

IVORYTON LIBRARY ASSOCIATION¹
POLICIES

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¹ In these policies, The Ivoryton Library Association is referred to as the "Library."

LIBRARY GOVERNANCE POLICIES

ROLE AND RESPONSIBILITIES OF TRUSTEES

I. Overview of Trustee Role

The issues and decisions involved in the administration of the Library are varied and complex. Trusteeship is a working relationship with the community, Library staff and fellow Trustees. As a result, Trustees must devote a great deal of time and express a high level of interest to fulfill their duties. Commitment is the primary qualification for those who serve on the Board.

II. Trustee Duties

In addition to the general duties, responsibilities and authority of trusteeship detailed in the Library By-Laws, Trustees:

- a) Devote time and effort to learning about the Library and its operations.
- b) Recognize the importance of the Library as a center of information, culture, recreation and lifelong learning in the community.
- c) Establish policies for the effective operation of the Library and withstand pressures and prejudices when providing impartial service to the patrons.
- d) Apply skills in board management, keep an open mind, show intellectual curiosity, have respect for the opinions of others, and have the ability to work cooperatively with others.
- e) Reside within any of the three Town of Essex villages - Ivoryton, Centerbrook, or Essex - in the State of Connecticut.

CONFLICT OF INTEREST

I. Statement of Purpose

The purpose of this Conflict of Interest Policy is to protect the interest of the Library when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers, trustees or staff. A conflict of interest exists in any situation where a Trustee or staff member of the Library has been empowered to make decisions on behalf of the Library and who, as a result of that power, can potentially benefit personally, directly or indirectly, from an entity or person conducting business with the Library.

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II. Examples of potential conflicts of interest include, but are not limited to the following circumstances:

- a) A Library Trustee or staff member provides goods or services to the Library for consideration.
- b) A friend or relative of a Library Trustee or staff member provides goods or services to the Library for consideration. (“Relative” includes the following: spouses, life partners, parents, children, siblings, in-laws, grandparents and grandchildren, and step relationships. This policy also applies to individuals who are not legally related but who reside with another employee in a familial relationship rather than a roommate relationship.)
- c) A vendor or business acquaintance with whom a Library Trustee or staff member has an outside business relationship provides goods or services to the Library for consideration.
- d) A Library Trustee or staff member receives a referral fee or preferential discount, gift, or other valuable consideration from a vendor, paid promoter, fundraising event sponsor, or any other outside party, for referring Library business to such party.
- e) A Library Trustee or staff member discloses confidential information acquired in the course of official duties or uses such information to further a personal interest.

III. Procedure for Notification of a Conflict by a Trustee

- a) A Trustee who discovers that he or she has an actual or potential conflict of interest shall fully, completely and immediately disclose the existence of such conflict of interest to the Executive Committee of the Board of Trustees and recuse himself or herself from all discussions, deliberations and proceedings relating to the activity that is the subject of the actual or potential conflict of interest.

- b) The Executive Committee shall determine, after a full investigation, whether there is a conflict of interest. If the Executive Committee determines that a conflict of interest exists, it shall notify the Trustee with the conflict and take all appropriate and necessary action to resolve and eliminate such conflict.

IV. Procedure for Notification of a Conflict by a Staff Member

- a) A staff member who discovers that he or she has an actual or potential conflict of interest shall fully, completely and immediately disclose the existence of such conflict of interest to the Library Director. The Library Director shall make a determination as to whether a conflict exists. If it does, the Library Director shall make every attempt at solving the conflict. If it cannot be solved, the Library Director shall advise the Executive Committee of the Board of Trustees. At this point, the Executive Committee shall make a determination and direct the resolution.
- b) If the Library Director believes that she or he may have a conflict, he or she must notify the Executive Committee of the Board of Trustees for guidance and resolution.

V. Enforcement

The provisions of this Conflict of Interest Policy will be construed and enforced by the Executive Committee of the Board of Trustees. All decisions, determinations and actions taken by the Executive Committee with respect to this Conflict of Interest Policy are final and are not subject to review. A summary of matters brought through this policy either to the Library Director or to the Executive Committee of the Board shall be memorialized in writing and kept by the Board of Trustees Secretary as part of the official Library record.

