

GENERAL INFORMATION

PURPOSE

The Board of Trustees is the policy making body of the Warsaw Community Public Library. The policies in this manual are intended to serve as a guide for the Board of Trustees, for the staff, and for the patrons of the district served by the Warsaw Community Public Library, namely the City of Warsaw and Wayne Township. These policies are believed to be in the best interest of the Warsaw Community Public Library, the Board, the staff, and the community served by the Library.

VISION

The Warsaw Community Public Library provides quality patron services, promotes reading, and encourages lifelong learning using accessible collections.

MISSION

- To provide cultural, informational, and recreational services for all.
- To build a basic collection of print and non-print materials with access to lesser used materials through library networks.
- To provide services which promote lifelong education, communication of ideas, enlightened citizenship and enrichment of personal lives.

HISTORICAL BACKGROUND

- 1914 Twelve women's groups initiate the formation of a public library.
- 1915 First Board of Trustees was appointed for Warsaw-Wayne Township Public Library with an income of \$2,000.
- 1916 Received \$15,000 Carnegie Corporation grant to build on corner of Detroit and Center Streets.
- 1917 Library opened with 5,000 items and 6,134 square feet, and served a district of 12,800 people.
- 1927 Children's room opened in former basement auditorium.
- 1931 Held 21,912 volumes with 5,830 users.
- 1964 Library name changed to Warsaw Community Public Library.
- 1966 Library remodeled with 8,833 square feet of space added, totaling 14,967. Collection size was 51,272.
- 1981 Hours expanded from 43 to 63; created meeting room in basement; collection size was 116,716.
- 1986 Adjacent house purchased through donor gift.
- 1987 Masonic property donated to Library; lot north of Library purchased.
- 1989 Collection size was 144,650, with 91,170 books.
- 1992 Hours expanded to 66; total registered borrowers was 11,141.
- 1993 Circulated items was 329,140.
- 1994 Collection size was 165,000.
- 1995 The InterDesign Group architectural firm designed a 28,000 square foot addition and an existing building renovation; the Board approved the design and the funding of the building project through a bond issue.
- 1995 The Library system was automated, and the card catalogues were removed.
- 1996 Construction began.
- 1997 The addition complete; move from old building into the addition in November.
- 1998 Renovation of old building and Grand Opening.

FINANCIAL SUPPORT OF THE LIBRARY

(Taken from *In the Public Trust*)

The Warsaw Community Public Library is funded mainly by a combination of local taxes, state taxes and Library generated revenues. Other sources generate some amount of funding. Sources include:

- Property tax
- Property tax replacement credit
- License excise tax and financial institutions tax
- County Adjusted Gross Income Tax (CAGIT)
(Not available currently in County.)
- County-Option Income Tax (COIT)
- State funds for public libraries and other grants
- Interest on investments
- Fines & fees
- Sale of property
- Donations
- Bond Issues
- Kosciusko County Community Foundation

Library Improvement Reserve Fund (LIRF) is established for the accumulation of moneys for capital improvement and repairs. This money comes from the operating fund and is not a separate tax rate.

The Library also receives funding for specialized events from the Friends of the Library, a volunteer group which raises money for items which the Library cannot afford or is not allowed to spend money on (such as refreshments for Library-sponsored meetings, etc.)

(See current Library Operating Fund in Appendix)

ADA COMPLIANCE STATEMENT

Issue Date: 2/9/98

The Warsaw Community Public Library will make every economically feasible effort to comply with the Americans with Disabilities Act; both in the area of employee and patron concerns. As concerns are discovered, the Library Board will address each issue, attempting to find a way to accommodate the physically challenged without overtaxing the Library's resources.

EQUAL OPPORTUNITY EMPLOYMENT POLICY

Issue Date: 2/9/98

It is the policy of the Warsaw Community Public Library to take affirmative action to promote equal opportunity in the areas of recruitment, employment, training, development, transfer, promotion, discipline, termination, and all other conditions or privileges of employment. Our employment practices are without regard to race, color, religion, sex, national origin, age, disability or medical condition, veteran status, and all other categories protected by federal, state, and local anti-discrimination laws.

The basis for selection of persons for positions at the Warsaw Community Public Library is qualifications and abilities required to do the job.

NONDISCLOSURE OF PUBLIC RECORDS

Issue Date: 2/9/98

Protection of confidential business information is vital to the interests and success of Warsaw Community Public Library. The public library must preserve each individual's freedom to read or view the materials it provides without fear of public disclosure which amounts to the invasion of the individual's privacy. To do otherwise would jeopardize the educational and social value of the library.

Such information includes, but is not limited to: information about the termination of a staff member, patron information including borrowing records, names, addresses, or other information about patrons, except under specific court order.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, and possible legal action, even if they do not actually benefit from the disclosure of the information.

ACCESS TO PUBLIC RECORDS/PROPERTY

Issue Date: 2/9/98

It is the policy of the State of Indiana that all persons are entitled to full and complete information ("public record") regarding the official acts of those who represent them as government employees. Public record means any writing, paper, report, study, book, card, tape recording, or other material that is created, received, retained, or filed by a public agency and which is generated on paper, photographic media, magnetic or machine readable media, or any other material.

Employees should be aware that lockers, desks, and other personal spaces provided by the Library are still Library property, and are subject to search if necessary. There is a master key for all staff lockers.