



Policies & General Information

OAKFIELD PUBLIC LIBRARY

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Oakfield, WI 53065

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www.oakfieldlibrary.org

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Library Policies

MISSION STATEMENT

The Oakfield Public Library enriches lives by connecting community, information, and ideas to promote literacy, lifelong learning, and exploration.

Approved by the Oakfield Library Board - March 12, 2015

Approved by the Oakfield Library Board - February 16, 2016

MATERIALS SELECTION POLICY

Selection and the Library's Mission

The Oakfield Public Library Board of Trustees has adopted this policy to assist in fulfilling its mission to enrich lives by connecting community, information, and ideas to promote literacy, lifelong learning, and exploration.

This policy which guides the selection of materials for the Oakfield Public Library is intended to comply with the American Library Association's "Library Bill of Rights" and its "Freedom to Read Statement."

Final responsibility for selection of materials rests with the library director who operates within the framework of policies adopted by the Board of Trustees. However, other members of the library staff, including the children's librarian, participate in various levels of selection. Recommendations by library users and other members of the community are also used.

Selection Aids and Other Criteria in Selecting Materials

Because large numbers of new items are published each year, it is not possible for library staff to personally examine all items selected, nor can library staff be expected to have technical expertise in all of the subjects covered in the library's collection. As a result, reviews in professional journals and lists compiled by reputable contributors are heavily relied upon in making selections. However, the lack of a review or an unfavorable review shall not preclude the library's acquisition of a title. If the title is in demand or is determined to fill a particular need of the library, it may be acquired.

Some factors influencing selection of an item include factual accuracy and reliability of information, timeliness, current usefulness, significance of the subject, popular interest, permanent value, relevance to the existing collection, qualifications of author or illustrator, style and reliability, reputation of the publisher, availability in the community and in other libraries in the Winnefox Library System, format and cost.

Demand by library users is a valid factor in material selection. Materials selected using this criterion will be of popular interest and in high demand or of significant current interest, not always of enduring value. An item in heavy demand may be duplicated if prolonged use is anticipated.

Scope and Access to the Collection

The library is aware of the increasing availability of information in forms other than the printed page and will incorporate other formats when appropriate. It attempts to provide materials on a wide variety of topics for users of different ages and reading levels. These materials will include both print and non-print formats. The library also recognizes its responsibility to provide various points of view, within the limits of space, budget, and availability.

The library assures unrestricted access to its holdings for all adult patrons who are free to select or reject for themselves any item in the collection. Individual or group disapproval about a particular item or about a type of material in the collection may not preclude its use by others.

Request of Reconsideration and Appeals Procedure

It is recognized that although great care is taken in the selection process of library materials, occasional objections will be made. Anyone in the community having an objection to items in the library collection may request that they be reconsidered by submitting a written statement expressing his/her concerns. The library director will respond to the statement and may provide copies of reviews or other documents supporting the value of the items in the collection. If the person filing the request for reconsideration is not satisfied with this response, the statement will be passed on to the Library Board. The Library Board will decide on what action to take regarding the materials in question and this decision shall be final.

Gifts

Gift books and other materials are welcomed with the understanding that any gifts will be added to the collection only if they meet the same standards required of purchased materials. The library board has final discretion on the use of library donations. All donations become the property of the library from the time of receipt until the time of disposal. Gift materials not added to the collection may be given to other organizations, sold, recycled or discarded. Whenever a gift item is no longer needed by the library, it will be disposed of in the same manner as purchased materials.

Withdrawals

An up-to-date, attractive and useful collection is maintained through a continual discarding and replacing process. Materials are withdrawn because they are out of date, so badly worn or damaged that they cannot be mended, because it is cheaper to replace them, or because they are once-popular items that are no longer used. Space, the cost of replacement, and appearance of the collection are factors in these decisions. In some cases, different formats may be used to replace older items, especially when storage space and accessibility are important issues.

Approved by the Oakfield Public Library Board - November 10, 2011

Approved by the Oakfield Public Library Board - February 16, 2016

LOCAL HISTORY COLLECTION POLICY

Purpose and Scope of the Local History Collection

The purpose of the local history collection is to preserve materials that document the history of the village of Oakfield and the surrounding areas in Fond du Lac and northern Dodge Counties and to make these materials available to researchers and the general public. Subject areas include: early settlers, ethnic groups, family, business, work, and prominent individuals and events.

