.
6. Loans to other funds, e.g., for capital expenses that will be reimbursed by a funding agency.

At the end of the fiscal year, any decrease in the fund balance should not exceed the total of the authorized, one-time uses of fund balance. Generally, the fund balance should not be reduced by regular operating expenses. If regular expenses do exceed revenues, a more conservative approach to the budgetary fund balance should be used in the following fiscal year.

### **Policy review**

This policy will be reviewed every three (3) years

## **POLICY**

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Title: **Records Retention**

Effective: January 18, 2021

Revised:

On June 12, 2017, the Wisconsin Public Records Board approved a new [General Records Schedule for Wisconsin's Public Libraries and Public Library Systems](#). The general schedule (GRS) establishes the timeframe for the disposal of records that are no longer required for administrative, financial, or legal purposes.

The Shirley M. Wright Board of Trustees adopts this General Records Schedule and designates the Library Director as legal custodian to respond to public records requests. The Library Board President will serve as a deputy to act in his or her absence.

Upon adopting the retention schedule, the library board will submit a [Notification of Adoption](#) in order to be approved to use the schedule. The library may then destroy records according to the schedule without prior approval of the Wisconsin Historical Society.

**Category: Services**

## **POLICY**

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**Title:** PUBLIC SERVICES

**Effective:** June 1, 2005

**Revised:** June 2015

### **SERVICES OF THE LIBRARY**

The library provides books and materials for information, entertainment, intellectual development and enrichment of the general public.

The library shall endeavor to:

- 1 Select, organize and make available necessary books and materials to fulfill the needs of the public it serves.
- 2 Provide guidance and assistance to patrons.
- 3 Initiate programs, exhibits, displays, book lists, etc.
- 4 Cooperate with other community organizations.
- 5 Secure information beyond its own resources when requested
- 6 Lend to other libraries upon request
- 7 Provide services to patrons with special needs

- 8 Maintain a balance in its services to all age groups
- 9 Cooperate with school and other institutional libraries
- 10 Provide service during hours which best meet the needs of the community
- 11 Regularly review library services being offered
- 12 Use media to promote new books, periodicals, non-print materials and services available to the public.

### **RESIDENCY REQUIREMENTS**

The library serves all permanent residents of the State of Wisconsin. The library will issue a library card to temporary residents of the State of Wisconsin. This card will allow up to 5 items to be checked out and does not give the patron access to our digital library.

Temporary residents are persons whose permanent residence is outside the State of Wisconsin and who will be residing in Wisconsin for less than six (6) months.

### **USE OF LIBRARY FACILITIES AND SERVICES**

- 1 All persons may use the library facilities without holding a library card
- 2 A library card is required to check out library materials.
- 3 Service will not be denied or abridged because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, social, economic or political status, or any other characteristic protected under applicable federal or state law.
- 4 The use of the library may be denied for due cause. Such cause may be failure to return library materials; failure to pay penalties; destruction of library property; disturbance of other library patrons or any other objectionable conduct on library premises.

## **Patron Responsibility and Conduct Policy**

All patrons must display proper behavior in order to protect their individual rights and privileges and those of other patrons. If a patron creates a public nuisance, that person may be restricted from using library facilities. Library staff has the authority to use personal discretion when dealing with disruptive patrons.

Children of all ages are encouraged to use the library for homework, pleasure reading, and program attendance. All children under age six (6) must be accompanied by a parent or responsible person, who will remain in the library throughout the visit. Library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion, but any child, whether with parents or not, who is continually disruptive will be dealt with firmly.

### *Step Policy for Disruptive Behavior:*

- First incident: Patron will receive a verbal warning.
- Second incident: Patron will receive another verbal warning.
- Third Incident: Patron will be given a copy of the library's "Patron Responsibilities and Conduct" policy and expelled from library facilities for the rest of the day. \* Library staff will complete an Incident Report (Appendix "F").
- In the case of recurring incidents involving the same patron, library staff may expel the patron from library facilities until he or she appears before the Library Board for a conduct hearing. \* The patron will be given a completed Notice of Expulsion form (Appendix "G") indicating the next scheduled Library Board meeting.

\*Patrons who do not leave library facilities within a reasonable amount of time will be escorted from the building by police.

Food is not allowed in the main library. Food and beverages are allowed in the community room and at the tables in the lobby. Food and beverages may be served in the library during special library-sponsored events and only after hours.

Smoking and use of tobacco products are not allowed in the library or on the library grounds.

Cell phones may only be used in the community room or study rooms.

## **PROGRAMS**

A library-initiated program is a planned interaction between library staff and the program participants for the purpose of promoting library material, facilities or services, as well as offering the community an informational, entertaining or cultural experience.

Library-initiated programs include such activities as story times, films and activities on non-school days, and summer reading program for children and young adults. The library may also co-sponsor programs with community groups.

Meeting rooms for public use are available for programs not initiated or sponsored by the library. Article VI of the Library Bill of Rights states:

*Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

Use of the meeting rooms does not constitute endorsement of the views of the user of the room by the library.

## **DEALING WITH CHALLENGES TO LIBRARY PROGRAMS**

The Director makes the important first step since the Board has delegated to the Director the responsibility for approving all programs; both library-initiated and non-initiated library

programs. The Director explains that there is a policy for handling objections and that the patron has the right to use that process.

Whether the patron's concern is communicated through a trustee to the Director or it is made directly to the Director, the objection may become a formal challenge if it cannot be resolved through informal dialog between the Director and the patron. (See Appendix E)

The Director then informs the Board of the formal appeal and provides all necessary information to help the Board in its deliberations at an open board meeting.

## **DISPLAYS AND EXHIBITS**

As an educational and cultural institution, the Shirley M. Wright Memorial Library welcomes exhibits and displays of interest, information and enlightenment to the community. Display of handiwork, art, historical material, nature study or any other material deemed of general interest may be exhibited. The Director shall accept or reject material offered for display in accordance to suitability and availability.

The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk. The owner must read and sign the Shirley M. Wright Memorial Library Display and Exhibit Release form. (See Appendix C)

## **REFERENCE SERVICE POLICY**

The library staff will:

- 1 Provide information in the form of short answers to specific questions and guidance.
- 2 Assist in locating material for patrons who appear in person, call on the telephone or request information through correspondence.