FUNDRAISING

I. Overall Fundraising Goals

The Ivoryton Library Association seeks to raise funds from the community it serves, in addition to support received from various government agencies and Library membership fees. As a small private Library, the combined efforts of the Board of Trustees, Library staff, and the community in raising funds for the Library are essential to maintain the Library as a viable and indispensable partner. This policy outlines the Library's main methods of fundraising with the goal towards increasing the Endowment Fund and assisting the coverage of ongoing Library operating expenses.

II. Overall Management of Fundraising by the Library

The Board of Trustees has primary responsibility for the planning and oversight of fundraising events and campaigns. In order to optimize planning, the Fundraising Committee ("Fund C") will assist the Board in fundraising planning and implementation. The Fund C will develop, and update as needed, a Fundraising calendar of events for the fiscal year. The Fund C may delegate amongst its members individual(s) to manage events and campaigns as necessary. The Fund C may also obtain assistance from The Ivoryton Library Association ("Association") members or community leaders who may have skills or expertise that will help ensure the success of an event. The Fund C will report to the Board at regular meetings on held and planned fundraising activities and finances. However, the Board of Trustees will maintain its fiduciary responsibility by overseeing all Library fundraising activities.

Funds received by the Library through its fundraising efforts will be conveyed to the Library Treasurer. The Treasurer will supplement the Fund C report to the Board by indicating the amount of fundraising proceeds as part of the Treasurer Report at Board meetings. With the advice and consent of the Board, the Treasurer will deposit the proceeds in the appropriate Library financial accounts.

III. Main Fundraising Activities

Fundraising will involve at least these (4) main types of fund solicitation efforts:

- a) Membership Drives – it is important to maintain and increase Library membership in order to enhance Library patronage and service to the community. To that end, the Library Director in conjunction with the Board President and the Fund C will ensure that Membership Drives are conducted at least once a calendar year.

- b) Special Events – in an effort to help cover operating expenses and create enhance community goodwill, the Library will seek to offer fundraising activities such as book sales, house tours, races, and trivia nights.
- c) Grants and Stipends – the Library Director, in conjunction with Board members as necessary, will seek and inform the Board of any opportunities to apply for grants and stipends given by governmental agencies or other entities. Once approval has been obtained to proceed with an application, the Library Director will compose and file said application(s), with the assistance of Board members as needed.
- d) Endowment Development – a critical component of the planning for the longevity of the Library as a vital and vibrant member of the community it serves is the maintenance and growth of its Endowment funds. Given its importance in the financial health of the Library, there is an Endowment Investment Policy that speaks to its overall management. However, as part of Fundraising, efforts should ensure whenever possible that there is **at least one (1) major campaign during a calendar year** that seeks to specifically increase the funds in the Library’s Endowment account.

ENDOWMENT FUND

I. Purpose of the Endowment

The Endowment Fund was established to provide the opportunity for the wider community to sustain the mission and long-term financial viability of the Library through bequests, charitable remainder trusts, charitable gift annuities, assignment of life insurance and transfer of property (cash, stocks, bonds, real estate, etc.). Each member of the Board of Trustees shall be informed concerning the status of the Endowment Fund, and participate in decisions concerning investment policy on an ongoing basis.

II. Investment Objective

The investment objective is to maximize the Endowment's long term total rate of return.

III. Duties of the Finance Committee

While all Board members shall have an overall knowledge, the Endowment Fund will be managed by the Finance Committee ("FC") of the Board of Trustees. As stated by the Library By-Laws, the FC is required to follow the Investment Position Policy and work with the Board to devise strategies to encourage and attract more gifts and donations to the Endowment Fund.

The FC will consist of four (4) members consisting of three (3) members of the Board of Trustees, including the Treasurer, and one (1) other member chosen from the Association membership.

IV. Professional Investment Manager

It is the policy of the Library to utilize professional management services for the investment of the monies in the Endowment. The FC will negotiate investment management contracts, where appropriate, and ensure that the investment guidelines under which the managers are to operate are communicated, understood, and followed by the managers as stated in the Investment Position Policy.

V. Accumulation of Funds

Existing Endowment Fund assets as of the date of this policy's establishment are considered unrestricted, as are new gifts, unless expressly stated by the donor. Any gift with a value of \$3,000 or greater, or at the discretion of the Board, will become part of the Endowment Fund, unless expressly stipulated by the donor.

The Board has the authority to accept/or reject gifts of real property and other assets if such gifts present a risk, hazard or liability (e.g., a gift of real estate that is contaminated and violates governmental laws) or if the restrictions attached to the gift cannot reasonably be supported by the Library.

