Member Library Board Checklist

Library Policies are essential for proper public library operations. Library Boards of Trustees are solely responsible for developing their library's policies. In addition to meeting legal and financial regulations, library policies enable the library to fulfill its mission by providing a safe environment that is welcoming to library patrons and staff, and serves as a sought after community space.

STLS recommends three types of policies for its member libraries:

1. Administrative Policies
2. Operational Policies
3. Planning Policies

Administrative Policies

These types of polices are developed by the Board of Trustees to put into place administrative best-practices. They create the framework for how library boards should govern. Most importantly, they enable the library to operate in a responsible and ethical manner for the good of the library's community.

Board Governance

1. Bylaws
2. Board Meeting Procedures / Open Meeting
3. Conflict of Interest Policy*
4. Code of Ethics
5. Statement on Diversity, Equity & Inclusion

Financial Management

1. Purchasing and Payments Policy
2. Investment of Funds & Reserves Policy
3. Fundraising & Gifts Policy

Personnel Enrichment

1. Recruitment & Hiring
2. Salary and Benefits
3. Conditions of Employment
4. Training
5. Evaluations
6. Harassment / Discrimination
7. Whistleblower's Policy*
8. Sexual Harassment Prevention Policy*

Operational Polices

These policy types are developed by the Board of Trustees to empower library staff with the capacity to make good decisions regarding operational practices, and develop procedures that align with library planning and goals.

Circulation Policies

1. Lending Rules for Library Materials
2. Confidentiality of Library Records*
3. Inter & Member Library Loan
4. Law Enforcement Inquiry*
5. E-Reader Loan

Collection Policies

1. Collection Development /Materials Selection
2. Weeding / Discard of Library Materials
3. Challenge to Library Materials*
4. Library Bill of Rights*

Use of Library Space Policies

1. Patron Code of Conduct
2. Child Safety / Unattended Children
3. Meeting Room Usage
4. Patron Complaints
5. Incident Reporting
6. Displays and Community Posting
7. Library Programs

Technology Policies

1. Computer Usage
2. Wireless Internet*
3. Social Media

Planning Polices

These four policies/documents help the Board of Trustees advocate for the resources needed to provide for community needs. They are necessary for ensuring the library is a place the community may enjoy for generations to come.

1. Strategic or 5-Year Plan
2. Sustainability Plan
3. Information Technology Plan
4. Facilities Plan
5. Disaster Preparedness & Pandemic Response Plans

* Denotes policies that can be provided by STLS because they apply to all library types. These policies should still be formally adopted by the member library's Board of Trustees at an official meeting.