- 3 Assist patrons in the use of the library and teach research methodology, when appropriate. This includes providing help in developing a research strategy and advice on whether a trip to the library would be worthwhile for individuals who telephone.
- 4 Provide bibliographic verification of items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan, when appropriate.
- 5 Refer library users to other agencies and libraries in pursuit of needed information
- 6 Use not only the library's resources in printed form, but consult resource libraries, the Internet and local agencies by telephone in pursuit of "ready reference" information.

## **INTERNET USE POLICY**

### Purpose:

Research and reference are the main purposes of the library's Internet access.

Libraries and librarians have a responsibility to provide material and information presenting all points of view. Libraries must support access to materials to meet user's needs.

The library provides access to the Internet to enhance the information and learning opportunities for the citizens of the library's service area. The Internet Use policy is established to ensure appropriate and effective use of the resource.

### Disclaimers

Just as libraries do not vouch for or endorse the viewpoints of written material in their collection, they do not vouch for or endorse electronic information. Selection policies which serve to govern a library's purchase of written materials may not apply to material accessed electronically. It is the responsibility of the user to determine what is appropriate.

The Internet is a decentralized, unmoderated global network. The Shirley M. Wright Memorial Library has no control over the content found therein. The library will not censor access to



material nor protect users from offensive information. It is not responsible for the availability and accuracy of information found on the Internet.

The Library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and email is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities

## **PUBLIC ACCESS GUIDELINES**

- 1 Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with guidelines.
- 2 Internet users must register with a staff member.
- 3 Internet access is a privilege, not a right, which may be revoked at any time for inappropriate conduct.
- 4 Parents of minor children must assume responsibility for their children's use of the Internet through the library's connection.
- 5 Use of the Internet workstation is limited to thirty (30) minutes at one time, longer if no one is waiting on a first come, first served basis. If all the computers are busy and another user signs up, you may be asked to end your time on the computer if you have been signed in for over 30 minutes.

## **CODE OF CONDUCT**

- 1 Staff members may provide minimal assistance as time permits. Library staff will assist patrons in navigating the Internet to the best of their abilities. Library staff will not, however, help patrons locate personal information about an individual such as address, phone number, etc.
- 2 Users may not attempt to modify, alter or damage software and equipment.
- 3 Users may not use their own software programs on the Internet workstations.
- 4 Downloading software from the Internet is prohibited.
- 5 Users will not send, receive or display text/graphics which may reasonably be construed as obscene.
- 6 Users may not send/receive email on the library's account.
- 7 Chat rooms are not allowed unless approved by library staff.

## **PUBLIC USE OF EQUIPMENT AND MACHINES**

### Copy Machine

- 1 The public may request photocopies. The library suggests a donation of \$0.15 per page. The copy machine may be used by the staff and library board members for library business.
- 2 Patrons requesting copies are advised that there are restrictions on copyrighted materials. Patrons will assume responsibility and liability for copyright infringement.

### Fax Machine

- 1 The public may request the transmission of a fax. The library suggests a donation of \$1.50 for the service and \$.50 per printed page transmitted by fax.

2 The fax machine may be used by library board members and staff for business reasons. There is no fee to administration or staff.

#### Scanner

1 Staff will scan documents to patron's email upon request. There is no charge for this service.

#### Laminator

1 Staff will laminate items no larger than 8.5x11 in. for a suggested donation of \$.50/page.

#### Disc Clean & Buff

1 Staff will clean patrons' discs upon request for a suggested donation of \$.50/disc.

### **INTERLIBRARY LOAN (ILL)**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

As a member of the Winding Rivers Library System (WRLS) and a participating member in the shared information technology network (WRLSWEB), the library can request materials from other libraries and lend its materials to other libraries through the same interlibrary loan network.

### **RESERVES**

Reserves may be requested by patrons either in person, over the phone, through the electronic card catalog or through the Internet at [www.wrlsweb.org/trempealeau](http://www.wrlsweb.org/trempealeau) .

Patrons will be notified by telephone, email, or text when materials are available.

Patrons are not charged for placing requests or for interlibrary loan services.

## **LOST AND FOUND POLICY**

Items left at the library will be discarded after fourteen (14) days.

**Title:**                   **Circulation of Materials**

**Effective:** June 1, 2005

**Revised:** June 2015, January 2018, June 2018

## **REGISTRATION**

1 All borrowers must be registered and must have a Winding Rivers Library System (WRLS) library card to borrow library materials.

2 Patrons must fill out a registration form to apply for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance.

*I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.*

*Signature-----*

3 An adult must complete and sign an application and present:

- A current valid ID with photo, name, and current address. (Driver's license, Wisconsin state ID, etc.)

OR

- An ID with photo and name and another piece of current identification which must include name and current address. Acceptable forms of ID are: a personal check; current telephone, gas, electric, or cable bill; or lease agreement. (Post office box numbers are not acceptable.)

Anyone without a fixed address may use a letter certifying their local residency from the social service agency where he or she receives mail.

4 Persons applying for a library card may check out items the day the library card is issued.

5 Children under eighteen (18) years of age must present a completed and signed application that includes the signature of a parent, stepparent, foster parent, legal guardian, or other responsible adult. This guardian/responsible adult must also present identification as described above and must be willing to accept full responsibility for fines and charges on the child's account.

## **LOST OR FORGOTTEN CARDS**

Patrons are encouraged to bring their library card to the library if they wish to check out materials. If patrons forget their card, they may still check out materials if the staff member knows them or they have some form of identification.

## **LOAN PERIODS**

### 1 Books and Audiobooks

a) Three (3) week loan for books and audio books

b) Books and audiobooks may be renewed up to three times unless requested by another patron

## 2 Periodicals

a) Current issues of monthly and weekly periodicals are available for loan.

b) One (1) week loan for eligible periodicals.

c) Periodicals may be renewed up to three times unless requested by another patron.

## 3 DVDs

a) One (1) week loan for videos and DVDs.

b) Videos and DVDs may be renewed up to three times unless requested by another patron.

## 4 Music CDs

a) Three (3) week loan for music CDs.

b) Music CDs may be renewed up to three times unless item is requested by another patron.

## 5 Reference Books

a) Reference books do not circulate.

## 6 Interlibrary Loans (ILL)

a) Interlibrary loans are due the date indicated on the Shirley M. Wright Memorial Library checkout receipt.

b) Interlibrary loans may be renewed if permitted by the lending library.

## **OVERDUE FINES**

As of June 2018, overdue fines are no longer charged on all items in our collection, except for items in the More Than Books and Lucky Day collections.

