

XIV. APPENDICES

A. BYLAWS OF THE LESTER PUBLIC LIBRARY OF ROME BOARD OF TRUSTEES	page 13
B. JOB DESCRIPTIONS AND QUALIFICATIONS	page 17
C. CHARGES	page 21
D. LIBRARY BILL OF RIGHTS	page 22
E. FREEDOM TO READ STATEMENT	page 23
F. FREEDOM TO VIEW STATEMENT	page 27
G. STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES	page 28
H. INTERNET USE POLICY	page 29
I. SEARCH WARRANT & SUBPEONA PROCEDURES & EXAMPLES	page 34
J. PRIVACY POLICY	page 42
K. LIBRARY & TOWN CONTACT TELEPHONE NUMBERS	page 44
M. LIBRARY CLOSURE POLICY	page 45
N. NAMING RIGHTS POLICY	page 46
O. SOCIAL NETWORKING POLICY	page 47
P. APPROPRIATE LIBRARY BEHAVIOR POLICY	page 48

APPENDIX A: BYLAWS OF THE LESTER PUBLIC LIBRARY OF ROME

ARTICLE I

Identification

The name of this organization is the LESTER PUBLIC LIBRARY OF ROME in Rome, Wisconsin, existing by virtue of the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and authority and assuming the responsibilities delegated to it under said statute.

ARTICLE II

Board of Trustees

Section 1. Number and qualifications: The governing body of the library is composed of 7 members as appointed by the Town Board and representing the residents of the local area.

Section 2. Terms of office: The terms of office of trustees shall be three years, which may be extended.

Section 3. Vacancies: Any vacancies will be handled in accordance with the current Town of Rome policy.

ARTICLE III

Officers

Note: Section 43.544(2), Wisconsin State Statute requires board members only to elect a president “and such other officers as they deem necessary.”

Section 1. The officers shall be a president, a vice-president, and a secretary, elected from among the appointed trustees at the annual meeting of the board. An officer may succeed him/herself.

Section 2. : The terms of office of trustees shall be three years, which may be extended.

Section 3. The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, and execute all documents authorized

ARTICLE III (cont'd)

Officers

by the trustees, serve as ex-officio voting member of all committees, and generally perform all duties associated with that office.

Section 4. The vice-president, in the event of the absence or disability of the president, or of a vacancy of that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular meetings, and shall perform such other duties as are generally associated with that office. The library director, a member of the staff, or an outside agency may be designated to perform any or all of the above duties.

ARTICLE IV

Meetings

Section 1. The regular meetings shall be held as called.

Section 2. The order of business for regular meetings shall include, but not be limited to, the following items:

- (a) Call to order
- (b) Certify postings
- (c) Roll call of members, introduction of visitors
- (d) Disposition of minutes of previous regular meeting and any intervening special or closed meeting
- (e) President's report
- (f) Bill approval
- (g) Budgets
- (h) Foundation/Friends of the Library/Town of Rome
- (i) Librarian's report
- (j) New business
- (k) Set Next Agenda Items
- (l) Set Next Meeting Date
- (m) Adjournment

ARTICLE V

Duties of the Board of Trustees

Section 1. Determine the policies of the library and develop the highest possible degree of operating efficiency in the library.

Section 2. Select and appoint a competent library director.

Section 3. Advise in the preparation of the budget, approve it, and make sure that adequate funds are provided to finance the approved budget.

Section 4. Through the library director, supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 5. Study and support legislature that will bring about the greatest good to the greatest number of library users.

Section 6. Cooperate with other public officials and boards and maintain vital public relations.

ARTICLE VI

Library Director

The library director shall be considered the ex-officio member of the board and shall have sole charge of the administration of the library under direction and review of the Library Board. The director shall be responsible for the care of the buildings and equipment, for the employment of the staff, for the efficiency of the library's service to the public, and for the operation of the library under the financial conditions set forth in the annual budget. The director shall attend all board meetings but shall have no vote.

ARTICLE VII

General

Section 1. An affirmative vote of the majority of all members of the board present at the time shall be necessary to approve an action before the board.

Section 2. Any rule or resolution of the board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which a quorum is established. Four or more members present constitute a quorum.

Section 3. These bylaws may be amended at any regular meeting of the board by majority vote of all members of the board.

Section 4. A quorum for the transaction of business at any meeting shall consist of majority members of the Board present in person. (For municipalities see S.43.54(1)(e), Wis Stats.). In rare circumstances and on pre-approval by the President, members may participate by telephone or other means of telecommunication or electronic communication. Any voting conducted by telephone, or by other means of telecommunication or electronic communication, shall be subject to the same quorum requirements of meetings at which members are present in person. A person appearing electronically shall state on the record that no other individuals are able to hear the closed session discussion.

These bylaws will be in force upon adoption by the board of trustees of the Lester Public Library of Rome on the 11th Day of July 2011.