The library will collect books, documents, maps, memorabilia, genealogical records of founding families, slides, newspapers, news clippings, identified and some unidentified photographs (framed and unframed) for the local history collection.

Selection Criteria

- Relevance to the history of the Oakfield area
- Uniqueness and historical value of the item
- Physical condition of the item
- Space constraints for storage of the item
- Time needed to arrange the collection for use
- Signed "Deed of Gift" form

Gifts

The library welcomes donations to its local history collection. All donated materials must be free of dirt, mold, moisture, and pests and should be in good condition. Three dimensional objects may be accepted if they fit the scope of the collection and do not require special storage and preservation needs.

Materials that do not fit within our collection policy may be referred to local historical societies. The library reserves the right to decline gift offers.

Donors must sign a "Deed of Gift" transferring ownership, and copyright, if applicable, to the Oakfield Public Library. The donor and the library each retain a copy of the deed of gift.

Once a donation has been made, the library reserves the right to decide how the donated item will be displayed or stored, how the item may be used by the public, and how long the item will be retained. Materials in the Local History Collection may be scanned and placed on the internet for viewing, may be moved to another location within the library, and may be withdrawn from the collection if deemed no longer appropriate to the collection.

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Access

The Local History Collection is mainly housed in the Local History Area, which is open for public use during normal library hours. Every effort is made to make the collection as accessible to the public as possible, but due to the nature of this collection, some materials may be non-circulating and must be used inside the library.

Library staff may refuse to allow the handling, scanning, or photocopying of fragile material. Some materials may be protected by copyright. Patrons assume all responsibility for possible infringement of copyright and invasion of privacy and other rights that may arise in the use of the materials copied. The copyright law (Title 17, United States Code) governs the making of reproductions of copyrighted materials.

Preservation and Maintenance

Local history materials, when appropriate will be preserved in acid-free folders, enclosures, and containers. The collection will be maintained in a clean, safe, and secure environment to the best extent possible.

Discarding Materials

The Oakfield Public Library reserves the right to withdraw materials that do not fit within the scope of the Local History Collection. Withdrawn items may be returned to donors, offered to other depositories, or discarded.

Approved by the Oakfield Public Library Board – April 20, 2016

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DONOR RECORD AND DEED OF GIFT

Donor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Description of item(s):

** Feel free to attach a list of items **

I, the Donor, agree as follows:

_____ I have read the Oakfield Public Library Gift Policy and agree that my gift/donation should be handled in accordance with the policy.

_____ I certify that I am the true, rightful and legal owner of the above referenced donated materials and/or property.

_____ I agree that I am irrevocably and unconditionally giving, transferring, and assigning to the Oakfield Public Library all right, title and interest in the donated materials and/or property, including copyright, if applicable.

_____ I understand that the library reserves the right to decide how the donated item will be displayed or stored, how the item is used by the public (which may include digitization), and how long the item will be retained.

Additional Notes:

Signature: _____ Date: _____

All gifts are tax deductible and this form acts as a receipt for donation of materials. The library does not place a financial value on materials received.

Gratefully acknowledged and accepted by the Oakfield Public Library:

Library representative _____ Date _____

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CIRCULATION POLICY

Library Hours

Monday, Wednesday, Thursday	1 pm -- 7 pm
Tuesday	10 am – 5 pm
Friday	Noon – 5 pm

Loan Periods and Fines

	<u>Loan Period</u>	<u>Fine Rate</u>
Magazines	7 days	.10 per day
Video cassettes	7 days	.50 per day
DVDs	7 days	.50 per day
Books	21 days	.10 per day
CDs	21 days	.10 per day
Books on CD	21 days	.10 per day
Books on Cassette	21 days	.10 per day
CD-ROM	21 days	.10 per day
Interlibrary Loans	varies	1.00 per day

There is a limit of 10 videos that may be checked out and a maximum of 75 items.

Library Cards

Anyone living in the Village of Oakfield, Fond du Lac County, or other counties in the Winnefox Library System, may obtain a library card at no cost, unless the user already has a library card from a library in the Winnefox Library System.

There is a charge of \$1.00 for replacement of lost cards.

