

Who Is Responsible

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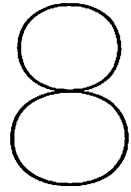
The checklist is organized by areas of library service identified in the Wisconsin Public Library Standards. Each section provides a straightforward checklist that can be answered with Yes, No, In Progress, or Not Applicable. Use the [Scoring Rubric](#) to score each topic/section. See [How to Use the Inclusive Services Assessment and Guide](#) for examples.

Governance

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| 1. Library board has read and discussed DPI's <i>Inclusive Services Statement</i> , an interpretation of Wis. Stat. sec. 43.24(2)(k) "Promotion and facilitation of library service to users with special needs" | Y | N | | |
| 2. Does the library board reflect the demographics of the community? | Y | N | IP | NA |
| 3. Is the need for <u>diversity</u> (ie. <u>dimensions of identity</u>) among library trustees communicated to the municipal governing body who makes trustee appointments (e.g. mayor/city council, village president/board, county executive, etc)? | Y | N | IP | NA |
| 4. Are the bylaws available in the languages used by the community, including <u>ASL</u> and <u>braille</u> if necessary? | Y | N | IP | NA |
| 5. Are the bylaws written in <u>gender neutral</u> language? | Y | N | IP | NA |
| 6. Do the bylaws have language on <u>equity</u> and inclusion being foundational to the purpose of the library? | Y | N | IP | NA |
| 7. Does the library regularly review all policies to determine if they are creating unnecessary barriers? | Y | N | IP | NA |
| 8. Are policies regularly updated to reflect the needs of the community the library serves? | Y | N | IP | NA |
| 9. Are the policies accessible to all members of the community, including languages used, reading ability, etc.? | Y | N | IP | NA |
| 10. Do the policies refer to users in a respectful, <u>gender neutral</u> , unbiased way? | Y | N | IP | NA |
| 11. Does the library offer meeting space at the library for a variety of community group meetings to take place? | Y | N | IP | NA |
| 12. Does the library budget reflect the values of the community? | Y | N | IP | NA |
| 13. When creating or revising the library director position description, are members of the community who reflect the population demographics included? | Y | N | IP | NA |

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| 14. Is the library director position description <u>gender neutral</u> ? | Y | N | IP | NA |
| 15. Is the library director position description translated into the languages used by the community, including <u>braille</u> if necessary? | Y | N | IP | NA |
| 16. Is community demographic information included in the library director job advertisement? | Y | N | IP | NA |
| 17. Does the library director job advertisement include a description of the accessibility of the library facility/facilities in accordance with the Americans with Disabilities Act (<u>ADA</u>)? | Y | N | IP | NA |
| 18. Do library director candidates have an opportunity to meet community members who reflect the population demographics? | Y | N | IP | NA |
| 19. Are members of the community included in the decision-making process of choosing the new library director? | Y | N | IP | NA |
| 20. Upon hire, are there opportunities for the new director to meet members of the community not just at the library, but through invitations to events or places of the community's choosing? (e.g. a PrideFest celebration, a Hindu service, the local Irish bar, a rehab center, etc.) | Y | N | IP | NA |
| 21. Does the library director's evaluation tool ask how they interact with members and organizations reflecting the demographics of the community? | Y | N | IP | NA |
| 22. Does the evaluation instrument ask how the library director is interacting with members and organizations reflecting the demographics of the community? | Y | N | IP | NA |
| 23. Are salaries <u>equitable</u> for all staff? | Y | N | IP | NA |
| 24. Are part-time staff salaries <u>equitable</u> with salaries for those working full-time in similar positions? | Y | N | IP | NA |
| 25. When the library board begins to develop its strategic plan, are community members that reflect the demographics of the community invited to participate? | Y | N | IP | NA |
| 26. Are inclusive services goals and objectives included in the strategic plan to meet the community's needs? | Y | N | IP | NA |
| TOTAL | | | | |

Reflection Worksheet



Area of Concern: _____

1. Describe the area of concern as it exists right now:

2. How do you want the area of concern to exist in the future?

3. Why is this important to your library and community?

4. What steps need to be taken?

What assets do you have to work on this topic?

What information do you have or need to work on this topic? E.g., demographic data, anecdotal data, survey results, acknowledging invisible populations?

What is a realistic timeline?

How will you measure the outcome(i.e. how will change be visible)?

5. To whom will you report the reflection on this area of concern, ie. this worksheet?

How and when?