1. Notification Procedure for Overdue Materials
  - a) A first notice is sent approximately one (1) week after the material is due.
  - b) A second notice is sent approximately two (2) weeks after the material is due.
  - c) A third notice and replacement cost bill are sent approximately three (3) weeks after the material is due. No overdue fines are assessed, and the account will be blocked if the fine balance is over \$10.00. After 1 year, the item will be removed from the database and longer able to be returned.
  - d) If the material is not returned the matter may be turned over to the Village of Trempealeau Police Department for action.

## **LOSS / DAMAGE ASSESSMENTS**

Materials that have been lost or damaged to the point of replacement will be charged according to the following rationale

- a) Actual replacement cost of the material.
- b) If actual replacement cost cannot be determined the following schedule will apply:
  - Adult hardcover/Audio \$20.00

- Adult paperback                 \$10.00
- Periodicals                         \$ 5.00
- Children's Books                 \$20.00
- Videos and DVDs                 \$25.00

The Library will not accept replacement materials purchased by the patron. Replacement of damaged materials beyond repair or lost items will be made by the Director. Director may adjust replacement cost of material due to age, condition, and change in value at her discretion.

#### **PERSONAL PRIVACY AND CONFIDENTIALITY**

All records, formal and informal in the Shirley M. Wright Memorial Library relating to patron registration and the subsequent circulation by patrons of materials provided by the library are considered to be confidential in nature. Therefore, only authorized staff may be stationed at the circulation desk computers. In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone:

a) except under the written order of the Director, such order having been issued pursuant to a proper legal process, order or subpoena under the law.

b) except to persons acting within the scope of their duties in the administration of the library or library system. (WI Statutes Section 43.30)

c) except persons authorized by the individual to inspect such records. (WI Statutes Section 43.31)



d) except by order of a court of law. (WI Statutes Section 43.30)

Upon receipt of any process, order or subpoena the person named and/or served shall immediately report to and consult with the Director and the legal counsel of the Village of Trempealeau to determine if such process, order or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the library and its personnel, except under further due process of law.

Any problems or conditions relating to the privacy of a patron through the records of the Shirley M. Wright Memorial Library which are not specified in the policy statement shall be referred to the Director, who after study and consultation with the Board and/or legal counsel, shall issue a written decision as to whether to heed the request for information.

**Category: Collection Development**

**Title: Materials Selection**

**Effective: June 1, 2005**

**Revised:** October 2008, June 2015, June 2022

1. Purpose of Collection Development Policy

The Shirley M. Wright Memorial Library provides all individuals in the community with carefully selected books and other materials to aid individuals in the pursuit of education, information, research, entertainment, and the creative use of leisure time.

The collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

This policy serves several essential purposes:

A. Due to the volume of publishing and limitations of budget and space, the library must have a collection development policy to meet community needs and interests.

B. The collection development policy aids the Library Director in the selection of materials and serves to acquaint the general public with these selection practices.

C. To ensure the principles of the Library Bill of Rights and The Freedom to Read Statement have been met, as approved and endorsed by the Shirley M. Wright Memorial Library Board of Trustees.

## 2. Scope of the Collection

Collection development at the Shirley M. Wright Memorial Library is founded on the principles found in the Library Bill of Rights and The Freedom to Read Statement, as well as on the principles of intellectual freedom and equal access for all. The library presents a collection of balanced viewpoints on a broad subject matter in formats suitable to the needs and interests of the community.

### A. Intellectual Freedom

The library makes available a wide diversity of ideas, viewpoints, and opinions in various formats in support of an informed and democratic society. The library supports individual choice and judgment of its users in seeking information.

### B. Access

The library makes its collection available to all. Due to limited budget and space, the library cannot provide all materials that are requested. However, by being a member of the Winding Rivers Library System, the Shirley M. Wright Memorial Library can offer the community more materials and information available from other system libraries via interlibrary loan.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, we agree to lend our materials to other libraries through the same interlibrary loan network and to make an effort to have our current holdings listed in an online public access catalog that is accessible by other libraries throughout the state.

### 3. Responsibility for Selection and Criteria

The ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Shirley M. Wright Memorial Library Board of Trustees.

A. The basic objectives in the selection of all materials for the Shirley M. Wright Memorial Library are to provide for the informational, educational, recreational, and cultural needs and interests of our community. The final responsibility for material selection rests with the Library Director whose responsibility is delegated by the Library Board.

B. Standard library selection aids may be used but positive reviews or statements alone need not be the sole criterion that determines the acquisition of library materials. Popular demand will be considered valid criteria for selection if the demand fits into the selection criteria.

Librarians use their subject knowledge, expertise, and community awareness in combination with the standards below to select and evaluate materials. Donations and gifts are also selected and evaluated using the same criteria. Not all criteria must be met for each individual selection. An attempt will be made to present all sides of an issue, but sensationalism and propaganda will be avoided whenever possible. Controversial subjects will be treated in the same impartial manner as any other subject is treated.

#### 1. General Criteria

- a) Existing subject matter in the collection
- b) Cost relative to the value of the item to the collection
- c) Popularity
- d) Space available for the item
- e) Relevance to community needs and desires
- f) Scope of the treatment of the subject matter
- g) Reputation and qualifications of the author, creator or publisher
- h) Consideration of the work as a whole, rather than a specific passage or passages

- i) Representation of diverse viewpoints
- j) Timeliness and permanent value

**Category: Collection Development**

## **POLICY**

**Title: CHALLENGED MATERIALS**

**Effective: June 1, 2005**

**Revised: October 2008, June 2015, June 2022**

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The Shirley M. Wright Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in the Materials Selection policy.

Parents or legal guardians are responsible for choosing their children's library materials. Selection of library materials will not be inhibited by the possibility that materials may come into the hands of children. Although materials are carefully selected, differences of opinion may arise regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a form entitled "Statement of Concern about Library Resources". (See Appendix D)

Library materials will not be marked or identified to show approval or disapproval of the content and no library material will be sequestered except to protect it from injury or theft.

The resources and materials provided by the Library are selected in accordance with the Library's Collection Development Policy to meet the educational, informational, and recreational needs of our community. It is the responsibility of the Library to ensure that different points of view are represented in the materials and resources provided in the Library collections. The inclusion of a particular resource does not constitute endorsement or advocacy of the ideas or statements found therein.