Renewals

All items from the Winnefox Library System may be renewed twice, unless another user has placed a hold on that item. Items borrowed from libraries outside of the Winnefox System through interlibrary loan may not be renewed.

Teacher Cards

Teachers at public and private schools may obtain a "Teacher Card" to be used for curriculum-related materials, not for personal usage. Materials checked out on this type of card are fine exempt, but the borrower is responsible for returning library materials in accordance with the library's loan period and for payment of lost materials.

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Reserves

Borrowers are encouraged to place holds (reserves) on items from any Winnefox System library. They will be notified by telephone or email when the requested materials are ready for pickup at the library. There is a limit of 50 reserves per user.

Interlibrary Loans

Requests may be made for items not available in the collections of Winnefox System libraries. Interlibrary loan requests should be submitted to a library employee. A maximum of 12 requests may be submitted.

Conditional Use

Library staff will assess the condition of historical materials and decide if their condition is too delicate to be loaned out on interlibrary loan or to be checked out by patrons. The library encourages the checking out of materials that are sturdy enough to withstand usage.

Overdues and Restrictions

Persons owing \$5.00 or more in outstanding accruing fines will not be allowed to check out more materials or renew or reserve items until fines are paid.

Overdue notices are sent when items are 10 days late (email notices will be sent when they are 3 days overdue and 15 days overdue) and a bill will be sent when they are 30 days overdue. Letters will be sent from the library if materials are not returned, or if payment is not made, for overdue materials at least two weeks after the bills have been sent. Finally, the library will attempt to contact the borrower by telephone. If the materials are not returned within two weeks after final contact is made and the value of the materials is greater than \$50.00, village ordinance 9.12.030 (Damage or Theft of Library Materials) will be utilized.

Users responsible for the loss of materials or irreparable damage to them will be assessed the replacement cost of the materials.

Children under 17 years old are not allowed to check out R-rated videos unless they have permission from a parent or guardian.

Outreach Policy

The Oakfield Public Library will deliver library items to homebound individuals in the village and township of Oakfield per ADA regulations. Each request for service will be assessed on a case by case basis. Delivery of materials should be done by volunteers, if possible, with items put into a bag to protect privacy.

Approved by the Oakfield Public Library Board - October 13, 2009

Revised and approved by the Oakfield Public Library Board – February 16, 2016

INTERNET AND COMPUTER USE POLICY

The Oakfield Public Library provides access to the internet as a means to enhance the information and learning opportunities for the citizens of the library's service area.

Access to the internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines.

The use of all forms of that access is bound by this policy and it applies to all digital equipment, whether personal or public, used on library grounds.

The library expects that anyone who accesses the internet at the library or through the library's wireless connections will agree to the following:

- All resources will be used for educational, informational or recreational uses only, and not for illegal or unethical purposes.
- The privacy of others will be respected by not: misrepresenting oneself as another user, attempting to crash, degrade performance, modify or gain unauthorized access to the library's or any other computer system, network or database.
- Not sending, receiving, or displaying text or graphics which may reasonably be construed by library staff as offensive to the public and inappropriate in a library setting.
- Making only authorized copies of copyrighted or licensed data.

The library assumes no responsibility for the use of the internet by children. It is the responsibility of the user (or responsible adult) to determine what is age appropriate. Library staff assumes that those under age 18 have parental permission to use library resources, including the internet.

No password is required for wireless access.

The library's wireless network is not secure, and the library does not guarantee the safety of traffic across its wireless network. The library is not responsible for ensuring your privacy or the safety of your data or hardware while connected to our network.

The library reserves the right to monitor access to the internet and use of library equipment to ensure compliance with this policy.

Computer use by patrons ages 15 and under is limited to 30 minutes per day. Exemptions may be requested for legitimate reasons.

Users must be at least 8 years old to use the computers independently. A responsible adult must directly supervise children under age 8.

One person per computer unless permission from library staff is given for special circumstances.

A warning will generally be given for violations of this policy. If the problem continues, or if the behavior is particularly obnoxious, disruptive, or dangerous, the offender will be asked to leave the library. Viewing of inappropriate websites, as defined above, will

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automatically result in the loss of computer privileges for at least one month. Library employees may contact the Oakfield Police Department if deemed advisable.

