Code of Ethics

It shall be the duty of the library employees; including: full-time employees, part-time employees, and Library Board members to comply with Wisconsin Statutes and City Ordinance and the Library Policies with respect to the proper and appropriate conduct of their positions. Mindful to the Library goals and objective, Library employees:

1. Shall perform all mandatory, nondiscretionary, and ministerial duties of their positions within the time and in a manner required by law.
2. Shall devote attention to their duties, uphold the law, and conduct library business with fairness, integrity, and professionalism, with full regard to the public trust of the office.
3. Shall not receive any additional salary, benefits, or reimbursement for expenses for work performed pursuant to the library contract for services where that employee is currently being compensated by the library for that work under existing condition of hire with the library.
4. Shall never act in excess of lawful authority or commit and an act forbidden by law within their official capacity.
5. Shall not, by act of commission or omission, in their capacity as employees of the library, exercise a discretionary power in a manner inconsistent with the duties of their position or the rights of others or with the intent to obtain a dishonest advantage for themselves or for others.
6. Shall not in their capacity as employees, make an entry in an account, record, book, return, certificate, report, or statement which in a material respect intentionally and knowingly falsifies.
7. Shall not under color of their position as a library employee intentionally solicit or accept for their performance of any service or duty anything of value including, but not limited to: any gift, loan, favor, or service given for the purpose of influencing them in the discharge of official duties.
8. Shall not use library property, facilities, or resources strictly for private or personal gain for themselves, family, or others.
9. Shall not use confidential information for the personal gain or benefit for themselves, family, or others.
10. Shall act in what is conceived, in their opinion, to be the best interest of the citizens of the entire community. Similarly, shall grant no special consideration of treatment to any citizen beyond that which is available to every other citizen.

Employees shall be made aware of their code at the time of their employment. In the event an action is brought against a library employee for violation of this code, discipline, including discharge, may be assessed.

Passed May 1, 1989