

# **Chapter 1**

## **Purpose and Governance**

### **1.1 Community**

The Plattsmouth Public Library serves the residents of Plattsmouth and encourages county residents and non-residents to use library services. The library strives to meet the needs of the community and to plan for future needs by providing free and accessible services to all people.

### **1.2 Library Mission Statement**

The Plattsmouth Public Library serves the educational, informational, and entertainment needs of the community by providing a balanced and friendly environment with open access to resources.

### **1.3 Governance**

As a department of the City of Plattsmouth, the library is governed by personnel, financial, and other policies adopted by the City of Plattsmouth. Library staff are also governed by the City's Employee Handbook.

The Plattsmouth Public Library Advisory Board works with the Library Director, City Administrator, Mayor, and City Council to develop the library and acts as a liaison to the community to further the mission and goals of the library, the Board, and the city.

The policies in this manual reflect information from municipal codes, state statutes, the Nebraska Library Commission, and the American Library Association. These policies supplement those created by the City of Plattsmouth and are designed to guide the operation of the library.

The Library Director is authorized and directed to administer these policies and has the right to establish any detailed provisions necessary to ensure implementation of these policies. In situations where there is a conflict between these policies and applicable state and federal statutes, the provisions of the statutes will apply. (Nebraska Statute 19-1825 et. seq.)

Since free access is core to the operation of the library, the library and the Library Advisory Board declare that they will adhere to and support the Library Bill of Rights, the Freedom to Read, the Freedom to View, and the Code of Ethics as adopted by the American Library Association.

### **1.4 Personnel and Financial Records**

Personnel records are kept on file at the Plattsmouth City Hall.

The Library follows the accounting practices established by the City of Plattsmouth. Library claims are submitted to the City Treasurer for payment upon the approval of the City Council. All fees, fines, and other forms of payment are submitted to the City Clerk's office for deposit into the library's accounts. Grants and donations made payable to the Library are deposited in the library's accounts held by the City.

If funds made payable to the Plattsmouth Public Library Foundation are received at the library, they will be forwarded to the Foundation for deposit. Any funds made payable to the Friends of the Plattsmouth Public Library will be forwarded to the Friends for deposit.

## **1.5 Amendments**

These policies will be reviewed by the Library Director and the Library Advisory Board on a regular basis. Revisions and amendments will be effective upon Board approval at a regular meeting posted and conducted according to the Open Meetings Act.

Approved by the Library Board, 8/29/2012 and 2/25/2015

Revised and approved by the Library Board, 1/31/2018 and 4/27/2022