If library privileges are suspended for more than one day, written notice will be issued to the patron (parent or guardian in the case of a minor), library board, and to the police department regarding the terms of the suspension or banishment. Any patron whose library privileges have been denied, may have the decision reviewed by the Board of Trustees at its next regularly scheduled meeting.

Costs for repairs to library equipment caused by malicious or deliberate damage will be the responsibility of the user. Illegal uses of equipment and internet access also may be subject to prosecution by local, state, or federal authorities.

Approved by the Oakfield Public Library Board - October 14, 2015

Approved by the Oakfield Public Library Board - February 16, 2016

Revised & approved by the Oakfield Public Library Board- September 21, 2016

EQUIPMENT AND MATERIAL USE POLICY

The Oakfield Public Library offers the following equipment for use by library patrons:

Library Equipment

- Copier/Scanner/Printers -- Color prints \$.15 -- B&W prints \$.10
- Desktop computers

Library Equipment Available for Loan

May be used by groups at the discretion of library personnel

- Projector
- Portable projection screen

Must be used in the library or on library grounds at the discretion of library personnel.

- Laptop
- Chromebook
- Scanner

Maybe be borrowed for personal home use for an indefinite period of time by those with a low vision disability.

- Merlin Magnifier

Devices are available on a first come first served basis. The library may impose restrictions, such as time limits or types of use. Other devices and equipment may become available in the future. All materials and equipment taken from the library must either be checked out or signed out.

Users will be required to provide a valid library card or provide their name and contact information before materials or equipment will be released to them.

Equipment will be inspected and inventoried after each use and is assumed to be in good working condition at the time of use or checkout. The cost of any repairs or replacements due to mishandling, or loss of equipment while checked out must be assumed by the borrower.

Equipment and Materials Borrowing Agreement

I agree to be responsible for paying the full cost of replacement or repair should the equipment or materials used by or loaned to me be stolen, lost, not returned, or damaged.

Item(s) borrowed _____

Name (printed) _____ Signature _____

Phone number or email _____

Date _____

Approved by the Oakfield Public Library Board - October 14, 2015

Approved by the Oakfield Public Library Board - February 16, 2016

Revised and approved by the Oakfield Public Library Board - May 16, 2018

PATRON CONDUCT AND RESPONSIBILITIES POLICY

The Oakfield Public Library is dedicated to providing a welcoming and safe environment for people of all ages.

Children age 7 and under must be accompanied by a parent/guardian or responsible caregiver when visiting the library. Children ages 8 and older are welcome to use the library appropriately on their own.

When concerns arise about a child left unsupervised, library staff will attempt to contact a parent or caregiver. If a parent or caregiver cannot be reached within a reasonable amount of time or if the library is closing, staff may contact the Oakfield Police Dept. to ensure the child's well-being and may turn the child over to the police. All minors should have the contact information of someone who can assist them in an emergency.

The responsibility for the safety and behavior of children of any age whether inside the library building or on library grounds rests with the parent/caregiver and not with the library personnel. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior.

Inappropriate behavior includes any activity that disturbs others, interferes with library operations, damages the building or its furnishings, as well as rudeness, profanity, and any other behavior generally considered unacceptable in a public place, including but not limited to:

- any illegal activity,
- being in a state of intoxication,
- using tobacco products or illegal drugs,
- engaging in loud conversation or rowdy behavior
- fighting, bullying, stalking or harassment of customers or staff,
- throwing of stones or other missiles such as snowballs at any person, or at, in or into the building,
- loitering (lingering in an area without a library related purpose) or obstruction of entryways and passageways, patrons age 15 and under are limited to one hour per day in the library
- frequently entering and leaving the library within a short period of time
- theft, damage, or misuse of library property, library materials or personal belongings,
- entering the library with a pet or animal, except for assistance animals or animals that are part of an official program,
- interfering with the use of the library by other patrons or by interfering with library employee's performance of their duties,
- entering an unauthorized area without permission, remaining in the library after closing or when requested to leave,

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- entering the building without a shirt or footwear,
- violating internet and computer use policies,
- personal hygiene that materially disrupts others from using library facilities, collections, or services.

A warning will generally be given for inappropriate behavior. If the behavior continues, or if the behavior is particularly obnoxious, disruptive, or dangerous, the offender will be asked to leave the library. Library employees may contact the Oakfield Police Department if deemed advisable.