VI. Endowment Spending Rate

The spending rate shall be recommended to the Board each year by the FC. The spending rate (the annual amount withdrawn from the Endowment, if needed) is to be no more than 4% of the Endowment's assets measured each June 30.th The spending rate shall be based on the three-year moving average of the market value of the Endowment taking into consideration the estimated total investment return, the estimated rate of inflation and the operating needs of the Library.

VII. Amendment

The Board of the Library reserves the right to amend this policy at any time.

ENDOWMENT FUND INVESTMENT POLICY

I. Goals of Endowment Fund Investment Policy

- a) To provide present and future Board of Trustee members with continuity of investment practice and policy.
- b) To maximize annual rate of return on investments.
- c) To seek the best financial advice available to the Board.
- d) To strive to increase the value of investments.
- e) To retain control of investment decisions within the Board of Trustees.

II. Investment Objectives

The investment objective is to maximize the Endowment's long-term rate of return consistent with a mix of 60% equity, 35% fixed income, and 5% in money market. However, a range between 50-70% equity may be permissible to allow for allocation drift resulting from appreciation and distributions from holdings.

- a) Equity Guidelines – Equity investments are to be limited to mutual, commingled index funds or ETFs with holdings listed on major U.S. and international exchanges.
- b) Fixed Income Guidelines – Approved fixed income investments are to be limited to mutual funds, U.S. Treasuries or U.S. Agencies or corporate bonds. No one issue should exceed 5% of the portfolio's total. The restriction excludes U.S. Government or agency securities. Individual fixed income investments should be rated investment grade by S&P and/or Moody's.

III. Review of Investment Guidelines

The FC will review the investment objectives and guidelines outlined in this policy, as needed. When changes are warranted, the FC will advise the Board of Trustees of its recommendations. Upon approval by the Board, the FC will notify the financial investment managers of the new guidelines. Revisions to this policy may also be made if required.

OPERATING ACCOUNTS

- I. Overall Principles
 - a) The Treasurer is responsible for all financial transactions and shall keep accurate records of all receipts and expenditures.
 - b) Library accounts will be kept in accordance with generally accepted accounting principles for nonprofits as applicable.
 - c) Library Operating funds will be kept at an FDIC- insured bank.
- II. Annual Budget
 - a) The fiscal year for the Library begins July 1 and ends June 30.
 - b) The Treasurer and the Library Director prepare an Annual Budget for approval by the Board of Trustees and members at the Annual Meeting.
 - c) The Treasurer provides a monthly budget status report to the Board of Trustees.
- III. Operating Practices
 - a) A savings account shall be maintained with enough funds to cover unexpected Library expenses, such as unplanned expenditures.
 - b) A checking account shall be maintained with sufficient funds to process operating expenses.
 - c) Other types of financial vehicles, such as debit cards, shall be maintained as needed for efficient management of Library financial accounts.
 - d) From time to time, the Treasurer may suggest to the Board of Trustees that funds currently residing in operating accounts are available for transfer to the Endowment Fund. Similarly, the need may arise where monies from the Endowment Fund are required for unforeseen capital projects. In such cases, the Board of Trustees may direct the Treasurer to move funds as needed.

LIBRARY OPERATIONS POLICIES

BORROWING POLICY

Use of the Library is free to all. Materials may be checked out to anyone holding an active Library card, in good standing, from any Connecticut town. Residents of Ivoryton, Centerbrook and Essex may receive a free library card with proof of residence.

Number of Books/DVDs Loaned: The number of items that may be taken out on each card is limited to thirty-five (35). Library staff reserves the right to place additional limits on a case-by-case basis.

Time Limit: Time limits vary depending on the material. These limits are posted on the website. Due dates are printed on a receipt upon check-out and can be verified with any librarian at any time.

Renewals: Granted on all Library materials or those books borrowed by the Ivoryton Library Association from another Library at the patron's request unless indicated otherwise during the renewal process. Most renewals can take place online, otherwise by phone or in person during Library hours. Number of renewals varies depending on the material.

Fines: The Library does not charge overdue fines but no new material can be checked out when patron has overdue outstanding items. Patron is responsible for the cost of repair or replacement of damaged or lost items.

Reserves: Books may be reserved any time and will be held at the Library for one (1) week, including date of notification.

Responsibility: A borrower is responsible for keeping the materials loaned in good condition and for returning them by the due date indicated. Settlement for lost or damaged items will be determined by the staff.

