

Policies and Procedures Manual

Bradford Public Library

Adopted April 25, 2022

Revision 8/22/2022 – Article VIII, Section 7 - Added “Any vacation that is taken during regular scheduled work hours which include time paid for opening or closing the library must include on the timecard the 15 minutes allowed”.

Revision 11/27/2023 – Article V, Section 4 (d) – Changed “The previous year’s staff shall be considered employed until the end of the year” rather than “until the date of the Reorganizational Meeting”.

Revision 1/29/2024 – Meeting Room Policy – Added “The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization’s beliefs by the Library, its staff, or its Board of Trustees.”

Revision 1/29/2024 – Added “Collection Development Policy” and “Public Participation at Meetings Policy”

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Article I. Name, Location, and Origination

1. **Name:** The name of this library for all purposes shall be the “Bradford Public Library,” hereafter called “Library.”
2. **Location:** The Library property is located at 138 East Main Street, Bradford, Ohio, 45308.
3. **Origination:** This Library was organized as a School District Library in the State of Ohio on May 21, 1935, with the first recorded meeting of the “Bradford Public Library Board of Trustees,” hereafter referred to as “Library Board”.

Article II. Introduction

1. **Source and Authority of This Manual:** This Policy and Procedures Manual has been created by the Library Board and exists for the purpose of governing the operation of this Library. The policies and procedures in this Manual, determined and established by the Library Board, shall remain in effect until changed or rescinded by further action of the Library Board. Some or all of the contents of this Manual are subject to change by the Library Board, and the Library Board reserves the right to alter these policies and procedures at any time and for any reason. The policies and procedures in this Manual shall be administered by the Director, the Clerk-Treasurer, and all Library personnel.
2. **Manual Distribution and Updates:** This Policy and Procedures Manual shall be given to each employee of the Library when that employee is hired and sign for receipt of the manual. Employees will be provided with all updates whenever changes occur. Employees are responsible for attaching updates to their own Manuals.
3. **No Individual May Alter This Manual:** The Director, Assistant Director, Clerk-Treasurer, other Library employees, or any single member of the Library Board are NOT at any time authorized to vary by written or verbal means any policy or procedure contained herein.
4. **Manual Provides General Operational Rules:** Although the topics covered are not all-inclusive and comprehensive, the points that are covered shall serve as general operational rules. The Director shall use this Manual to answer those questions from employees related to the matters covered in this Manual. If the Director is unable to answer a specific question, or if a matter arises not covered in this Manual, the Director shall refer such questions to the Library Board.
5. **Manual to Be Used with the General Public:** The Director shall use this Manual to answer those questions from patrons and the general public related to the matters covered in this Manual. The Director is at liberty to distribute copies of this manual to the public as deemed appropriate. Again, if the Director is unable to answer a specific question from patrons or the general public, or if a matter arises not covered in this Manual, the Director shall refer such questions to the Library Board.

Article III. Mission Statement & Goals

Mission: The mission of the Bradford Public Library is to be a center of lifelong learning through our collection, technology, and historical materials.

Goals:

1. The Library exists primarily to serve the library needs of the Bradford community and more generally those of all Ohio residents.
2. The Library will endeavor to provide free and equal access to its materials regardless of a library user's age, race, sex, religion, national origin, ancestry, or social or political views.
3. Materials are selected for the collection on the basis of the entertainment, informational, and educational interests and needs of the general library community. Every attempt is made to provide materials representing a variety of points of view.
4. It is the Library's particular responsibility to safeguard the rights of its users to free expression and unrestricted access to ideas regardless of the partisan or doctrinal disapproval of others. Materials are excluded from the Library's collection only in the circumstances that the Library Board has ruled them injurious to the library users.

Article IV. Organization

1. **Library Board:** As a School District Library, this Library is governed by a Library Board consisting of seven members who serve without salary, one appointed each year by the Bradford Board of Education, each for a term of seven years. When a Library Board position becomes vacant, the position is posted in a variety of ways at the board's discretion. Potential board members submit an application to the Library Director who, along with a board appointed committee, screens the applications and recommends finalists to be interviewed by the Library Board. The person chosen is recommended to the Bradford Board of Education for appointment. New board members filling an unexpired term will serve the remainder of that term. ORC 3375.15 states "No one is eligible to membership on such board of library trustees who is or has been for a year previous to appointment a member of a board of education making such appointment." The new board member is to be installed at the meeting following the month in which the vacancy and appointment occurs. Installation is to be conducted by a publicly elected official or a notary public. All new board members will receive a copy of the Ohio Public Library Trustee handbook and the Policies and Procedures Manual of the Bradford Public Library. New board members will be notified of training opportunities offered by Ohio Library Council at the Library's expense. Internal training will be offered by the Library Director and Clerk-Treasurer.