If library privileges are suspended for more than one day, written notice will be issued to the patron (parent in the case of a minor), library board, and to the police department regarding the terms of the suspension or banishment. Any patron whose library privileges have been denied, may have the decision reviewed by the Board of Trustees at its next regularly scheduled meeting.

Approved by the Oakfield Public Library Board – April 2013

Revised and approved by the Oakfield Public Library Board – February 16, 2016

Revised & approved by the Oakfield Public Library Board– September 21, 2016

LIBRARY FACILITY POLICIES

Outdoor Sign

The usage of the outdoor sign at the Oakfield Public Library will be determined by the director and/or staff and the library board. Special programs and items of interest at the library will have precedence. Village wide events will also be displayed as often as requested. Use of the sign for individual accomplishments will not be considered.

Bulletin Board & Literature Distribution

The Library maintains a bulletin board and a brochure rack for the purpose of disseminating library, community, or public service information and materials of educational or cultural interest. Due to limited space, library events and announcements will take precedence. In general, job postings, political or commercial advertisements, and classified ad notices will not be accepted.

Approval of a display or distribution of handout materials does not imply endorsement by the library staff or the Board of Trustees of the viewpoints expressed in the items. All materials for display or distribution must be submitted for approval by library staff.

Facility Use

Groups are welcome to use the library facility when given permission by the librarians or library board and when it will not interfere with regular library use. Use of the Community Room is governed by the Village of Oakfield.

Food and drink carried in by patrons will not be allowed in the library.

No sales, canvassing, or solicitations, – any exception would need the approval of the library board.

Bicycles should be parked in the bike rack. Under no circumstances should they be left blocking the sidewalk.

Telephone Usage

Telephone calls will be allowed only for emergencies and other unforeseen situations. Patrons will be charged .25 for all other calls.

Weather and Other Emergencies

Emergency procedures and maps for evacuation, shelter in place, and emergency lockdown are posted throughout the building. Library staff are to notify visitors of the emergency procedures and to make sure that all persons in the library building are accounted for.

If the public schools in Oakfield are closed due to inclement weather, the Oakfield Public Library will also close due to the conditions. If by later in the day conditions should improve, it is up to the discretion of the library staff if they feel the library can be opened without risk to our staff and patrons.

Approved by the Oakfield Public Library Board – February 16, 2016

Revised & approved by the Oakfield Public Library Board– September 21, 2016

PHOTO RELEASE POLICY

Persons attending public library programs maybe videotaped or photographed as an audience member. These images may be used for library programming or promotion, including display on the library's website, or print or social media. Attendees and/or participants consent to having their photograph taken and used for such purposes. To ensure the privacy of all individuals, including children, images will not be identified using full names or personal identifying information without approval from the photographed subject, parent or legal guardian. If a library patron does not wish himself/herself or his/her child to be photographed, the patron must notify the Library staff to that effect.

Approved by the Oakfield Public Library Board – February 16, 2016

RECORDS RETENTION POLICY

This list is a summary of information found on the Wisconsin Public Records Board site
http://publicrecordsboard.wi.gov/Docs_by_cat_type.asp?doccatid=678&locid=165

RDA Number	Item	Retention (number refers to years if not otherwise stated)	Confidentiality
Board Materials			
001	Board bylaws	until superseded	
ADM00023	Library policies & procedures	until superseded + 7	
002	Annual reports	current year + 2	
	Minutes & meeting materials	Permanent	
ADM00017	Strategic planning documentation	plan completion or expiration + 6	
Administrative Files			
ADM00011	Transitory Correspondence (Routine requests for information that require no policy decision, special compilation or research are transitory to the sender and the recipient.)	Destroy when no longer needed	Confidential
ADM00010	Business-related correspondence	creation + 1	
003	Monetary donations	current year + 5	Confidential
004	Property donations (artwork, furniture, etc)	As long as owned by the library + 5	Confidential
ADM00013	Grant documentation	End of grant project, or denial of grant application + 4	
010	Accident reports/claims	date of incident + 7	Confidential
005	Patron incident/disciplinary	date of incident + 5	Confidential
ADM00022	Open records requests	when response is provided + 3	Confidential
PUR00010	Contract and Request for Bid /Proposal file	expiration date + 6	
008/009	Legal Opinions & Litigation files	while being used + 5	Confidential
ADM00015	Internal newsletters to staff	creation + 1	
FAC00090	Disaster recovery records	event + 3	
002	Annual Reports	current year + 2	
ADM00001	Routine staff reports	creation + 1	
FAC00103	Health, Safety or Fire Code Compliance Certificates	certification expiration + 3	

