



**VILLAGE OF COTTAGE GROVE  
NOTICE OF PUBLIC MEETING  
Library Board- Policy Subcommittee  
Friday, May 5, 2023  
2:00 p.m.**

This meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/87822219062?pwd=eHdHV3VOWVFJNko3UGVUd3hydUUyQT09>

You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID 878 2221 9062#](#) When asked for your Participant ID, just press #, when asked for the [Passcode enter 221](#). You may also choose to participate by providing public comment prior to the meeting via email to JJ Larson: [jjlarson@villageofcottagetrove.gov](mailto:jjlarson@villageofcottagetrove.gov). If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's [policy](#).

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak.
4. New Business
  - a. Discuss and consider policy edits.

Documents:

[LB\\_POLICY MANUAL 2023\\_CKN.PDF](#)

5. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Library Board for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**Village of Cottage Grove Library Board  
Policy Manual  
2023**

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**Mission Statement**

The mission of the Cottage Grove Library Board is to continue the research and planning phases to demonstrate commitment to build a library under the guidance of the minimum standards set forth by the State of Wisconsin. The Library Board will represent the public in its stewardship and decisions for the library and the greater community it will serve. Our goals include working on obtaining the required funds for the library, finding ways to work with the community and connect with public groups, and making sure that the needs and interests of the community are at the forefront of decision making.

**Vision Statement**

Our vision is to have a local public library for the future of the local community. A library is more than a building, it is a central component of our future community services. Libraries provide powerful resources for residents, businesses, and visitors alike. It is a place to meet and be informed, feel included, create opportunities, and support literacy and education.

**Library Programming Vision Statement**

The goal of Library Programming is to offer meaningful library experiences to residents and visitors of all ages, abilities, and backgrounds. The mission of the Library Board's Programming efforts is to carefully plan and execute programs and events and ensure high engagement, participation, and opportunities for the Cottage Grove community. This directly expands upon the Library Board's vision to provide no-cost, high-quality resources for residents, businesses, and visitors in order to create opportunity and support literacy and education.

## **Programming Policy**

The goal of Library Programming is to offer meaningful library experiences to residents and visitors of all ages, abilities, and backgrounds. The mission of the Library Board's Programming efforts is to carefully plan and execute programs and events and ensure high engagement, participation and opportunities for the Cottage Grove community. This directly expands upon the Library Board's vision to provide no-cost, high quality resources for residents, businesses, and visitors in order to create opportunity and support literacy and education.

## **Storytime**

Storytime programming is an opportunity for children to experience reading and literature, and to focus on skills needed for being successful in school. Storytimes are designed for children with parents or caregivers and well-behaved siblings. Storytime programming in Cottage Grove will always be conducted by a professional staff member, this includes area Librarians. Volunteer storytellers may be used within a library presentation.

Storytimes are provided as a service to the community and there is no charge. Arrangements for daycare or other group visits larger than five should be made in advance.

A patron may be asked to leave the Storytime if the staff judges that the patron's actions are interfering with the ability of others to participate.

## **Sponsorship of Library Programming**

The Library Board welcomes and encourages the business community and other organizations to support the library board and its programming through the establishment of sponsorships that will provide the events with the resources, including revenue and/or in-kind contributions. Sponsorships should further the library board's mission/vision to enhance events, programs, activities and services to the community and must safeguard equity of access to library services. The Library Board reserves the right to approve or deny sponsorships.

A sponsorship is a mutually beneficial exchange between the library and an external organization (sponsor) whereby the sponsor contributes funds, products, or services of defined value to the library and in turn, receives recognition, acknowledgement, or any other promotional consideration. A sponsorship differs from a philanthropic gift or donation in that a philanthropic gift is a contribution of cash and/or services without expectation or requirement of a reciprocal benefit (see *Library Board Donation Policy*).

All sponsor decisions shall be consistent with other Cottage Grove Library Board policies.

The Library Board will ensure that each sponsor receives acknowledgement and to the degree that the donor is willing, public recognition. This may include a letter of acknowledgement for gifts of money and in-kind support to all sponsors. Any special recognition agreements will be stipulated in the letter. Public Acknowledgement of sponsorship in the library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of the logo. For gifts and/or sponsorships valued at over \$1,000, the library may submit a press release to local newspapers if the sponsor is willing.

Upon request, Village staff can provide a dated receipt stating the sponsor's donation and description.

