

**Constitution of
The Library Guild
of
St. John's Evangelical Lutheran School
West Bend, Wisconsin**

ARTICLE I

Name - The name of this organization of St. John's Evangelical Lutheran School, West Bend, Wisconsin shall be: The Library Guild.

ARTICLE II

Purpose/Mission Statement - The Purpose of the Library Guild shall be to:

- A. Provide direction in matters pertaining to the School Library.
- B. Provide supervisory personnel in the School Library when classes are scheduled.
- C. Provide new books and materials and keep them in good repair. We will provide students and staff with the materials necessary to support the curriculum. We provide a wide range of fiction and nonfiction books. We purchase materials in keeping with the theology of the Lutheran Church Missouri Synod. Our purpose in purchasing materials is to provide materials that will:
 - Help promote a better understanding of our Christian heritage
 - Encourage students to grow in their Christian faith and daily living
 - Enhance the school curriculum
 - Provide wholesome literature for recreational reading

ARTICLE III

Membership - The Library Guild shall consist of adult members (at least one teacher of the school) of the church and/or school. The Librarian/Media Specialist shall be an ex-officio member.

ARTICLE IV

Officers, Elections, and Duties -

A. The officers of the Library Guild shall be a chairperson, vice chairperson, secretary, and treasurer.

B. Election shall be at the regular meeting in September for a term of two years. Chairperson and treasurer will be elected during odd years; vice chairperson and secretary will be elected during even years. The new officers shall take office at the following meeting.

C. The duties of the chairperson shall be to preside at all meetings, appoint necessary committees, be responsible for the efficient functioning of the school library, and appoint new officers in the case of a resignation.

D. The vice chairperson shall perform the duties of the chairperson in the latter's absence.

E. The secretary shall keep the minutes of all proceedings and records and cause notice to be announced in the school memo. The secretary shall keep a running record and statistics of members of the Library Guild. The Secretary shall also take care of any correspondence and cause this constitution to be supplied to any new members.

F. The treasurer shall have custody of all funds, shall keep a record of all receipts and disbursements, pay all bills concerning the Library and render monthly financial reports to the Library guild chairperson, the school principal, and the St. John's business manager. Monthly reports are to include the bank statement, a reconciliation of accounts, a balance sheet, and an

income statement. The treasurer must also submit an annual financial report (July 1-June 30) by August 1 to the Library guild chairperson, the school principal, and the St. John's business manager. The annual report shall include a year end profit and loss report, a year end detailed profit and loss report, a year end balance sheet, a year end detailed balance sheet, and copies of each month's bank statement and reconciliation sheets (11/26/2007).

G. Vacancy – If a vacancy shall be created in an office, names of prospective members shall be proposed at the next meeting. The Library Guild chairperson shall then appoint a new member from the suggested list. In the event of a teacher vacancy, the appointment shall be made by the principal.

ARTICLE V

Meeting - Regular meetings of the Library Guild shall be opened and closed with prayer and held on the third Monday of the odd months of the school year. Special meetings may be called at the discretion of the chairperson.

ARTICLE VI

Purchasing of Library Materials – Purchasing of library materials shall be done by the librarian and/or a purchasing Committee approved by the Library Guild. (11/15/10)

ARTICLE VII

Library Material Censorship

If anyone objects to the presence of any material in the school library, that objection must be presented in written form to the principal citing the specific objection by referencing pages, words, etc. The material will be reviewed by a committee appointed by the principal. This committee will make a recommendation to the principal to either keep the material or remove the material from the library. A material may be removed from the library if it suggests or promotes ungodly behavior, promotes an unchristian religion, contains inappropriate language, or is deemed harmful to children. The principal will use the recommendation of the committee to decide whether the material shall be kept in the library or removed from it. If the decision of the principal is unacceptable to the objecting person, that person may bring the concern to the senior pastor. If the decision of the senior pastor is unacceptable to the objecting person, that person may bring the concern to the leadership board. (5/10/2010)

ARTICLE VIII

Amendments and Dissolution

A. Amendments - This constitution may be amended at any regular meeting, provided notice of the amendment has been given at the previous regular meeting and approval indicated by three-fourths vote of the membership present.

B. Dissolution - In the event of the dissolution of the Library Guild, all funds in its name shall become funds of St. John's Evangelical Lutheran Church, West Bend.

BYLAWS

1. Dues – No dues shall be imposed for membership in the Library Guild.
2. Librarian/Media Specialist – The Librarian/Media Specialist's duties are to include the selection and purchase of everyday business supplies and replacement of books lost or damaged during the school year. The Librarian/Media Specialist shall also select and purchase new materials, and all purchases must be made within the guidelines of each

year's Library Guild Budget and with the approval of the Library Guild (11/26/2007).

3. Selection Policy

Materials for the St. John's Library are selected with the following criteria in mind:

- Support the theology of the LCMS and St. John's Church
- Support the on-going ministries of St. John's
- Suitability of subject, style, and level for the intended audience
- Quality of writing, design, illustrations
- Reputation of publisher; significance of author
- Relevance to interests and needs of students
- Potential or known demand for the material
- Cost
- Balance – will it fill a gap in the collection or compliment our existing resources
- Availability of materials elsewhere
- Evaluation of critics and reviewers
- Recommendations of staff
- Space limitations

4. Gift Policy

St. John's School Library accepts gifts of materials and money. The Library Guild reserves the right to evaluate and dispose of materials in accordance with the selection policy. Gift materials which are not in accordance with the Library's mission or policy will be sold and the monies used for purchase of desired library resources. Monetary gifts may also be accepted for the purchase of library materials in accordance with the Library's selection policy.

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