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Financial Records			
BUD00006	Annual budget	current year + 6	
90000004	Annual financial reports/audits	current year + 3	
011	Budget preparation documents	current year + 6	
90000002	Monthly financial reports	destroy when no longer needed	
90000021	Bills, invoices, deposit slips, purchase orders, receipts, bank statements,	current year + 6	
RISK0036	Liability claim files	date claim is settled + 11 (in claims involving a minor hold until minor turns 18 + 11)	
012	Inventory and Depreciation schedules	current year + 5	
Buildings, grounds, equipment			
FAC00015	Blueprints, building plans, final specs	life of structure	
FAC00057	Physical plant inspection reports	current year + 6	
RISK0048	Material Data Safety Sheets (MSDS)	while you have the hazardous materials + 30	
FAC00011	Construction documents	completion date + 10	
FAC00013	Asbestos & hazardous materials remediation files	end of project + 30	
FAC00014	Unsuccessful bids	date bid is awarded + 4	
FAC00016	Land titles, Conveyances and Easements	Permanent	
FAC00052	Building maintenance & management records	current year + 3	
FAC00054	Equipment installation, repair, service records	keep as long as you have the equipment	
FAC00060	Lease and tenant information	expiration of lease + 6	
FAC00068	Chemical & pesticide use (lawn care, etc.)	date of use + 3	
FAC00082	Surveillance recordings	120 days	
RISK0025	Property insurance policies	policy effective date + 30	
FAC00055	Building Maintenance/-Warranty Files	warranty expiration + 1	
RISK0035	Liability Insurance policies	policy effective date + 75	
HR/Personnel: Job Search & Hiring			
HR000013	Job application materials for non-hires	date person is hired + 4	confidential
HR000026	Federal I-9 forms	3 years after date of hire or 1 year after termination, whichever is longer	confidential
HR000012	Job announcements/postings	date person is hired + 4	
HR000022	Unsolicited resumes and general requests about employment	date received + 6 months	confidential

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HR000025	Letters or emails to unsuccessful candidates	end of recruitment + 1	confidential
HR000017	Criminal Background checks	date report is received + 6.5	confidential
HR/Personnel: Other			
HR000190	Personnel files	while person is employed by the library + 8	confidential
RISK0010	Employee injury records/Workers compensation files	while person is employed by the library + 30	confidential
HR000108	Grievances	until resolved + 5	
HR000045	Job descriptions	while person is employed by the library + 8	
HR000191	Volunteer/community service files	while the person is working at the library + 2	confidential
HR000113	Employee discipline related records	event + 5	confidential
HR000192	Employee performance evaluations	while person is employed by the library + 8	confidential
PAY00011	Payroll records	creation + 4	Confidential
ADM00005	Calendars and staff scheduling documents	creation + 1	
HR000157	FMLA requests and responses	creation + 3	confidential
HR000198	Employee handbook/staff manual	until superseded	
PAY00021	Withholding forms (federal W-4, state WT-4, etc)	while person is employed by the library + 7	confidential
PAY00025	Unemployment Compensation claims	creation + 5	confidential
ILS/ILL/Collection			
016	Patron registration/application forms	May be destroyed once entered into the database	confidential
019	Daily, monthly, & annual statistical reports	current year + 1	
020	ILL records	active + 30 days	confidential
006	Purchase suggestions	date decision is made + 1	Confidential
007	Requests for reconsideration of library materials	date decision is made + 6	Confidential
013 & 014	Bibliographic & item-level records	may delete when item is withdrawn	
Programming, Public Service, and Communications			
023	Meeting room use records	May be destroyed once meeting room use is over	confidential
025	Programming & event files	date of event + 1	
027	Press releases	release date + 5	
026	Contest entry forms	until contest is over + 30 days	confidential
ADM00024	Surveys (customer satisfaction, etc.)	Creation + 1	possibly

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113	Library newsletters	current year + 3	
024	Reference requests & responses	may be destroyed once question has been answered	confidential
Other			
023	Internet use agreement	while active	confidential
028	Local History Files: records documenting transfer of legal and physical custody of documents, photographs, and other items in local history collections	Permanent	