The Library Board conforms to all applicable library laws in Chapter 3375 of the Ohio Revised Code and all other applicable federal, state, and local laws.

- (a) **General Operation** and oversight of the Library, its activities and services, including the setting of Library procedures and the determining of the regular hours the Library is to be open,
 - (b) **General Review and Planning:** including evaluation of all aspects of the Library, its activities and services, and the resulting short- and long-range planning,
 - (c) **Building and Property:** including the acquisition, improvement, maintenance, insurance, use, and disposition of Library building(s) and property,
 - (d) **Fiscal Responsibility:** giving general oversight of all Library finances and funds, receipts and expenditures, the adoption of annual budget requests to the County Budget Commissions for revenue, the adoption of all appropriation resolutions both annual and amended, the acceptance and acknowledgment of any major gifts and donations to the Library, and the approval of any major expenditures by the Library,
 - (e) **Employment:** including the hiring of and working with the Director and Clerk-Treasurer, the dismissal or resignation of the Director and Clerk-Treasurer, the receiving of the Directors recommendation for the hiring or dismissal of all other employees of the Library, including staff, custodian, and any other personnel, and then giving of advice, consent, and final approval, or not, to those recommendations. When hiring a Director or Clerk-Treasurer, all appropriate print and digital media will be used in advertising for the position.
 - (f) **Personnel Issues:** in the setting of compensation, benefits, responsibilities, and personnel practices of all Library employees,
 - (g) **Oversight of Materials:** including the selection, collection, lending, and disposition of books, and all other library materials upon recommendation of the Director.
 - (h) **Strengthen Public Relations:** and promoting awareness in the community of the Library and its services, and encouraging the employees to do likewise.
 - (i) **The Bradford Public Library does not and shall not discriminate** on the basis of race, color, religion, gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.
2. **Director:** The Director is the library's chief administrative officer, responsible for administering the activities, services, and staff of the library in accordance with the policies and directives of the Library Board and the laws of the state of Ohio. Hired by the Library Board to handle the day to day operation of the Library, the Director shall direct and supervise all employees of the Library except the Clerk-Treasurer and any assistants to assist the Clerk-Treasurer. The Director is directly accountable to the Library Board.

In the absence of the director, the Clerk/Treasurer or one of the board appointed Substitute Directors on duty is in charge. If the Director's absence will be of a long duration, appointment of an acting director will be made by a special meeting of the Board.

3. **Staff Librarians, Substitute Staff Librarians, Custodian, and Other Employees:** Hired by the Director, with final approval for employment given by the Library Board, all other employees of the Library, (with the exception of the Clerk-Treasurer and any assistants to the Clerk-Treasurer) shall work at the direction and supervision of the Director
4. **Clerk-Treasurer:** Hired by the Library Board to be the principle record keeper of the Library, the Clerk-Treasurer's authority shall be equal to but separate from the Director. Technically speaking, the Clerk-Treasurer and the Director do not direct or supervise each other; however they shall seek to work cooperatively to the greatest benefit of the Library. The Clerk-Treasurer shall direct and supervise any assistants to Clerk-Treasurer. The Clerk-Treasurer is directly accountable to the Library Board. The Clerk-Treasurer is the library's chief fiscal officer whose major responsibilities are the receipt and disbursement of library funds, payroll, and the proper maintenance of financial records. In the absence of the Clerk -Treasurer, the board appointed substitute treasurer will serve as the Clerk-Treasurer.

Before assuming the duties, a bond shall be executed in an amount and with a surety to be approved by the Library Board, payable by the Library Board, and conditioned for the faithful performance of the official duties required of the Clerk-Treasurer.