Choice Of Library Materials By Minors

The role of the parent or legal guardian in supervising the reading, listening, and viewing choices made by a minor child is recognized by this Library.

The Library staff and Trustees are charged with the responsibility of providing free and equal access to Library materials and services to all eligible people. Moreover, it is impossible for them to know or predict the opinions of parents and guardians regarding the specific borrowing selections made by minor children.

Therefore, it is the policy of the Library that parents and guardians, not the Library staff or Trustees, are responsible for monitoring and approving the selection of materials made by minor children. Parents or guardians solely may restrict their children - and only their children - from

borrowing specific Library materials. Parents or guardians who wish their children not to have access to certain materials should accompany or otherwise advise their children. The Library staff and Trustees cannot and do not act *in loco parentis*.

COLLECTION DEVELOPMENT POLICY

I. Introduction

The Library's Collection Development Policy serves as a guide for authorized personnel in the selection and withdrawal of Library materials. It also serves to inform the public as to the criteria upon which Library materials are selected and withdrawn. This Library supports intellectual freedom and subscribes to the Library Bill of Rights, The Freedom to Read Statement, and the related supportive documents of the American Library Association.

II. Responsibility For Selection

The responsibility for selecting materials for purchase and withdrawal is delegated by the Library Board of Trustees to the Library Director and, under his/her direction, to other staff members who are qualified for this activity by reason of training and/or experience.

III. Sources For Selection

Reviews in library and publishing industry periodicals are primary sources for materials selection. Reputable bibliographies, booklists by recognized authorities, and the advice of competent individuals and/or entities in specific subject areas also are used. Suggestions from Library staff and the general public are considered, as well as reviews in popular media.

IV. Criteria for Selection

Library materials are diverse in topic, format, and other characteristics. Each type of item must be considered in terms of its own merit and the audience for whom it is intended. No single set of selection criteria can be applied to all cases.

In general, the selection of books and other Library materials will take into account the following criteria:

1. The appropriateness of the item to the needs and interests of Library users and of the community as a whole.
2. The timeliness and accuracy of the information.
3. The competence of the presentation.
4. The contribution of the item toward strengthening the existing collection.
5. Suggestions from Library staff and the general public.
6. The value of the item based on literary or scholarly excellence and other inherent quality, considered without regard to popular demand.
7. Budgetary limitations.

In selecting fiction, it will be the Library's goal to provide items which meet the needs of users of varied backgrounds, reading tastes, and interests.

It is the Library's goal to build a balanced collection composed of materials of current popular interest as well as materials of permanent worth. Popular demand is a significant basis for selection. Conversely, many great works of scholarship and literature are keystones of modern knowledge and culture but may not necessarily be high demand items. It is the Library's policy to select popular-demand items as well as materials of permanent value, regardless of whether or not they will be widely used.

V. Materials For Children And Teens

As a rule, the children's collection contains materials best suited to the abilities and interests of Library users from birth through grade 6, while teen materials are those best suited to the abilities and interests of Library users from grade 7 through grade 12.

Children's and teen materials will be selected with the same care and judgment and following the same criteria as are adult materials.

Providing textbooks is the responsibility of the schools. The Library's role is to provide supplementary materials to enrich the resources available to students and teachers through the educational system. Selection of materials for children and teens should not be made to duplicate school texts, but rather should consider the usefulness of the items for general Library purposes. Textbooks may be purchased if such items constitute the best available source of information on a subject. Multiple copies cannot be purchased in response to student demands, which the schools should properly be expected to meet.

It is the policy of the Library that parents and guardians, not the Library staff or Trustees, are responsible for monitoring and approving the selection of materials made by minor children. Selection of materials for the community as a whole cannot be inhibited by the possibility that specific items of an advanced nature may come into the possession of minor children.

VI. Gifts

The Library accepts gifts of books and other collection materials without commitment as to final disposition. It assumes unconditional ownership of all items donated and retains the right to use or dispose of them as it sees fit.

Gift items must meet the same selection criteria as purchased materials. Items in poor physical condition or written in will not be kept. Duplicate copies of items already in the collection will be added only if needed. Gift materials will not be accepted with restrictions or conditions that necessitate special and separate housing, processing, or treatment. The only form of donor or memorial identification will be a gift plate.

The Library cannot give a dollar valuation for gifts of materials, but it will provide the donor with a statement verifying the number and type of materials donated and accepted, upon request.