Social Media posts (Facebook, twitter, etc) and library web pages are considered records but are not specifically mentioned in the records retention schedule. For example, Facebook posts about upcoming activities are similar to the sort of article that can be found in library newsletters. Therefore, keep those posts as you would newsletters (current year + 3 years)

Approved by the Oakfield Public Library Board – April 5, 2006

Revised edition adopted and approved by the Oakfield Public Library Board – January 24, 2018

BYLAWS

Article I

Identification

The name of this organization is the Oakfield Public Library, located in the Village of Oakfield 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 five members as appointed by the Village President and representing the Village of Oakfield or the library's service area. One member is designated by the School District of Oakfield Administrator. In addition, there may be a non-voting liaison representing the Village Board if none of the five appointed members of the Library Board is a Village Board member.

Section 2. Term of Office. The term of office of trustees shall be three years. If a trustee is appointed to serve an unexpired term of office exceeding 18 months it shall be considered a full term.

Section 3. Disqualifications, Vacancies. Any member who moves out of the library service area that he/she represents shall be responsible for notifying the secretary of the board of trustees. Upon receipt of such notification, the position shall be declared vacant. It shall be the duty of the president to notify the appointing official of the vacancy, and, by direction of the board, suggest to the appointing official of the vacancy three to five names of persons who may qualify to fill the position. When any trustee fails to attend three consecutive meetings of the board the president shall notify the appointing authority, request the disqualification of the trustee, and suggest three to five persons qualified to fill the position.

Article III

Officers

Note: Section 43.52 (2), Wis. Stats. requires the 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, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the board. An officer may succeed him/herself. Vacancies in office shall be filled by vote at the next regular meeting of the board after the vacancy occurs.

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Section 2. A nomination committee shall be appointed by the president three months prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The president shall preside at all meetings of the board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the board, serve as an ex-officio voting member of all committees, co-sign all checks drawn on trust or endowment funds, and generally performs all duties associated with that office.

Section 5. The vice-president, in the event of the absence or disability of the president, or a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 6. The secretary shall keep a true and accurate record of all meetings of the board, shall issue notice of all regular and special 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.

Section 7. The treasurer shall be the disbursing officer of the board, co-sign all checks drawn on trust or endowment funds, sign all vouchers for disbursements from the library fund, and perform such duties as generally devolve upon the office. In the absence or inability of the treasurer, the duties shall be performed by such other member of the board as the board may designate.

Article IV

Meetings

Section 1. The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting.

Section 2. The annual meeting, which shall be for the purpose of the election of officers and the adoption of an annual report, shall be held at the time of the regular meeting in April of each year.

Section 3. The order of business for regular meetings shall include, but not be limited to the following items:

- call to order
- roll call of members, introduction of visitors
- adoption/amendment of agenda
- disposition of minutes of previous regular meeting and any
- intervening special or closed meeting
- financial report
- action on bills
- library director's report

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- committee reports
- communications
- unfinished business
- new business
- 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 legislation 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 executive officer of the board and shall have sole charge of the administration of the library under the direction and review of the board. The director shall be held responsible for the care of the buildings and equipment, for the employment and direction 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 any action before the board. The president may vote upon and may move or second a proposal 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 two-thirds (3) of

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the members of the board shall be present and two-thirds (3) of the board shall so approve.

Section 3. These bylaws may be amended at any regular meeting of the board by the majority vote of all members of the board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Approved by the Oakfield Public Library Board – February 16, 2016

LONG RANGE PLAN 2015-2018

Mission Statement

The Oakfield Public Library enriches lives by connecting community, information, and ideas to promote literacy, lifelong learning, and exploration.