All monies received by the Clerk-Treasurer for the Library purposes shall be immediately placed in a depository designated by the Library Board. The Clerk-Treasurer shall keep an account of the funds credited to the Library Board upon such forms as are prescribed and approved by the Ohio Auditor of State and shall render a statement to the Library Board monthly showing the revenues and receipts from whatever sources derived, the disbursements, and the purpose for such disbursements. At the end of each fiscal year, the Clerk-Treasurer shall submit to the Library Board a complete financial statement showing the receipts and expenditures in detail for the entire fiscal year. The Clerk-Treasurer is also responsible for the storage and safe keeping of:

- (a) **Journals and Ledgers:** all financial journals, ledgers, and supporting documentation,
- (b) **Library Board Minutes:** all minutes, minute books, and associated documents,
- (c) **Personnel and Payroll Records:** all personnel and payroll records and supporting documentation,
- (d) **Legal Papers:** all legal documents, including deeds, contracts, agreements, leases, bank documents, insurance policies and papers, and
- (e) **Government Documents:** all documents filed with the county governments.
- (f) **Policy & Procedures Manual & Updates**
- (g) **Emergency & Disaster Plan**
- (h) **Records & Retention Plan**

5. Substitute Clerk Treasurer: Hired or appointed by the Library Board. Any Substitute Clerk-Treasurer shall work at the direction and supervision of the Clerk-Treasurer

Article V. Library Board

1. The Library Board shall organize and follow rules set forth in Section 3375.15 of the Ohio Revised Code.
2. **Meeting Place:** All meetings of the Library Board shall be held at the Library unless otherwise notified.
3. **Meeting Quorum:** A simple majority of the members currently serving the Library Board shall constitute a quorum for the transaction of business. Vacant or unoccupied seats will not be counted in determining a quorum. In the absence of a quorum, the meeting shall be considered adjourned and official business may not be transacted until a quorum is present.
4. **Reorganizational Meetings:** The Library Board's last meeting of the year each December shall be an open and public Reorganizational Meeting, where the Library Board shall conduct the following reorganizational business:
 - (a) **Naming Acting Officers:** From its membership the Library Board at the December regular meeting, shall name an acting chair and an acting secretary for the Reorganization Meeting.
 - (b) **Election of Library Board Officers:** From its membership the Library Board shall elect a President, a Vice-President, and a Secretary, each for a term of one year. These positions are detailed below in Article VI, Items 1 through 4.
 - (c) **Setting Regular Hours:** The Library Board shall set the regular hours that the library will be open.
 - (d) **Re-hiring of Library Employees:** The Library Board as it deems appropriate shall officially re-hire Library employees for the next calendar year, including Director, Clerk-Treasurer, Staff Librarians, Custodian, and any needed special and assistant staff in any capacity.

The previous year's staff shall be considered employed until the end of the year. New employment agreements shall be issued to all employees annually.
 - (e) **Adjusting the Wage Scale:** The Library Board shall determine changes, if any, in the employees' wage and salary scale.
 - (f) **Approving Wages and Salaries:** The Library Board shall give final approval for the wages and salaries rates to be paid employees for the current year.
 - (g) **Passing Temporary Appropriations:** The Library Board shall determine temporary appropriations for the General Fund and all other funds held, until a final or amended appropriations resolution is enacted. A roll call vote is necessary for this action.
 - (h) **Setting Mileage Reimbursement:** The Library Board shall determine what amount per mile, if any, shall be paid to Library employees and Trustees for travel expenses when travel is necessary to fulfill Library duties.

- (i) **Appointing the Purchasing Agent and Assistant Purchasing Agent(s):** The Library Board shall appoint as it deems appropriate a Purchasing Agent and any Assistant Purchasing Agent(s). Traditionally this has been the Director and Clerk-Treasurer. The Library Board shall then indicate the authority which these Agents have to purchase goods and services without prior Library Board approval, and at what point prior Library Board approval becomes necessary.
 - (j) **Setting Regular Meetings:** The Library Board shall fix the day and time of the regular monthly meetings.
 - (k) **Capital Purchases:** Any purchases or expenditures made that are greater than \$1,000.00 in the UAN Object Code 700's, 339,390, and 452 must have formal board approval.
5. **Regular Meetings:** Regular Meetings of the Library Board are to be open and public, and shall be held monthly on a day and at a time to be fixed by action of the Library Board at its annual Reorganizational Meeting. The day, time and place shall be publicly announced and published. The day and time of Library Board meetings may be changed at any time to whatever is convenient to Library Board members, provided any such change is publicly announced and published one week in advance.
 6. **Special Meetings:** On an occasion when the Library Board finds it necessary to meet at a time different than the Regular Meetings, by simple majority vote of the Library Board, or by action the President, or in absence of the President by action of the Vice-President, a Special Meeting may be called at any time. Special Meetings may be called for the purpose of discussing one or two items which must be specified when the meeting is called. If the meeting is called by action of the President or Vice-President, notice of the time of the meeting must be given to each Library Board member at least one week in advance. All Special Meetings shall be publicly announced and published one week in advance.
 7. **Executive Session:** When dealing with issues which are confidential and sensitive in nature, the Library Board may go into a closed non-public Executive Session, provided a motion stating the reason for the Executive Session is passed by a two-thirds majority roll call vote. Business which may be considered in closed Executive Sessions is governed by the Ohio Revised Code under the "Sunshine Laws," Section 121.22.
 No votes may be taken and no final decisions may be made during an Executive Session. All votes must be made during the public portion of a meeting after the Executive Session is adjourned and the regular public session is resumed, and according to proper parliamentary procedure.