VII. Balance and Neutrality

Public libraries have a responsibility to provide books and other materials presenting diverse points of view on the problems and issues of our time. It must be understood, therefore, that ownership of Library materials does not constitute an endorsement by the Library of the ideas or viewpoints expressed within those materials.

Selections of Library materials are not made on the basis of any anticipated approval or disapproval by specific individuals or groups, but solely on the merits of the works in relation to building the collection and serving the needs and interests of Library users and the community as a whole. While aware that one or more persons may take issue with the selection of specific items, the Library does not have to remove from the collection items purchased in accordance with the criteria specified above. Nor will materials be marked in such a way as to indicate official approval or disapproval of viewpoint and content. Items are not separated from the general collection except for the purposes of protecting them from damage or theft. In all cases, the quality of resources will be judged on the content as a whole, not by detached excerpts.

VIII. Requests For Reconsideration Of Materials

Any patron who wishes to object to the presence of a particular item in the collection may do so by completing the Request for Reconsideration of Library Materials form. The process is outlined in the Censorship Policy.

COLLECTION MAINTENANCE POLICY

An up-to-date, attractive, and reliable collection can be maintained only by purchasing and retaining appropriate materials, and by removing items that are damaged, outdated, inaccurate, duplicating, and otherwise no longer useful. The collection should be evaluated by authorized and qualified staff on a systematic and continuous basis to identify materials that should be withdrawn, keeping in mind the needs and wishes of the community.

The following guidelines should be used in discarding books:

1. Books not circulated for five years or more and not listed in any professional guide should be discarded, unless of local historical or literary interest.
2. Books that contain incorrect or obsolete data should be discarded as soon as brought to the attention of the librarian. If such a book has other valuable information not available elsewhere in the Library, a typed statement regarding the general inaccuracy should be placed inside the front cover.
3. Books that contain material inappropriate for racial or ethical reasons should be discarded. Books should not be discarded because of the religious or political views of the author.
4. Books that are badly soiled or damaged (torn pages, frayed bindings, etc.) should be discarded, unless the book is out of print, of literary value or local interest.
5. Duplicates no longer in demand should be discarded.

Pamphlets and vertical file notebooks should be reviewed annually by the Library Director.

CENSORSHIP POLICY

The Library endorses the Library Bill of Rights and the Freedom to Read Statement as adopted and amended by the American Library Association. Any attempt to remove materials from the Library must be made in writing, using the Request for Reconsideration of Library Materials form. When this form is given to an objector, the Library Director will also provide copies of the Library's Collection Development Policy, the Library Bill of Rights and the Freedom to Read Statement. The completed and signed Reconsideration Form should then be given to the Director who will present the form to the Board of Trustees of the Library at their next monthly meeting. The objector will be invited to attend the meeting for the purpose of clarifying any statement which he/she included on the Reconsideration Form.

At this meeting, the Board of Trustees will discuss the reasons given by the objector for the reconsideration of the book in question. The Board of Trustees will then make a decision concerning the book in question. The Board of Trustees will then make a decision concerning the book, no more than 35 days later. This decision will be stated in writing and a copy will be given to the person who requested the reconsideration of the book.

COMPUTER USE POLICY

Public access computers are provided for use by cardholders of the Library. Patrons who are not cardholders may be permitted to use the public access computers as a guest, but this use may be limited. Adults may use computers in the children's Library when accompanied by a child. The Library is not responsible for damage to and/or incompatibility with personal hardware or software that is used and data may not be permanently stored to the Library's computers.

- Flash drives/memory sticks, headphones, and earbuds are not available, but may be brought in from home.
- Printing will be sent to a networked printer for a fee.

Library staff members cannot provide in-depth training in Internet or personal computer skills. The staff may be able to offer basic searching suggestions and answer questions about Internet resources, but may not be familiar with every computer application patrons may wish to use. Due to scheduling constraints, there may not be an experienced Internet-trained staff member on duty at all times.

Using Library computer workstations in an inappropriate manner or for illegal purposes is prohibited.

Unacceptable use of computers includes, but is not limited to:

- Use of computer which impedes activities of others
- Violation of software license agreements
- Violation of user privacy
- Destruction or damage to equipment, software, or data belonging to the Library
- Attempt to gain unauthorized access to any data, computer, or network

While respecting an individual's right to the limited privacy available in a public environment, the Library reserves the right of its staff members to monitor use of public Internet workstations to ensure compliance with Library policies, guidelines and procedures. Staff members may ask users to stop using Library equipment if they observe any behavior which they judge to be in conflict with these.

