

STOUGHTON PUBLIC LIBRARY RESPONSIBILITY FOR LIBRARY OPERATIONS POLICY



Approved 5-16-15

I. Purpose

To define the line of responsibility for library operations during any absence of the Library Director.

II. Definitions

- A. "Library Director" WI§43.58 (4) states, "the library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation." The Director's responsibilities are further defined in the Stoughton Public Library Board By-Laws, Article V: Responsibilities.
- B. "Short Periods of Time" are defined as times when the Director is absent from the library for the following situations: out of the library on business, not scheduled to work on a particular day, has completed his or her work day, has yet to begin his or her work day. In a public service facility maintaining services for a total of 64 or more hours per week, absences of the Library Director for short periods of time happens frequently and regularly.
- C. "Extended Absence" is defined as times when the Director is absent from his/her position for long periods of time such as a vacation, medical or FMLA leave.
- D. "Vacancy" is defined as any period of time when the position of Library Director is vacant.

III. Absence of Library Director for Short Periods of Time

- A. In the absence of the Library Director for short periods of time, there is a need to have one or more persons responsible for representing library policy, maintaining library security, and providing day-to-day direction of staff. The Library Board has established that the following supervisory positions will assume this responsibility:
 - i. The Adult Services Librarian or the Youth Services Librarian, whoever has the most seniority at the Stoughton Public Library
 - ii. The Adult Services Librarian or the Youth Services Librarian, whoever has the second most seniority at the Stoughton Public Library
 - iii. Technical Services Supervisor
 - iv. Circulation Supervisor

- B. This temporary assumption of authority is limited to situations that require immediate action or intervention. Decisions required in these situations shall be made in accordance with established library policy and procedures.

IV. Extended Absence of Library Director

- A. In the absence of the Library Director for an extended period of time, there is a need to have an alternate person assume responsibility for the continued maintenance of all library operations. The Library Board has established that the following supervisory positions will assume this responsibility in the following order:
 - i. The Adult Services Librarian or the Youth Services Librarian, whoever has the most seniority at the Stoughton Public Library
 - ii. The Adult Services Librarian or the Youth Services Librarian, whoever has the second most seniority at the Stoughton Public Library
 - iii. Technical Services Supervisor
 - iv. Circulation Supervisor
 - v. Permanent full time or permanent part time employee with most years of current continuous service at the Stoughton Public Library
- B. Major decisions shall be delayed until the Director's return whenever possible. If such delay is not possible, the person responsible for library operations will make the necessary decisions only after consulting with one of the following individuals: Library Board President, Library Board Vice President, City of Stoughton Mayor, City Council President, or the appropriate City of Stoughton department head, according to the situation.
- C. Established precedent and existing policy and procedures shall guide the decisions made in the absence of the Library Director. Changes in library routines and practices will not be introduced in the absence of the Director.

V. Vacancy

- A. In the case of a vacancy in the Library Director position, the Library Board shall appoint an interim Director.
- B. The interim Director would be compensated per Library Board discretion.

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