Article VI. Library Board Officers

1. **Terms of Office and Authority:** The Library Board shall have the following officers; President, a Vice-President, and a Secretary, each for a term of one year, to be elected at the annual Reorganizational Meeting as noted above in Article V, Item 4(b). Each officer shall have such powers and duties as are prescribed by the Ohio Revised Code or by these By-Laws or any actions of the Library Board which are consistent with the laws of the State of Ohio.

- 2. President:** The President shall preside at all meetings of the Library Board, shall determine the agenda for each meeting, and with the consent of the Library Board shall determine the order of the business.

The officer presiding at each meeting of the library board shall sign the minutes of those meetings at which he/she presides. The Secretary's or Clerk-Treasurer's signature is also required.

Authorized signers for the checking account shall be the President, Vice President, and Clerk-Treasurer. Signatures of 2 of the 3 authorized signers are required for disbursement of funds from the checking account.

The President shall appoint all committees and committee chairmen with the consent of the Library Board, and shall serve as an ex-officio member of all committees.

Upon approval by the Library Board, the President shall act on behalf of the Library Board regarding instruments of conveyance, assignment, transfer, contract, or indebtedness of lease, and other legal documents when such items must be executed by an officer of the Library Board to be legally effective, and when the Clerk-Treasurer or Director cannot execute such items alone. The President shall also act on behalf of the Library Board regarding all written reports, applications, and statements, when the law or governmental regulation require that such items must be executed and filed by an officer of the Library Board, and when the Clerk-Treasurer or Director cannot execute and file such items alone.

- 3. Vice-President:** In the absence or unavailability of the President, or when the President declines to act, the Vice-President shall have all the power and duties of the President, including providing signatures, except as otherwise provided by law. The Vice-President shall also sign the signature card at the bank for the checking account.
- 4. Secretary:** The Secretary, when required, shall attest to the signatures and authority of the President, Vice-President, Clerk-Treasurer, or Director, and co-sign instruments and writings executed by any of them. Also, the Library Board may delegate the preparation of the minutes of the Library Board meetings to the Clerk -Treasurer.

Article VII. Employment Procedures

The Bradford Public Library is an Equal Opportunity Employer

- 1. Hiring:** The Clerk-Treasurer and Director are hired directly by the Library Board. Staff librarians, custodian, or any other personnel position, a person is considered hired and employed by the Library when the Library Board approves the recommendation of the Director to hire that individual, or the recommendation of the Clerk-Treasurer to hire an individual as an assistant. Employment agreements for new employees will be issued after board approval.
- 2. Employment of Minors:** No person under age 18 shall be considered for employment without that person first securing a valid work permit, and then presenting it to the Director.
- 3. Performance Evaluations:** Formative Performance evaluations may be conducted at any time for the following reasons: to ensure the employee understands the necessary level of performance, to inform the employee of quality work currently being performed,

to identify areas of performance that need improvement, to provide an opportunity for formal means of communication and to provide a means for recognizing outstanding performance.

Library Staff – Performance evaluations may be conducted annually by the Director for all staff based on specific elements of their respective job descriptions.

Director and Fiscal Officer – The Board may perform performance evaluations of the Director and Fiscal Officer as above.