The Library adheres to the principles of intellectual freedom outlined in the Library Bill of Rights of the American Library Association (*Appendix A*) and further explained in the Freedom to Read Statement (*Appendix B*). Pursuant to these, the Library will not automatically withdraw duly selected materials from the library collections in response to a request from an individual or group.

The following procedures have been adopted for the handling of formal requests for reconsideration of materials in the Library's collections:

- A. Formal requests for reconsideration of materials should be submitted in writing to the Library Director using the Request for Reconsideration of Library Materials form (*Appendix D*), available upon request at the library circulation desk or on the Library's website. The Request for Reconsideration of Library Materials form must be completed in full.
- B. Receipt of the completed form will be acknowledged in writing by the Library Director.

- C. The Library Director will review the request within two (2) weeks of receipt of the completed request form. In evaluating Library materials in response to a Request for Reconsideration, the Library Director will:
  - 1. Determine how the material under review relates to the Library's Collection Development Policy, and the policies and principles set out in the ALA Library Bill of Rights and The Freedom to Read Statement.
  - 2. Prepare a brief report on Library holdings in the subject area in question, to be used as an aid in determining appropriate action.
  - 3. Consult, as necessary, with other experts in the subject field as part of the process.
  - 4. Invite the person initiating the Request for Reconsideration to meet with the Library Board of Trustees to ensure that the nature of the request is fully understood.
- D. The person initiating the Request for Reconsideration will be notified in writing by the Library Director of the decision and of any further action to be taken. This notification will be delivered within thirty (30) days of receipt of the completed request form.
- E. Should the person initiating the request not be satisfied with the decision of the Library Director, he/she may appeal the decision.
- F. Any appeals will go to the Library Board of Trustees.
- G. The material under reconsideration will remain in the collection during the review and any appeal.

After the reconsideration of the material, the Library Director and the Library Board of Trustees may recommend one or more of the following actions:

- A. That the material in question be reclassified and shelved in a more appropriate part of the collection.
- B. That the Library strengthen their holdings in the subject area in question to ensure a balanced collection representing a variety of viewpoints.
- C. That the challenged material be removed from the collection as it no longer meets the requirements of the Library's collection development policy.
- D. That no action be taken.

Once a title is reviewed due to a reconsideration request, it will no longer be eligible for future review. The Library Board's decision, in accordance with the Library's Collection Development policy and steps outlined above, will be final.

Approved by Library Board of Trustees June 2022

## **POLICY**

### **Title: Gifts and Donations**

**Effective: June 1, 2005**

**Revised: October 2008, June 2015, May 2019, July 2021**

### **Gifts of Materials:**

While we appreciate the generosity and thoughtfulness of donors, the library is unable to accept all donations of materials due to space restrictions. The Director and staff may accept donations during a time specified by the library for the library's collection (in accordance with our collection development policy) or the Friends of the Trempealeau Library book sales.



Materials donated to the library become the property of the library. Any unsold items will be donated to other institutions, and when necessary, discarded.

Those giving the donations are responsible for bringing the items into the building for review and taking back any that are refused. No items are to be left outside of the building. The library will not appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

Any author and publisher donations will be vetted by the Library Director.

### **Memorial Gifts:**

Monetary donations in memory or honor of someone are appreciated. Specific memorial books will be ordered for the collection by request of a patron as long as they meet the criteria of the materials selection policy. Book selection will be made by the Director if no specific book is requested.

Acknowledgements will be sent to the donor and to the family of the honoree. Items purchased with these donations will contain a bookplate with the donor's and honoree's names.

### **Other Monetary Gifts:**

Monetary gifts are accepted and used to enhance the Library services or the collection. A donor's specific request for use of the monetary donation will be honored if practically possible but cannot be guaranteed. Undesignated gifts over \$500 will be deposited in the Library Gift Fund, under the control of the Library Board of Trustees.

### **Donations of Decorative or Display Objects**

No gift will be accepted by the library unless it is freely given to the extent that the Library may:

1. Dispose of the gift as it sees fit.
2. Store or move the gift.

The following points must be considered by the Library staff and trustees before accepting a gift of this kind:

1. Does it conform to the general architecture of the building?
2. Will it fit comfortably into the space provided?
3. Is the object appropriate to the Library objectives?
4. What is the cost in accepting the gift, including cost of insurance, restoration, display, maintenance, storage?
5. Is it generally acceptable to the Board?

## **POLICY**

**Title:**            **Discarding and Replacement of Library Property**

**Effective:** June 1, 2005

**Revised:** June 2015, January 2018, June 2022

### Weeding Procedure

An attractive and useful collection is maintained through a continual discarding and replacing process. The discretion, responsibility, and timeliness of weeding lie with the Director.

#### A. Method

1) CREW: Continuous, Review, Evaluation and Weeding. The CREW weeding method uses objective and selective criteria based on the age of the material and the materials circulation or use statistics.

2) MUSTIE: Misleading (factually inaccurate), Ugly (worn beyond mending or rebinding), Superseded (by a newer edition or more accurate material), Trivial (of no literary or scientific merit), Irrelevant (to the needs and interests of the library collection), Elsewhere (the material can be obtained from another library).

## B. Weeding Criteria

- 1) Age
- 2) Use (circulation and in-house)
- 3) Physical Condition
- 4) Currency of Condition
- 5) Duplication
- 6) Appropriateness to the collection
- 7) Obsolete format

## B Other Items

It is recommended that whenever any furnishings, equipment, and/or supplies have been declared obsolete by the Director, he/she shall cause such items to be disposed of or sold.

The Director reserves the right to dispose of items with no resale value, as well as any items that do not sell.

All monies received from the sale of these items will be deposited in the General Fund.

## **Category: Facilities**

### **POLICY**

**Title:           Community Room**

**Effective: June 1, 2005**

**Revised:** July 2009, July 2015

The Trempealeau Lions Community Room in the Shirley M. Wright Memorial Library is used for library and library-related activities and programs to promote the use of the library, educate the public and promote reading. The community room can also be used by commercial, for-profit organizations, and private social events in accordance with the terms outlined in our Community Room Policy.

All requests for use of the community room shall be approved by the Director or staff.

The library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting.

The Board and staff do not assume any liability for groups or individuals attending a meeting in the library.

Food or beverages are not allowed in the main library. Food and beverages may be served in the community room and served at the tables in the lobby. Food and beverage may be served in the library during a special library-sponsored events.