130 N. Main Street | Oakfield, WI 53065
920.583.4552 | www.oakfieldlibrary.org

Library Roles

Lifelong Learning & Literacy

Goal 1: Foster a lifelong love of reading and learning in children and young adults

1. Continue to present weekly story times for families in the community as well as local day care centers and pre-K classes
2. Continue Summer Reading Program offerings
3. Develop collections and programs that encourage reading and learning for children, young adults, and families

Goal 2: Foster lifelong learning for individuals seeking and evaluating information

1. Promote and provide accessible and user-friendly electronic resources, websites, and print materials for learning and personal development
2. Offer digital literacy assistance to patrons to help them become acquainted with various devices and resources

Connecting Community

Goal 3: Provide materials and information services that are responsive to the needs of the community

1. Continue to add new titles in whatever formats are needed or are in high demand
2. Evaluate, weed and update the collection as needed to best meet patrons' needs
3. Provide information about local businesses and area attractions

Goal 4: Begin the process of digitizing items in the local history collection

1. Conduct an inventory of the local history collection to identify, evaluate, classify, and organize local history materials
2. Draft a local history collection policy that outlines the scope and services that will be provided
3. Look into copyright issues regarding items in the local history collection

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4. Develop a plan for digitizing, preserving, and displaying items from the local history collection

Goal 5: Align library services with community needs

1. Consider ways of expanding outreach to minorities in the community
2. Provide English as a Second Language materials for non-native speakers
3. Continue to provide monthly delivery to the Wild Goose Senior Housing Facility and explore other ways to provide services to senior citizens
4. Promote the use of the library to local schools, day care centers, and businesses and work with them to provide services that meet their needs as well as those of other library users
5. Actively communicate the variety and value of library services as well as library support needs to the community

Goal 6: Provide a “third place” apart from home, school, or work

1. Work to provide a safe and welcoming environment for the entire community
2. Offer meeting spaces for collaboration and discussion for individuals and groups

Stimulate Imagination & Curiosity

Goal 7: Develop programs to encourage creativity

1. Develop new programs for adults, teens, and children
2. Look for opportunities to partner with other organizations to increase the variety and frequency of program offerings

Goal 8: Keep patrons engaged in what the library has to offer

1. Provide displays and exhibits on topics of current interest
2. Offer readers’ advisory services and information

Library Resources

Personnel/Administration

Goal 9: Staff the library with employees and volunteers who are able to carry out the goals established by the library board

1. Ensure that employees are adequately compensated by comparing salaries with other libraries of similar size

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2. Provide funds for and encourage employees to attend workshops and other continuing education activities on topics of value to the library
3. Evaluate employees on a regular basis and give feedback on their job performance
4. Set up a regular time each week to discuss plans and communicate with all staff members
5. Continue to encourage the use of volunteers and show appreciation for their service

Goal 10: Create a positive working relationship among the Library Board, Village Board, and other funding agencies

1. Attend Village Board meetings as least twice a year to present the budget and annual report
2. Work with other county librarians and county officials to continue equitable funding for the library

Building Facility

Goal 11: Create an accessible, attractive, and comfortable environment for both clients and staff

1. Improve the appearance and seating of the patio area in front of the library
2. Have the carpeting cleaned on a regular basis
3. Maintain building and equipment, making necessary repairs
4. Continue to monitor ADA accessibility requirements
5. Strive for consistent and easy to understand signage throughout the library
6. Prepare an emergency plan for patron and employee safety

Goal 12: Provide adequate and current technology for the needs of library users

1. Continue to update computers and electronic devices according to the computer replacement plan that will meet the present and future needs of patrons
2. Continue to participate in the Winnefox Automated Library Services (WALS) system and work with staff to maximize the value of the Sirsi/Dynix automated system
3. Continue to investigate wireless printing and other mobile technology options and offer them to the public where appropriate.

Finances

Goal 13: Follow sound fiscal and organizational practices so that the public may obtain maximum benefit from the available resources

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1. Develop budgets based on goals and annual objectives
2. Investigate ways to encourage donations for special projects or the development of a fund that can be used to support library programs beyond those funded by the county or the village.
3. Continue to keep accurate records and improve the organization of library records
4. Draft a donation form to receive donations including local history items with copyright implications

Public Relations

Goal 14: Increase community awareness of library services and resources

1. Keep library website and social media current and relevant to users
2. Continue to build and maintain relationships with local newspaper sources to ensure coverage of library events and needs
3. Continue to publish library news and events through an e-mail newsletter
4. Attempt to use consistent branding on all library publications
5. Promote and provide library services with a "user first" service philosophy

Policy and Planning

Goal 15: Annually review the long range plan and review or revise other library policies on a three year cycle or when necessary

Approved by Oakfield Public Library Board - May 20, 2015

Approved by the Oakfield Public Library Board - February 16, 2016