

Trustee Training

APRIL 2024



Library Board and Inclusive Services

“Diversity is being invited to the party, inclusion is being asked to dance.”

~ Vernā Myers



What is Involved?

- ❑ **Diversity:** The inclusion of different types of people, such as people of different races or cultures.
- ❑ **Equity:** Just and fair inclusion into a society, including all racial & ethnic groups, in which all can participate, prosper, and reach their full potential.
- ❑ **Inclusion:** The ability to belong and contribute while being true to one's whole self and not having to give up cultural or personal ways of being or assimilate. It is belonging.
- ❑ **Race:** A socially constructed concept that is fluid and changeable that places individuals into categories based on appearances that are ascribed with cultural characteristics.
- ❑ **Ethnicity:** Social groups that have a common national or cultural tradition.

DPI Inclusive Services Statement

2018



DPI Inclusive Services Statement

- Wis. Stat. sec. 43.24(2)(k) “Promotion and facilitation of library service to users with special needs”
- Board, Management & Staff:
 - Policies
 - Collections
 - Spaces
 - Services



DPI Inclusive Services Statement



- A person's identity should neither negatively influence nor interfere with access to library services.
- The concept that libraries are for everyone should be evident through every point of access or interaction with the library.

Inclusive Services Assessment & Guide

2019





Assessment & Guide Structure

Sections:

- Who is Responsible?
 - Governance, Administration, Staffing
- What the Library Has to Offer?
 - Collections, Programming, Services
- Where the Interaction Takes Place?
 - Indoor & Outdoor Spaces, Meeting Rooms, Study spaces, etc.
- How the Library Engages with the Community?
 - Marketing, Community Engagement

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

1. Library board has read and discussed DPI's Inclusive Services Statement , 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 diversity (ie. dimensions of identity) 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 ASL and braille if necessary?	Y	N	IP	NA

➤ Possible Answers:

- Yes, the library board reflects the demographics of the community.
- No, the library board do not reflect the demographics of the community.
- In Progress (IP) – The library is currently working on outreach efforts to diversify the library board.
- Not Applicable (NA) – The library is a bookmobile.

INCLUSIVE SERVICES ASSESSMENT SCORING RUBRIC

SECTION/TOPIC	YOUR SCORE	MAXIMUM SCORE	YOUR TOPIC %	YOUR SECTION %
SECTION 1: WHO IS RESPONSIBLE				
1 Governance	----- ÷	26	* 100 = -----	
2 Administration	----- ÷	14	* 100 = -----	
3 Staffing	----- ÷	19	* 100 = -----	
SECTION 2: WHAT THE LIBRARY HAS TO OFFER				
1 Collections	----- ÷	23	* 100 = -----	
2 Programming	----- ÷	18	* 100 = -----	
3 Services	----- ÷	23	* 100 = -----	
SECTION 3: WHERE THE INTERACTIONS TAKE PLACE				
1 Outdoor Spaces	----- ÷	21	* 100 = -----	
2	----- ÷	43	* 100 = -----	
3	----- ÷	5	* 100 = -----	
4	----- ÷	32	* 100 = -----	
5	----- ÷	15	* 100 = -----	
6	----- ÷	6	* 100 = -----	
7	----- ÷	7	* 100 = -----	
8	----- ÷	4	* 100 = -----	
9	----- ÷	8	* 100 = -----	
10	----- ÷	10	* 100 = -----	
SECTION 4: HOW THE LIBRARY ENGAGES WITH THE COMMUNITY				
1	----- ÷	6	* 100 = -----	
2	----- ÷	13	* 100 = -----	
3	----- ÷	9	* 100 = -----	
4	----- ÷	8	* 100 = -----	
5	----- ÷	11	* 100 = -----	
OVERALL SCORE:				

Scoring Rubric

- To score each topic, give each answer the following number value:
 - Give each "Y" circled in the section a score of 1
 - Give each "N" circled in the section a score of 0
 - Give each "IP" circled in the section a score of 0.5
 - Give each "NA" circled in the section a score of 1

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?

Glossary of Terms and Acronyms

ACT A set of standardized college admissions tests.

ADA American Disabilities Act.

ADRC Aging and Disability Resource Center.

ASL American Sign Language.

Assistive devices Equipment designed or intended to assist disabled persons.

Binary A division into two groups or classes that are considered diametrically opposite.

Braille A system of writing for the blind that uses characters made up of raised dots.

Closed caption One of a series of subtitles to a television program, accessible through a decoder.

Sources & Resources

- Inclusive Services Statement, Assessment & Guide: <https://dpi.wi.gov/libraries/public-libraries/inclusive-services>
- Trustee Essentials 20 & 21: <https://dpi.wi.gov/libraries/public-libraries/governance-administration/trustees>
- What Does Inclusivity Look Like at Your Library? Presented by Shauna Koszegi
 - Recording: <https://vimeo.com/354056267>
- South Central Library System: Additional resources & training for each section of the assessment - <https://www.scls.info/outreach-inclusive-services>