4. **Promotions:** Vacant positions may be filled whenever possible from qualified presently employed staff.
5. **Resignations & Retirement:** An employee who intends to resign or retire should inform the Director and then submit a written resignation to the Director. Employees shall give two weeks minimum notice, but four weeks notice is preferred. The Director or Clerk-Treasurer should give four weeks minimum notice, but eight weeks notice if possible.
6. **Dismissals:** The Director and Clerk-Treasurer are dismissed directly by the Library Board. For those under the direction and supervision of the Director or the Clerk-Treasurer, a person is considered dismissed from employment by the Library when the Library Board approves the recommendation of the Director or Clerk-Treasurer to dismiss that individual.

Any employee may be dismissed for incompetence and unfitness, insubordination, frequent unexplained or trivial absences from work, or conduct which is criminal, infamous, or dishonest in the eyes of the law. Additional reasons for dismissal include not adhering to established board approved guidelines or job descriptions.

In all cases where the facts are in dispute, the employee shall be given an opportunity to address the Library Board in person in his or her own defense, and present his or her own viewpoints. The person recommended for dismissal shall be informed in writing by the Director of the charges against him or her, and the hearing before the Library Board shall be held no sooner than ten (10) days after the written charges are received by the employee.

All dismissal proceedings will follow ORC 124.34 procedures.

7. **Retirement:** Retirement benefits are derived from the employee's membership in the Public Employees Retirement System (see Article IX, Item 1). The Clerk-Treasurer will discuss retirement benefits with the retiring employee after the written notice is received, including eligibility for Severance Pay (see Article IX, Item 6).
8. **Time Sheets:** Each staff member shall keep a daily record of hours worked, vacation hours used, sick leave hours used, receipts from previously approved purchases and mileage to be reimbursed. Each staff member shall record this information on an official time sheet. All time sheets are to be kept in a file and accessible to employees in the work room. At the end of each month the Director will collect all the time sheets, any monthly receipts and mileage reimbursement as appropriate, review them for accuracy, and turn the time sheets over to the Clerk-Treasurer so the payroll can be written.
9. **Payroll:** All staff shall be paid by check monthly (twelve times a year) on the last day of the month, or as near to the last day as feasible. Staff going on Vacation or Leave of Absence may make special arrangements concerning their pay checks. Wages and salaries are determined by the Library Board at its annual Reorganizational Meeting.

Employees scheduled to work less than 3 hours per week may not necessarily receive the same pay adjustment as those employees scheduled to work 3 hours or more per week. For the purpose of calculating wage, a person hired July 1 or after shall be considered at 0 years employed at the end of the year. Persons hired prior to July 1 shall be credited as 1 year worked.”

- 10. Deductions:** Regular deductions shall be made from the employees’ payroll for Federal Income Taxes, Ohio State Income Taxes, Local Income Taxes, School District Income Taxes, Medicare Taxes, and the employees’ share of PERS (Public Employees Retirement System) and the Health Plan if applicable, plus any court ordered deductions.
- 11. Personnel Records:** All employees are asked to assist the Clerk-Treasurer maintain accurate personnel records. Any changes in basic employment information should be reported as soon as possible.
- 12. Attendance at Professional Meetings:** This includes official Library business workshops, conferences, professional training, book talks, and school visits with prior approval by the director. Overnight lodging requires board approval. Time with pay, including travel time, is allowed. A conference paid day is no more than 8 hours. A week at a conference cannot exceed the regular working week in the amount of time credited. Staff is compensated for mileage at the rate set by the Library Board. If attending an all-day meeting, cost of a noon meal will be reimbursed if not included in the registration fee – receipt required.

Article VIII. Employee Benefits

Public Employees Retirement System: This library is by law a member of the Public Employees Retirement System (PERS) of Ohio.

Public libraries in Ohio are exempt from the Social Security system. In general, OPERS membership is required for all public employees, regardless of hours worked or salary earned”. Exemptions from PERS may be filed by employees who are students.

- 2. Liability Insurance:** The Library Board maintains a commercial general liability insurance policy covering the Library and all employees and trustees. The Library and all employees and trustees are protected from liability suits involving personal injury or property damage for which the Library is legally obligated due to the:
 - (a) Actions of an employee or trustee, or
 - (b) Negligence of an employee or trustee.

Wrongful acts of omission (unfair treatment, discrimination, etc.) are *not* covered.