Smoking is not allowed in the library or on the library grounds.

Regular use by community groups is allowed.

Programs not initiated by the library are to be conducted during open library hours or at the discretion of the Library Director only. A \$20 fee may be assessed.

**Library-initiated** programs may be held during closed hours at the discretion of the Director.

**Category: Facilities**

**POLICY**

**Title: Study Rooms**

**Effective:** June 1, 2005

**Revised:** October 2008, July 2015

The Bagley Study Room and the Gerald B. Dettinger Study Room are to be used exclusively for private study or small group work. If too many people will be working together, they may be referred to the community room.

Staff will monitor activities in the study rooms and will check study rooms before leaving for the evening to ensure that no one will be locked in the library overnight.

**Category: Facilities**

## **POLICY**

**Title: Official Notices, Brochures, Postings**

**Effective:** June 1, 2005

**Revised:** October 2008, July 2015

## **PUBLIC NOTICE BULLETIN BOARDS**

The bulletin boards in the vestibule of the library will be used for library information, official notices of the Village of Trempealeau and the G-E-T school district and Trempealeau area community events.

All notices are to be presented to the circulation desk for posting and must be approved by the Director or staff.

## **LITERATURE RACKS**

Literature racks are intended to store pamphlets, brochures, and flyers of interest to the general public. These materials may include such items as tax forms, job notices, applications, informational handouts, government publications. All literature and notices are to be presented to the circulation desk for posting and must be approved by the Director.

## **POLITICAL LITERATURE**

The Shirley M. Wright Memorial Library facility will not be used for the signing of petitions or the distribution of political literature. The facility shall not be used to support a political campaign on behalf of, or against any candidate for public office; including the distribution of written statements.

**Category: Facilities**

**Title: Sustainability Policy**

**Effective: July 1, 2023**

**Revised:**

## **Sustainability Policy**

The Shirley M. Wright Memorial Library, the Library Board of Trustees, Administration, and Staff are committed to reducing our environmental footprint and promoting environmental

stewardship at all levels of our organization. Our goal is to minimize our organization's impact and maximize future generations' ability to live, work, and play in our shared natural environment, with equal access to clean air, clean water, and natural resources.

The Library supports sustainable principles that ensure a resilient, sustainable community and Library for all residents. We strive for economic efficiency, to conserve energy and water, support renewable energy resources, minimize pollution and waste, protect habitat, and buy environmentally friendly products.

Employee understanding and involvement are essential to the implementation of this environmental policy. Administration and the Board of Trustees encourage Library staff to be proactive and apply sustainable thinking in the areas of their facilities, operations, policy, technology, programming and partnerships. All employees will receive a copy of this policy and will be educated about and participate in the Library's efforts to strive towards the "triple bottom line" definition of sustainability: using practices that are environmentally sound, economically feasible, and socially equitable.

Approved by the Library Board of Trustees on June 26, 2023

**Title: Sustainable Purchasing Policy**

**Effective: July 1, 2023**

**Revised:**

## **Sustainable Purchasing Policy**

The Shirley M. Wright Memorial Library strives to be a responsible steward of its resources, including decreasing its impact on the environment. Toward that end, the Library shall, wherever practicable and efficient, endeavor to use sustainable and environmentally sound procurement practices in purchasing supplies and equipment for the Library. The Library Director shall take factors such as the following into consideration when making purchases for the Library, although this is not an exhaustive list:

- Recyclability of the items
- Amount of post-consumer recycled content in the items and packaging
- Disposal of items such as batteries and hardware
- Transportation distances and impacts for delivery of the items
- Ability for an item to be repaired or repurposed rather than re-purchasing
- The environmentally friendly practices of the vendors under consideration

Nothing in this policy shall prohibit the Library from considering a product or vendor that is more suitable for the intended use and/or available at a more competitive price that does not meet these aspirational standards.

Approved by the Library Board of Trustees on June 26, 2023



## **POLICY**

**Title:**                   **Emergency Management**

**Effective:** August 2005

**Revised:** May 2006, July 2015, June 2018

### **FIRE EMERGENCIES**

Call 911 immediately or press the panic button. Clear the building at the first whiff of smoke. Then check and see if the fire is small enough and contained enough to use the fire extinguisher. The time to think about fires is before they happen. Staff training in the use of the fire extinguisher is mandatory.

### **HEALTH EMERGENCIES**

Call 911 immediately or press the panic button. Staff and bystanders should exercise caution when administering to the sick or injured person. Staff and bystanders can provide care to the best of their knowledge and ability. The sick or injured person should be made comfortable and protected from needless disturbance until medical help arrives. No medication, including aspirin, should ever be dispensed to the public.

### **SNOW STORMS**

The library is a service institution serving the community—at-large. This basic philosophy guides the decision to close the library early or not open the library at all. Closing the library will be at the discretion of the Director. Public service announcements can be made on the radio or television if possible.

## **TORNADOS**

When a tornado has been sighted in the vicinity or when radar spotters indicate one is approaching this area, the civil defense siren will sound. All persons should move to the bathroom hallway as soon as possible. Staff cannot restrain people in the building during a tornado warning. Staff will strongly advise that they remain in the bathroom hallway, but if they wish to leave, they may do so at their own risk. However, there are only two choices: remain in the bathroom hallway or leave the building.

## **BOMB THREATS**

Do not panic. Keep the caller on the line as long as possible.

Press the panic button.

Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other noises which may indicate where the call is originating from

Listen closely to the voice, (male. female) voice quality (calm, excited) accents and speech impediments.

Immediately after the caller hangs up, clear the building. The police will handle the actual bomb search.

## **VIOLENT INTRUDER**

Your response to a violent person, to someone brandishing a weapon, or to an active shooter, will depend upon circumstances at the time. Remain calm and use the following information to assist you in determining how to respond when faced with an imminently violent person. The following recommendations are simple and easy to recall during a crisis. Improvisation is critical when dealing with dynamic and dangerous circumstances. Remember: always do whatever is necessary to survive.

Order of Response:

- Press panic button.
- Escape if you can. Run away from the incident if possible and try to call 911 when you are safe. Staff should meet at River Stop upon escaping.
- If you cannot escape, then Hide if you can do so safely. Get to a place where you will not be visible, preferably where you will have protection from the firing of a weapon. Call 911 only if you will not reveal your position.
- If you cannot run or hide safely, then you should Fight with everything you have until you have an opening to escape, help arrives, or your attacker is defeated.
- Notify the police as soon as it is safe to do so and provide the dispatcher with as much information and detail as you can. If you are in a group, only one of you should call 911.
- Once you are safe, remain where you are until you receive the “All Clear” from a trusted source, preferably the police or an emergency service provider.