Information on IRS rules and regulations regarding charitable deductions can be found in the: U.S. Treasury, IRS Publication 526, "Income Tax Deduction for Contributions," <https://www.irs.gov/forms-pubs/about-publication-526>

## **Volunteer Policy**

The Library Board welcomes members of the community that wish to volunteer their time and talents to enrich and expand library services and programming within the Village of Cottage Grove.

Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender identity and expression, physical appearance, socioeconomic level, or any other legally protected characteristic.

Volunteers are expected to follow all policies of the Village of Cottage Grove regarding privacy and confidentiality and all rules listed in the Volunteer Guidelines below.

Services provided by volunteers will supplement regular services. Volunteers may be used for special events and projects, or on a regular basis to assist staff. Volunteers will be assigned to perform tasks the library considers most necessary and helpful in its operation, taking into consideration the volunteer's interests and abilities.

Staff of the Village may volunteer for the Friends of the Cottage Grove Library Inc.

The Library Board does not compensate volunteers for time spent, or expense incurred, except by special arrangement with the Library Board. Both the Library Board and the volunteers have the right to end the volunteer's association at any time.

Individuals donating time to the library under the auspices of any other organization (*i.e.* churches, community organizations, etc.) may identify themselves with the organization, but may not promote it while working at library events.

The Library Board does not accept volunteer work for community service fulfillment or school mandated volunteers who need to complete their hours to meet a disciplinary requirement. The Library Board will accept volunteers as part of National Honors Society, sports clubs, or other school-related volunteer assignments.

### **Adult Volunteers (18+)**

Because Village library programming serves many vulnerable populations, the Village requires a successful background check before accepting a volunteer. Background checks are valid for a period not to exceed twelve (12 months). Depending on the task that the volunteer is assisting with, background checks may include:

- Village of Cottage Grove Volunteer Application
- Reference checks
- Criminal background checks, including information from the National Crime Information Center (NCIC), state crime information center and state/local sex offender registries, and any applicable municipal court(s). This must be successfully completed and be recommended or not recommended by the Chief of Police and or their designee.
- Motor vehicle records checks

Individuals who volunteer to assist the Friends of Cottage Grove Library Inc. are not considered volunteers under this policy.

### **Youth Volunteers**

The minimum age to volunteer is having finished 5th grade. No minor 17 years old or younger shall be permitted to perform activities in any occupation determined to be "particularly hazardous" under the Fair Labor Standards Act (FLSA). Outside of hazardous or potentially hazardous duties, the FLSA permits minors to perform most other types of work.



## **Background Check Policy**

This policy applies to the Library Board, the Library Program Consultant, village staff, and individuals interested in volunteering to assist with library programming.

Background checks would be necessary for Volunteers as defined in our Library Board Volunteer Policy. Background checks would be necessary for any event that is for youth (<18) and a drop-off.

Background checks are not required for:

- a. Individuals who volunteer to assist the Friends of Cottage Grove Library Inc.
- b. Paid programmers/partners with a signed contract.
- c. Adult programming.
- d. Virtual programming (i.e., zoom webinars).
- e. Librarians performing contracted services in Cottage Grove, including the Bookmobile staff, as well as MGSD faculty/staff and UW employees, all of whom have undergone extensive background checks for their positions.
- f. Collaborative community events (i.e., Bookmobile Day, Earth Day with your Friends).

## **Donation Policy**

The Library Board appreciates monetary and memorial donations within the following guidelines:

Monetary donations must be made to the “*Village of Cottage Grove*” with instructions to be added to the “*Library Fund*”. This will allocate donations to the Library Board for the purchase of materials, equipment, and programs that are not included in the operating budget.

Memorial gifts of money, materials or equipment may be donated in honor of a friend or relative.

When the Library Board receives a monetary gift to purchase materials, whether as a memorial or for any other purpose, all efforts will be made to ensure that the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor, as applicable.

At this time, the Library Board cannot accept donations for collections (books, audiobooks, DVDs etc.).

Upon request, Village staff can provide a dated receipt stating a donation’s description.

Information on IRS rules and regulations regarding charitable deductions can be found in the: U.S. Treasury, IRS Publication 526, “*Income Tax Deduction for Contributions*,” <https://www.irs.gov/forms-pubs/about-publication-526>

**Policy Management**

The Library Board is responsible for the management of this policy. Questions regarding this policy should be directed to the Library Board. This policy will be reviewed and updated annually.