- 3. Workers’ Compensation:** All employees of the Library are covered by the current Ohio Workers’ Compensation laws. Benefits are provided employees when an injury is due to their employment, or when a disease is occupationally related. Disability compensation, if any, would be based on the individual’s current earnings. Medical expense benefits such as physician’s fees, surgical expenses, and hospital expenses related to the injury or disease are also available under Workers’ Compensation rules.

Whether an employee will receive compensation for a given injury or disease, whether benefits are payable, and to what extent benefits are available, are determined by Ohio law and the Ohio Bureau of Workers' Compensation. All injuries or illnesses believed to be work related must be reported immediately to the Director (or to the Assistant Director in the Director's absence).

4. **Staff Breaks:** Staff Librarians may take a paid break not to exceed 15 minutes per each four hours worked. Break time is not cumulative or combined. It cannot be added to their time in lieu of taking a break or at the end of the shift in order to leave early. Staff Librarians are required to work the hours assigned. Breaks may be taken only when there will be no interference with good public service.
5. **Professional Affiliations:** The Library Board will pay the OLC individual member dues for all full time employees. The Library Board will also pay the OLC institutional dues and the OLC / OLTA individual member dues for all Trustee members. The Library will cover all expenses for OLC and OLTA members to attend OLC, OLTA, SWON and MVL meetings and conferences.
6. **Severance Pay:** When an employee retires under the rules of PERS, severance pay will be granted at 1/4 of unused accumulated sick leave as computed under the sick leave policy, times their current hourly rate.
7. **Paid Vacation:** Employees with at least 3 regularly scheduled work hours per week shall be entitled to paid Vacation time. Regular scheduled work hours include time paid for opening and/or closing the library. Any vacation that is taken during regular scheduled work hours which include time paid for opening or closing the library must include on the timecard the 15 minutes allowed. The number of hours of vacation earned shall be calculated by multiplying the number of hours assigned and approved by the board at the reorganization meeting, times the number of weeks earned due to years of service to the Bradford Public Library.

<u>Years Employed</u>	<u>Weeks Vacation</u>
0-4	1
5-9	2
10-14	3
15+	4

Employees hired prior to July 1 shall be considered as having been employed 1 year when calculating vacation time for the following year. Employees hired between July 1 and December 31 shall be considered as having been employed 0 years when calculating vacation time for the following year.—Vacation time that is granted to each individual at the beginning of the year (or at the beginning of their employment) may be used at any time during the year. Vacation time used and available shall be reported with each payroll.

If for any reason employment with Bradford Public Library is terminated, except for retirement during the year, pay for any vacation time that was used by the employee beyond what was granted at the beginning of the year shall be deducted from the

employee's final pay on a pro-rated basis. Vacation may not be carried over from one calendar year to the next.

All requests for vacations shall be made to the Director in writing. Requests for vacations of more than one week duration must be submitted at least 30 days in advance. Request for brief periods of vacation may be approved on short notice, schedules permitting. There cannot be more than 2 regular staff librarians on vacation at the same time.

Vacation time must be taken as time off from work in order to be eligible to be paid for it. If the library is closed for any reason on a day that the employee is scheduled to work, a vacation day may be used. Upon separation of employment for any reason, any unused vacation time is forfeited.

The number of vacation hours used shall be reported on each employee's Time Sheet, and marked "VAC." For example, employee taking 5 hours of vacation would record a "5 VAC" in the vacation space of the time sheet indicating that he or she is to be paid for 5 hours vacation time.

Article IX. Employee Leave

For use in this section "A day" is to be interpreted as hours regularly scheduled on the day of absence. "Immediate Family" is normally understood to include parents, grandparents, spouse, children, grandchildren, siblings, mother-in-law, and father-in-law. "Extended family" is normally understood to include step-children, aunts, uncles, grandparents-in-law, brothers-in-law, and sisters-in-law.

1. **Emergency Leave:** Emergency Leave from work by library employees is to be reported to the Director as early as possible. The Director must approve any changes in the work schedule.
2. **Sick Leave:** Employees earn sick leave at the rate of .06 hours per hour worked. Sick leave may be used for personal illness, for emergency medical and dental appointments that cannot be arranged on the day off, for funerals as applicable under the Bereavement Leave policy, or for absences due to illness in the employee's immediate family or household which requires the employee's attention.
There shall be no compensation for sick leave after separation of employment, except retirement.
- 3: **Medical Leave of Absence and Leave Without Pay:** Bradford Public Library is not subject to Family Medical Leave Act (FMLA) requirements because of the library having less than 50 employees. Medical leaves will be administered as follows:
 - a) Sick leave is to be used when needed for maternity leave, extended personal illness or disability, and extended attention to immediate family members.
 - b) After sick leave days are exhausted, the employee may request to continue employment on a leave without pay basis. Accumulated vacation leave may be used prior to the commencement of a leave without pay; however, such use of vacation leave is not required.