**Category: Library Advocacy**

**POLICY**

**Title:                   Public Relations**

**Effective:** June 1, 2005

**Revised:** July 2015, July 2021

In recognition of the Shirley M. Wright Memorial Library's responsibility to maintain continuing communication with present and potential users of the library's services and resources to assure effective and maximum usage by all citizens, the Board of Trustees of the Shirley M. Wright Memorial Library adopts the following public relations objectives:

- 1 to promote community awareness of the library's resources, objectives, and services to governing officials, civic leaders and the general public
- 2 To promote active participation in the varied services offered by the library to people of all ages
- 3 To develop public understanding and support of the library and its role within the community

Effective library advocacy and public relations require a coordinated effort by the Director, the staff, the Board, the Friends of the Library, other volunteers, and library users.

The Director will develop and update a communications plan that outlines specific goals and implementation timelines.

The Director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and presentations. Material to be used by the media will be approved by the director.

Joint sponsorships with external groups will be determined by the Library Director in accordance with the library's objectives and mission.

In the event of an emergency, official statements to the public and the media will be made by the Library Director or the Library Board President (or his/her designee).

## **Social Media**

Library-sponsored social media is used to build relationships with patrons and convey information about library programs and services, raise awareness about community issues, obtain patron feedback, exchange ideas or insights about library trends, reach out to potential new patrons and supporters, and respond to library related news.

The Library Director, or their designee, can post, delete, edit, or otherwise modify content on library-sponsored social media.

The library reserves the right to block individuals, remove discussions, or delete excessive posting to improve the overall visitor experience. The library may also remove posts that violate the social media's Terms of Services agreement or are inaccurate or otherwise objectionable.

## **Category: Library Advocacy**

### **POLICY**

**Title:** Friends of the Library

**Effective:** June 1, 2005

**Revised:** July 2015, March 2019

The Friends of the Shirley M. Wright Memorial Library is an association of people who unite to plan and execute programs and events to benefit the library, in conjunction with library goals and the needs of the Director.

The Friends group is a public relations unit and acts as ambassadors to encourage a positive relationship between the community and the library. The Friends group is involved in promoting awareness of the library and in fund-raising to support library needs.

The Friends group works in cooperation with the Board, which is the only body with legal authority to set policy for the development of the library. The Friends group keeps the Board abreast of its activities on a regular basis.

**Category: Staff & Volunteers**

**POLICY**

**Title: Personnel Policies**

**Effective:** June 1, 2005

**Revised:** October 2008, July 2015, March 2019, August 2023

The Shirley M. Wright Memorial Library Board of Trustees has adopted the Village of Trempealeau Personnel Policy/Procedure Manual, reserving the right to amend said policy to meet the needs of the Board and library staff.

## **RESPONSIBILITIES OF THE LIBRARY DIRECTOR**

The Director shall be charged with the sole administration of the library. The Director shall be responsible to the Board in matters pertaining to and concerning the library, be present at Board meetings, and prepare and present reports as requested. The Library Director will retain employee files regarding hiring, evaluation, disciplinary actions, and termination. Any outgoing library director is authorized to only remove the director's personal information including the director's own personnel files from the library computer.

The Director shall maintain monthly financial records in an efficient manner, present monthly reports to the Board, and prepare the annual budget for Board approval. It is recommended that a Board member, along with the Director, should present the library budget to the Village Board for its approval.

The Director shall hold regular meetings with staff and volunteers for training, scheduling, performance review, and interpreting Board policy.

The Director shall have responsibility for all materials in the library. This includes selection, ordering, processing, discarding, and inventory of the collection according to the guidelines in the Materials Selection Policy.

Employment files for the Library Director, including yearly evaluations and records of any disciplinary action, will be made in duplicate and signed by the Library Board President and Library Director. One signed copy will be held with the Library Director and the second signed copy, including all documentation regarding these matters, will be held in a security deposit box at Citizens First Bank, Trempealeau. Members of the Executive Committee are authorized to access this security deposit box and maintain the records therein.

Upon changes to the Executive Committee, the outgoing or unchanged Library Board President will be responsible to update the list of those authorized to access these files with the bank.

## **WAGES, BENEFITS, AND HOURS OF EMPLOYMENT**

All wages, benefits, and hours of employment will be submitted as part of the budget process and approved by the Library Board prior to submission to the Village Board.

**VACATION REQUESTS**

The Director will submit requests for vacation time in writing for approval by the Board at a regularly scheduled meeting prior to the date of the vacation. As much advance notice as possible is desirable and appreciated.

In case of an emergency, such as a funeral, family illness, etc., a time off request may be submitted to a Board Officer with as much advance notice as possible.

**PROFESSIONAL DEVELOPMENT**

The Director is encouraged to attend continuing education unit (CEU) events and shall be allowed expenses at the discretion of the Board.

The Director will obtain permission from the Library Board prior to attending any conferences outside of the area. Costs and time away will be factored into the decision.

Within four weeks of returning from a CEU event, the Director should complete a brief, written summary that will be shared with staff and the Board. This report is required if the Director wishes to continue to take advantage of CEU opportunities. It is valuable as a record of employee initiative and training and as a tool to inform staff of new ideas and insights.

The Director is encouraged to attend the Wisconsin Library Association annual convention and shall be allowed expenses at the discretion of the Board. Membership in the Wisconsin Library Association is encouraged. The membership fee shall be paid on the Director's behalf at the discretion of the Board.

**EXEMPT EMPLOYEES: LIBRARY DIRECTOR**

The purpose of this policy is to designate the library director position as an administrative exempt position in order to facilitate best practices in the recruitment, retention, and compensation of library employees and compliance with all relevant



federal, state, and local labor laws, regulations, and policies, including the Fair Labor Standards Act (FLSA) (see: <https://www.dol.gov/agencies/whd/flsa>).