INTERNET SAFETY POLICY

The Library is concerned for the safety and security of users who access online information. The Library has no control over information on the Internet and cannot be held responsible for its content. As with other Library materials, the Library affirms the right and responsibility of parents or guardians to guide their children's use of the internet.

Patrons shall not access or exhibit inappropriate matter on computers used in the Library. Inappropriate matter is defined as the following:

- Access or exhibit obscene material on Library computer workstations. Disseminating or exhibiting obscene material is a crime.
- Access material or computer-generated images deemed harmful to minors.
- Use the Library computer workstations in a manner that allows them to possess a computer-generated image that contains or incorporates sexual exploitation of a child.
- Additionally, patrons shall not disclose, use, and/or disseminate personal information that could threaten or create a vulnerability for a minor, for any other person, or for the Library.

In compliance with the Children's Internet Protection Act (CIPA), the Library has in place a policy of Internet safety for minors, using a filtering service for all internet access. These technology protections are present on all computer terminals located in the Children's Room. This technology is not infallible and the Library cannot be held responsible for prohibited information that may be displayed or for useful information that may be blocked.

Members of Library staff are under no obligation to monitor Library workstation usage. When a member of the Library staff determines that a patron is using a workstation in an unacceptable manner, any or all of the following consequences may apply:

- Immediate termination of the computer or Internet session.
- Additional suspension of computer use or other Library privileges.
- Notification of appropriate law enforcement officials.

Patrons who encounter websites which they believe should be blocked but are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the Library Director or staff member in charge and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the Library Director, providing as much detail as possible.

PATRON BEHAVIOR POLICY

I. Purpose

In an effort to provide a comfortable and safe environment for all Library patrons, the Board of Trustees of the Ivoryton Library Association has established a Library Patron Behavior Policy to provide clear and reasonable guidelines governing patron behavior within the Library and on the Library premises.

II. Unacceptable Behavior

Unacceptable behavior includes behavior within the Library or on Library premises that interferes with the use of the Library by other patrons, creates a risk of injury to other patrons or Library personnel, interferes with the work of Library personnel, or creates a risk of damage to Library property. Unacceptable behavior includes, but is not limited to:

1. Use of profanity, abusive or threatening language
2. Threatening gestures or unwanted physical contact
3. Possession of weapons of any kind, except by law enforcement officers
4. Damaging, defacing or theft of any Library property or materials; the Library staff may ask to examine users' handbags, briefcases, or other packages to help assure compliance with checkout procedures; the Library reserves the right to confiscate unattended backpacks, duffle bags, etc.
5. Possession or use of alcohol except at authorized Library functions
6. Possession or use of illegal drugs, narcotics or controlled substances
7. Use of tobacco products
8. Roller blading, roller skating, or skate boarding on Library premises
9. Unreasonable noise levels including shouting, loud talking or disruptive conversation, allowing ringing cell phones or engaging in loud cell phone conversation
10. Consuming food except in designated areas or at authorized Library functions
11. Lack of personal hygiene that interferes with the use and enjoyment of the Library by other patrons or interferes with the work of Library personnel
12. Bringing animals into the Library except those who are part of a program or are registered service animals

The Library staff has the right to enforce current federal, state, and local guidelines/rules/laws regarding public health and safety matters. For example, the staff may require the wearing of face masks while on Library premises during a viral outbreak.

III. Enforcement

Violation of the Policy may result in escalating responses ranging from limitation or revocation of the patron's Library privilege(s) to removal from the premises or criminal prosecution if the conduct constitutes a violation of local, state or federal law.

The Library Director or hi/her authorized designee, upon staff recommendation, may limit or revoke the patron's Library privilege(s). Such limitation or revocation shall be in writing and shall be effective upon being sent to the patron's address on file with the Library. A patron whose privilege(s) has been limited or revoked may appeal the limitation or revocation of the privilege(s) by filing a written appeal with the Director within ten (10) days from the date of the issuance of the written revocation. The appeal will be forwarded to the Board of Trustees whose decision is final. The patron whose privilege(s) has been limited or revoked shall attend a meeting with the Director to review this Library's Patron Behavior Policy before his privilege(s) may be reinstated.

PURCHASING POLICY

I. Purpose

The purpose of this policy is to provide guidance and procedures to be followed for the procurement of goods and services for the Library; to ensure that materials, equipment, and services are purchased at the lowest price consistent with quality and performance; to provide adequate controls over Library expenditures and financial commitments with proper documentation; and to obtain quality goods required by the Library.