- c) When an employee anticipates being absent from their position for an extended period of time, a request for this extended absence must be discussed with the director. Such request should be supported by medical proof of the disability or special need and specify the estimated duration of the absence.
 - d) If the employee is unable to return to work on the date originally requested, an extension of the leave must be obtained at least 7 days prior to the return-to-work date.
 - e) Vacated position will be filled with substitutes or temporary employee for a period of 90 days following the date that the employee begins leave without pay status.
 - f) If an employee's total leave of absence, including any extensions, exceeds 90 days, the employee's position may not be reserved although a reasonable effort will be made to fill a leave-of-absence vacancy only for the period of the leave. If it becomes necessary to fill a vacancy with permanent appointee, the employee on leave will be placed on a reinstatement list at the expiration of leave and will be offered the first vacant position for which he/she is qualified.
 - g) Abuse of "leave without pay" provision such as multiple short-term absences without reasonable reasons may lead to dismissal.
4. **Civic Leave:** Employees shall be granted Civic Leave when called for jury duty. The library shall pay any full and part-time employee serving as a juror the difference between that employee's regular compensation and the remuneration received by them for serving as a juror, as authorized by the Ohio Revised Code.
5. **Military Leave:** The law provides that "inductees and enlistees who serve on active duty as distinguished from training duty, for not more than four (4) years, are entitled to re-employment if they apply within ninety (90) days after discharge or from hospitalization after discharge for a period of not more than a year."
- Any employee who is a member of a military Reserve component or a National Guard unit is entitled to Military Leave of absence without pay for such time as he or she is in the military service on active duty or filed training. Military Leave is without pay, although accrued but unused Vacation time may be used.
6. **Bereavement Leave:** Up to three (3) daysⁱ of paid library time are allowed within a week immediately following the death of an immediateⁱⁱ family member, extendedⁱⁱⁱ family, or employee's household. Additional days may be allowed, when requested, to be taken from sick leave. If no sick leave is available, vacation or leave without pay may be used. One (1) day of paid library time may be allowed when needed for the death of a relative or close personal friend not included in the definitions below. An additional two (2) days may be allowed, to be taken from sick leave. If no sick leave is available, vacation or leave without pay may be used.

At the discretion of the Director and if schedules permit, the library will be closed to attend funerals of current or retired staff and members of their families or Library Board members.

Article X. Library Staff

1. **Responsibilities of The Staff:** All techniques and processes of the Library exist for the sake of the individual patron, with the Library staff giving efficient service in a cordial manner. The employee's attitude is at all times to be one of intelligent, courteous, and interested service. The same standard of service is to be granted to all patrons. Job descriptions for all employees as approved by the Library Board are filed with the Library Director.
2. **Staff Inquiries, Suggestions, and Complaints:** Inquiries and suggestions from the staff concerning the Library procedures and administration shall be welcome by the Director. All complaints from the staff should be made to the Director, who will attempt to make necessary adjustments. Any employee who believes he or she has not been dealt with fairly may ask to appeal directly to the Library Board. Cooperation of individuals will make for strength and efficiency of the Library and its service to the public.
3. **New Staff:** Each new staff member shall be evaluated after the first six months of employment, which will be considered a probationary period. If necessary, an evaluation will also be done at three months. If the employee is clearly not meeting the requirements of the job, the employee may be released at any time during the probationary period.
4. **Staff Reduction:** If a reduction in staff becomes necessary, the Director reserves the right to keep some employees working in all functions and skill areas essential to library operation regardless of seniority; however, every effort will be made to follow seniority as much as possible.
5. **Working Scheduled Hours:** Employees who have regularly scheduled work hours are expected to work those hours or take vacation or sick leave if not worked. Assigned hours do not include time needed for professional development. Exceptions may be made by the director.