The library director position is designated as an administrative-exempt department head position under the following conditions:

- The library director works full-time (2,080 or more hours per year);
- The library director is compensated on a salary basis (see: WHD Fact Sheet #17G <https://www.dol.gov/agencies/whd/fact-sheets/17g-overtime-salary>) as defined in the regulations at a rate not less than the FLSA minimum 40 hour work week;
- The library director is offered a comprehensive benefits package;
- The library director's specific job duties (based on the position description approved by the board of trustees) meet all the requirements of the Department of Labor's regulations (see: WHD Fact Sheet #17A <https://www.dol.gov/agencies/whd/fact-sheets/17a-overtime>) and WHD Fact Sheet #17G <https://www.dol.gov/agencies/whd/fact-sheets/17g-overtime-salary>).

Exempt employees of the library are not eligible for overtime pay. Any exempt employees working more than 80 hours in a two-week pay period may receive one-hour compensatory time for each hour worked at the discretion of the Library Board of Trustees.

*Approved by the Library Board of Trustees 6/26/2023*

**Category: Staff & Volunteers**

## **POLICY**

**Title: Volunteer Services**

**Effective:** June 2005

**Revised:** July 2009, July 2015, March 2019

Individuals and groups are encouraged to volunteer their time and efforts in the service of the library. In appreciation of volunteer services, the library acknowledges the need to organize volunteer activities and provide for appropriate recognition.

The library shall use the services of volunteers to:

-supplement the effort of paid staff by shelving, tidying our collections, and completing the paging lists.

-serve as a resource for encouraging citizens to become familiar with their library and the services being offered.

-support fund-raising activities sponsored by the library, the Friends of the Shirley M. Wright Memorial Library, or the Library Foundation.

Annual recognition will be given to the library volunteers. Rewards and notes of appreciation will be at the discretion of the Library Director.

All registration and circulation records, formal and informal, are considered to be confidential in nature. (See "Personal Privacy and Confidentiality" p.16). Therefore, only authorized staff may perform any duties that involve patrons directly.

## **Category: WRLSWEB**

### **POLICY**

**Title:** Shared Information Technology Network (WRLSWEB)

**Effective:** June 1, 2005

**Revised:** July 2015

The shared information technology network, known as WRLSWEB, is a cooperative service program of Winding Rivers Library System (WRLS) and La Crosse Public Library (LPL). As a

program of WRLS and LPL, the shared automation network is established, administered, operated and maintained under the legal authority of the Board of Trustees of Winding Rivers Library system and La Crosse Public Library.

The WRLSWEB shared information technology network is established to provide a shared, integrated library automation system to WRLS member public libraries. By the action of the Shirley M. Wright Memorial Library Board of Trustees, the Shirley M. Wright Memorial Library is a participating member of WRLSWEB.

As a participating library, we accept the following premises:

+by joining in this sharing effort, the library resources in this region will be more available and valuable.

+the whole of WRLSWEB will be greater than the sum of its parts.

+standardization of some components, procedures and policies will allow WRLSWEB to function more efficiently and effectively for its participants.

+the autonomy waived by adopting these standards is outweighed by the collective benefit represented by the share information technology network.

As a participating library, we agree to uphold the by-laws of the WRLSWEB shared information technology network. (See Appendix E)

## **APPENDIX "A"**

### **LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Material should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,

Inclusion of "age" reaffirmed January 23, 1996 by the ALA Council

## **APPENDIX "B"**

### **THE FREEDOM TO READ**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid, that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy, that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social

growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions.

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expression, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster

education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher, or government or church. It is wrong that what one can read should be confined to what another thinks proper.

*3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

*4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

*5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

*6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

*7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one; the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000 by the ALA Council and the AAP Freedom to Read Committee.



**APPENDIX “C”**

**SHIRLEY M. WRIGHT MEMORIAL LIBRARY**

**DISPLAY AND EXHIBIT RELEASE FORM**

\*Acceptance of any items to be displayed at the library is under the discretion of the Library Director.

I, the undersigned, hereby lend the following works of art or other material to the Shirley M. Wright Memorial Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Dates of Exhibition: \_\_\_\_\_

Description of Materials Loaned

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Signature of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX “D”**

Approved by Library Board of Trustees June 2022

# Request for Reconsideration of Library Materials

Date \_\_\_\_\_

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt, complete consideration by the Library Director and the Library Board of Trustees. This completed form becomes public record.

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**Your Contact Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

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

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Do you represent self? \_\_\_\_ Or an organization? \_\_\_\_ Name of Organization \_\_\_\_\_

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\*Please use extra paper if necessary

1. Resource on which you are commenting:

\_\_\_\_ Book/eBook    \_\_\_\_ DVD/CD    \_\_\_\_ Magazine    \_\_\_\_ Audiobook/eAudiobook

\_\_\_\_ Game    \_\_\_\_ Other

Title: \_\_\_\_\_

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

2. Have you examined the entire resource?

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3. Please describe your concerns about this material.

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4. What specific pages/sections illustrate your concerns?

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5. How did this material come to your attention?

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Please send the completed form to Library Director, Shirley M. Wright Memorial Library, 11455 Fremont St,  
Trempealeau, WI 54661

**APPENDIX 'E'**

**SHIRLEY M. WRIGHT MEMORIAL LIBRARY**

**Statement of Concern about Library Policy / Programming**

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

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

Your concern is about (please check)

\_\_\_\_\_ Library Policy

\_\_\_\_\_ Library-initiated Program

\_\_\_\_\_ Non-initiated Library Program

What is your concern about this policy or program?

Please tell us all you can to help us understand your concerns:

**APPENDIX "F"**

**Shirley M. Wright Memorial Library**

Incident Report

DESCRIPTION OF INCIDENT: Date \_\_\_\_\_ Time \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFENDER:**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Library Card Number or ID \_\_\_\_\_

Sex: M/F    Race \_\_\_\_\_    Age \_\_\_\_\_

Height \_\_\_\_\_    Weight/Build \_\_\_\_\_

Eye Color \_\_\_\_\_    Facial Hair \_\_\_\_\_

Clothing (including cap/hat, shoes) \_\_\_\_\_

Other Distinctive Characteristics \_\_\_\_\_

\_\_\_\_\_

**Appendix “G”**

NOTICE OF EXPULSION FROM SHIRLEY M. WRIGHT MEMORIAL LIBRARY

\_\_\_\_\_ (Name) has been expelled from library facilities

until \_\_\_\_\_ (Date)

until he/she appears before the Library Board for a conduct hearing. The next scheduled Library Board meeting is \_\_\_\_\_, in the library’s community room.