II. Non-Circulation Materials

No individual or employee of the Library is authorized to make any purchases of labor or non-circulation materials in the name of the Library in excess of \$300 without prior approval of the Board of Trustees. All disbursements must be for valid business purposes and have supporting documentation.

All bills, invoices, and statements are to be submitted promptly to the Treasurer for payment with clear indication, by signing of its face, the approval receipt of the materials or service by the responsible employee of the Library.

The Treasurer and Library Director will verify that routine bills for electric power, water, fuel and phone service are received from the service providers for the services rendered.

III Circulation Materials

Circulation Materials include such items as books, magazines, pamphlets, films, DVDs, CDs, and all other forms of library and audio materials. While the \$300 limit for purchases without Board approval does not apply to Circulation Materials, the Board expects the Director to use due diligence in seeking out the most economical sources for circulation materials. However, if a purchase is expected to exceed approved budget limits, the Library Director shall inform the Treasurer for further processing.

All bills, vendor statements, receipts, and packing slips for circulation material purchases shall be periodically reviewed and signed off on by the Treasurer. The Treasurer shall ensure that there is adequate supporting documentation and a valid business purpose for the expenditures.

IV. Authorizations

1. Cash. Receipts or other supporting documentations must be kept for any cash disbursements.
2. Checks. Checks must be made payable to specific payees based upon appropriate documentation and never to "cash" or bearer." Signing of blank checks is strictly

prohibited. Access to blank checks must be limited to persons authorized to prepare checks. Blank check stock must be locked in a secure place when not in use.

3. Credit/Debit Cards. The Library Director shall have oversight responsibility for the use of the Library credit or debit cards by his or herself and by other Staff members. With the prior knowledge of the Library Director, the Treasurer or other members of the Board of Trustees may use the card(s) for valid business purposes. Receipts or other supporting documentation must be kept for card transactions.
4. Bank Reconciliations. Bank accounts must be reconciled monthly by the Library Director and reviewed by the Treasurer. The Library Director must ensure that the bank statements, including canceled checks, receipts for debit card use, etc., are received unopened from the bank. Checks outstanding over 90 days must be periodically investigated, with payment stopped and an entry made restoring such items to appropriate accounts.

IV. Record Retention

Financial records of the Library shall be maintained for 7 years, unless a longer retention period is required. Such records include, but are not limited to, bank statements and canceled checks, investment records, employee expense reports, and bookkeeping ledgers. Credit card records and annual plans and budget may be retained for 2 years.

Record Retention policy shall be reviewed from time to time to ensure that pertinent laws and regulations are being complied with. The Treasurer shall be responsible for such a review and shall work with the accountant, bookkeeper and Library Director in review efforts.

STAFF PERFORMANCE REVIEW

I. Library Director

The Board of Trustees Executive Committee will conduct an annual written evaluation of the Library Director work performance no later than April of the current fiscal year. As part of this process, goals will be developed for the Library Director as a tool for monitoring performance. The review will be completed in time to make a pay treatment recommendation to the full Board of Trustees no later than at the May trustee board meeting. Upon final decision by the Board, the Executive Committee will share the performance review and pay treatment decision with the Library Director. Pay treatment approved by the Trustees will become effective on July 1st.

The Trustees may approve non-salary payments, such as bonuses, for the Library Director at any time. The reason(s) for such extra payment treatments shall be in writing and made permanent part of the Library Director's personnel records and Board minutes.

II. Library Staff, Other than Library Director

The Library Director will conduct annual written evaluations of the Library Staff work performance no later than April of the current fiscal year. The review will be completed in time to make a pay treatment recommendation to the full Board of Trustees no later than at the May trustee board meeting. Upon final decision by the Board, the Library Director will share the performance review and pay treatment decision with the Staff. Pay treatment approved by the Trustees will become effective on July 1st.

Upon recommendation by the Library Director, the Trustees may approve non-salary payments, such as bonuses, for Staff at any time. The reason(s) for such extra payment treatments shall be in writing and made permanent part of the employee personnel records and Board minutes.

III. Performance Review Forms

The Library Director, in conjunction with the Executive Committee, shall develop written appraisal forms for use in annual staff evaluations. Similarly, the Executive Committee shall develop materials to use in their annual performance reviews of the Library Director.