APPENDIX B: JOB DESCRIPTIONS AND QUALIFICATIONS

Library Director/ Administrator

Responsibilities and duties:

1. Know and keep up-to-date library concerns; local, county, system, state and federal levels by reading, attending meetings, workshops and classes.
2. All phases of librarianship and literature:
 - a. Collection development of all materials (books, periodicals, audio visual, pamphlets) selecting, ordering, cataloging, processing of material for checkout, repair of materials, review of collection for outdated material and withdrawal from the collection.
 - b. Material record management of the electronic catalog.
 - c. Patron application for library card, patron record management of electronic catalog and oversee patrons in the library.
 - d. Circulation of materials and collecting materials when they become overdue.
 - e. Reference service for walk-in, email and digital requests, and telephoning patrons.
 - f. Inventory and collection.
3. Plan the budget and administer it. Prepare monthly vouchers for bills and payroll. Keep records of all bills.
4. Prepare financial and service reports for the Library Board & Town Board, the Library System and the State by month, semi-annual and annual.
5. Schedule staff time.
6. Select, train, and supervise all non-professional staff with approval of the Library Board.
7. Develop and implement, with board approval, a Volunteer Policy
8. Public relations persons — talk to local groups, businesses, create displays, booklists, news articles, plan for development of library services and make recommendations, cooperate with other libraries and systems, meet with city officials and governing bodies.
9. Programming — summer reading program, preschool story time, book talks, adult programming.
10. Know how to use and troubleshoot for all equipment (automated circulation system, computers, electronic catalogs, email, printers, networks, typewriter, copy machine, telephone, projectors, and camera).
11. Oversee maintenance and appearance of the library and grounds.

QUALIFICATIONS OF LIBRARY DIRECTOR/ADMINISTRATOR:

1. Grade 2 - State of Wisconsin Certification.
2. Ability to meet the public and work well with others.
3. Ability to supervise library when in charge.
4. Typing, computer and office equipment skills.
5. Knowledge of library skills.

Grade 2 Certification: Administrators of municipal, joint and county libraries with a municipal, joint municipal or county population between 3,000 and 5,900 are required to hold at least grade 2 Certificate.

The educational requirements for grade 2 certification are a Bachelor's Degree plus twelve semester credits for the following courses:

- Public Library Administration
- Selection of Materials
- Organization of Materials
- Reference and Information Services

After these courses have been completed, individuals certified at grade 2 must participate in 100 contact hours of continuing education in the five-year period prior to re-certification.

Assistant Director

Responsibilities and duties:

Under the **general direction** of the Library Director, The Assistant Director **independently performs** in the following areas: circulation, reference service, and collection development. This position also encompasses **general supervisory responsibilities** relating to scheduling volunteers and the oversight of duties. In the absence of the Library Director, this position **assumes responsibility** for the staff and building.

DUTIES/EXAMPLES OF WORK

1. Plans, organizes and conducts library services in the areas of circulation, interlibrary loan and serials management. Assists with technical services duties as assigned by the Library Director.
2. Assists in training, directing and evaluating the work of persons in volunteer positions.
3. Carries out library policies and procedures.
4. Assists patrons with ready-reference questions, readers' advisory, bibliographic instruction and database searching.
5. Assists with cataloging of all types and levels of materials.
6. Provides information and recommendations for materials selection.
7. Assists in updating of library procedures; collects and organizes statistics.
8. Serves as staff liaison to and coordinates activities with the Friends of the Library organization.
9. Performs light housekeeping as necessary.
10. Performs other related tasks.

EDUCATION AND EXPERIENCE

1. Wisconsin Grade 3 certificate or the equivalent

SPECIAL QUALIFICATIONS DESIRED

1. Prior experience working in a public library.
2. Library course work in pertinent areas.
3. Valid Wisconsin vehicle operator's license.

DEGREE OF INDEPENDENT JUDGMENT EXERCISED

1. For complex tasks supervisor provides oral or written instructions on what to do, how or when to do it. Otherwise position requires a high degree of independent judgment.

OTHER POSITIONS AND EMPLOYEES SUPERVISED

1. Library Assistants and Volunteers in absence of Library Director

Library Assistant/Librarian

Responsibilities and duties:

1. Oversee the day to day operation of the library as assigned by the director including: opening and closing of the library; daily circulation, reference, and processing of library materials.
2. Familiarize oneself with the overall organization of the library in order to take charge of the library when the director is not on duty.
3. Circulation desk duties:
 - a. Materials check-in and check-out
 - b. Register and issue patron library cards
 - c. Take reserves, prepare overdue reports and send notification
 - d. Answer simple reference questions in person and over the telephone
 - e. Process interlibrary loan requests, orders and returns
 - f. Answer reference and circulation questions
 - g. Computer station troubleshoot
 - h. Locate requested materials
 - i. Assist with fax, copier and printer use
 - j. Answer incoming telephone calls
 - k. Calculate fine and be able to handle money
4. Process and manage bulk loans, serial and magazine materials
5. Process and repair library materials
6. Promote and assist with planning of library programs
7. Attend workshops, meetings and continuing education opportunities
8. Communicate suggestions/problems with the director
9. Assist with cataloging library materials

QUALIFICATIONS OF THE LIBRARY ASSISTANT/LIBRARIAN

1. High school graduate, completion of the A-50 Basic Library Services certification and at least one year of library experience
2. Ability to work with people of all ages, display good customer service skills, demonstrate good communication skills and have a love of reading
3. Ability to supervise the library when in charge
4. Possess a base knowledge of computer skills and a willingness to learn the library's circulation and cataloging software

Junior Library Aide

Responsibilities and duties:

Assist with planning and organizing the Summer Library Program. Assist with events surrounding the program which may include running games, teaching crafts, collecting reading records, keeping statistics and miscellaneous clerical tasks as assigned.

Qualifications:

Applicants must be currently enrolled in high school or a recent graduate and be in good academic standing. Is also required to have past experience working with children and/or in a library environment with children. Ability to communicate effectively, both orally and in writing. Ability to maintain adequate attendance. Familiarity with computers and keyboarding desired. Student must be willing to work with children ages
Preschool - Middle School.