Staff signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_



**Appendix “H”**

**Shirley M. Wright Memorial Library Capital  
Improvement Plan**

**2021-2027**

Introduction, Scope & Process & Funding

2-3

Existing Capital Inventory

4-5

Signature Page

6

## **Introduction**

Shirley M. Wright Memorial Library (SWML) has a portfolio of capital assets that it owns, maintains and employs to help deliver quality services to its community. These assets include equipment, furnishings and internal office systems but also more permanent assets such as the building and surrounding pavement and grounds. SWML realizes an obligation to maintain and continually improve these assets. The process used to determine how to invest resources to maintain and improve the Library's capital assets is known as the Capital Improvement Plan (CIP).

A Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and funding sources for capital project expenditures, facilitates coordinated improvements by maintaining, preserving and protecting the Library's existing infrastructure systems, and provides for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. Upon adoption by the Library Board, the CIP becomes a statement of Library policy regarding the timing, location, and funding of future capital projects.

### **Scope:**

The adoption of a common definition assists in determining which projects are part of the Capital Improvement Plan versus those that are part of the general budget. Capital expenses may include facility and infrastructure improvements, specialized equipment, and planning or engineering services. Capital projects and improvements are assets, improvements and project expenses including:

- Replacements and improvements for the buildings and grounds greater than or equal to \$5,000;
- Projects whose total is greater than or equal to \$5,000

### **Process:**

The Capital Improvement Plan will be reviewed and revised annually as part of the Library Budget process between October – December. Library Director and Board committees will submit their final requests by Sept. each year. The Library Board then determines which projects receive highest priority and may allocate funding for the chosen projects in the next fiscal year’s budget. The total amount of all approved projects becomes the CIP Budget for the following year. Projects are typically constructed within the fiscal year for which funding is provided.

Additionally, the Board has discretion to allocate funds on an immediate basis for unexpected situations that may arise outside the regular budget process. Should this occur, the Board will revise annual Capital Improvement budget expenditures to align expenses within the existing budget.

**Funding:**

The Library Board will determine the source of funds for all projects. Options include donations by the Friends of the Library or Library Foundation and the Board checking or savings accounts. Other sources include the Fund Balance held by the Village of Trempealeau, the annual contingency fund and other funds within the annual Library budget.

# Inventory Master list

## STRUCTURE RELATED

Item	Date Installed/Updated	Projected Replacement	Projected Cost	Remarks
4 can lights above fireplace	2005	2021	2,000.00	Can lights appear to have water damage from window leak Checked annually by State of WI, High efficient (\$42,494) Less efficient (\$21,526)
2 Boilers	2006	TBD		Reassess annually
Carpeting - main room	2005	TBD		
Seal Coating and striping	2019	TBD	2,000.00	Seal Coat and striping done in 2019 by Oium
Carpeting - community room	2005	TBD		Reassess annually
Flooring - Hard surfaces	2005	TBD		Break room wear & tear, not likely to be replaced
Landscaping - sprinkler system	2005	TBD		Rain garden pipe burst; very minimal use
Plumbing - bathrooms, kitchen & utility and staff room; (total 6 sinks) 4 toilets + urinal, water fountains	2005	TBD		All in good working order currently
Tuck-Pointing	2005	TBD	As needed	
Windows/Doors	2005	TBD	As needed	
<b>Lighting</b> - 7 Chandeliers	2005	TBD		2019 bulbs replaced; ballasts updated 2015, rusty fireplace lights
Roof	2019	TBD	100,000.00	
<b>HVAC</b> -3 air handlers & conditioning units- controls	2019	TBD	40,000.00	10 year parts warranty; New 2019 paid \$26,000
Drive up Window -				
Mechanical arm & audio console (Commercial drawer)	2005/2020	TBD	6,193.00	Good condition. Serviced and replaced audio console with refurbished parts 2020 \$580
Fire alarm system	2013/2021	TBD	3,500.00	Installed monitoring (fire) 2013,\$3500
Fireplace	2005/2019	TBD		Lifetime warranty on burner,

## Inventory Master list

### FIXTURE RELATED

Workers chairs (3)	2017	2023	900.00	
Security System (4 cameras & panic alarm)	2018	2023		Panic button installed 2018 \$1300. Security Cameras installed 2017 \$2700
Workers Desks & countertop	2018-2020	2025	120.00	
Community room tables (6)	2018	2026	1,000.00	Friends purchased most recently
Kitchen - Refrigerator	2015	2030	1,000.00	
Work station	2018		5,000.00	Custom made
Library chairs; computer (14) stacking (70), wooden (14 adult 10 child) , upholstered chairs (15 assortment), loveseat(1), wooden rocking				
and 2 child rocking, Counter high (4) stools, short stools (4)	2005 - 2018	As needed		Wooden & stacking will last long term. Computer 10 blue have heavier use
Library tables - various sizes				
Computer tables (8)				
Adjustable computer	2005	As needed		Will last long term
Shelving – Long-shorts (2)				
Short-short (1) Tall-long (5)				
Med-long (1) Med-Long less segments (2) Tall-shorts (2)				
CD/DVD Drawers (5)				
Magazine slant(1)	2005	As needed		Will last long term
Window coverings (25 regular window) 1 large motorized				
includes mechanism & blind	2005	As needed		Good
Computers/Printers 13				
desktops, 1 laptop, scanner, color printer				\$750 per Desktop + monitor. \$1300 Laptop, Color printer \$400, Small scanner \$75
Projector & screen (2) Sound	Various	As needed		

bar, Apple TV device, DVD player Installed device 2014

2,500.00

2005 - 2015  
(Archeology)

As needed

In Kind for Archeology case (\$2,500)  
Built-in (\$5,000) not likely to be replaced

This Capital Improvement Plan was passed by the SWML Board of Trustees on

Date: 10/2021\_\_\_\_\_

It will be reviewed and updated each year in September as part of the Annual Budget Process.

Signed:

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Earl Adams  
Chair, Library Board of Trustees.



**Board Statements:**

approved 10/17/13:

It's completely natural that when personnel changes, there will be differences in record keeping specifically tied to programming and attendance numbers. While the DPI is thorough in its instructions on completing this section of the annual report, directors may have varied ways of coming up with these numbers. This board acknowledges that in any subsequent transition of directorship, we will ask records to be kept on programming and attendance in accordance with Wisconsin DPI Annual Report standards, for no less than 10 years. We hope to bring continuity in programming and attendance record keeping by setting this requirement.