Policies

Public Access and Fees Policy

This Library shall extend the benefits of library services to all of the residents of the State of Ohio, without a fee for a library card. All fees for library services will be posted at or near the circulation desk.

Policy for Closing the Library

The Director is delegated the authority to close the Library when, in the Director's opinion, a state of emergency exists. Such emergency situations include:

- (a) **Severe Weather:** In the event of severe winter weather, the following procedures will be implemented.
 1. If a Level 2 classification has been issued for Miami and/or Darke County, the library will not have ANY scheduled events for that ENTIRE day.

2. WHIO TV, WDTN TV and their radio affiliates, along with WPTW radio will be contacted in a timely manner.

3. Justification for this position:

a. To be in compliance with government regulations.

b. To care for the safety of all of our staff and patrons.

c. To demonstrate to the community that we place our patrons health, welfare, and safety above all else.

4. Definition of level 2 snow emergency:

Roadways are hazardous with blowing and/or drifting snow and possible icy conditions. Only those who feel it is absolutely necessary to drive and/or walk should be out on the roadways or sidewalks. Staff members will be contacted by the Library Director in regards to reporting to work.

5. If there is a level 3 called in Miami and/or Darke County, the public library will be closed.

- (b) **System Failure:** failure of a Library building system (such as heating or water) which is needed for basic library operation,
- (c) **Official Orders:** orders or requests from government, police, or utility company officials requiring facilities such as libraries to be closed,
- (d) **Extensive Staff Illness:** extensive illness among the staff which leaves insufficient trained personnel to continue minimum operation, and
- (e) **Other Events:** such related events as render even basic library services impossible for short periods of time.

Policy for Salesmen and Canvassers

Salesmen, solicitors, and persons circulating petitions shall be asked to conduct their business off library property unless Library matters are involved or the project has been approved by the Library Board. Selling of merchandise, tickets, or chances of any kind is prohibited on Library premises, whether by the staff or others, unless it is an official project of the Library Board or with Director's approval.

Smoking Policy

Smoking is prohibited in all areas of the Library property. This Library is considered a smoke-free environment. Employees who want to smoke on break or lunch time, may do so off library property.

Policy for Responding to General Complaints

It is expected that most complaints of a general nature should be handled by the staff librarians working the circulation desk. Any concerns that cannot be resolved at that level should be referred to the Library Director or the person "in charge" for the day. The Library Board is the final authority for resolving any unresolved complaints or disputes.

Policy for Receiving Financial Gifts

All financial gifts to the Library are welcomed and shall be received by the Clerk-Treasurer only on the condition that all such financial gifts are considered unrestricted

contributions, and that the contributors yield any rights to control the use of the contributed financial gift. While contributors may make suggestions, use of all funds donated to the Library will be at the total discretion of the Library Director and the Library Board.

Policy for Receiving Gift Items

All gifts of books, materials, and historical items will be received by the Library Director only on the condition that all such books, materials, or historical items become the sole property of the Library, are considered un-returnable, can be deemed acceptable or unacceptable for use as part of the Library's collection, and can be used in any way and disposed of at any time, as the Director sees fit.

OPLIN and Internet Access Policy

As a way of developing resources and services to meet the information needs of the diverse population in the Bradford community, this Library offers access to the Ohio Public Library Information Network (OPLIN) and to the Internet.

OPLIN generates and provides access to reference databases of general and special periodical materials, readers' advisory services, homework centers to assist students with research assignments, and legislative, historical, and archival materials and information.

OPLIN also is an Internet provider service, meaning that it provides access to the Internet. Please remember that the Internet is a huge global entity with a highly diverse user population. OPLIN has absolutely no control over what is available on the Internet. Most of the things found on the Internet are educational, informative, useful, and entertaining. **However, be forewarned that there are some things available on the Internet you personally will consider obnoxious, controversial, unethical, immoral, disgusting, and very obscene.**

The internet passcode for WIFI will be available at the Circulation Desk. Lastly, it is important to understand that there is absolutely no way to guarantee that the information obtained through OPLIN and the Internet is accurate, authoritative, factual, or complete. OPLIN and this Library are not responsible for the content of the networked information available, nor does the availability of networked information constitute any endorsement or ratification of that information by OPLIN or this Library.

Patrons wanting to use the OPLIN computer must comply with all the following listed items:

- (1) **Failure to comply will result in loss of privileges.** If all the following listed items are not complied with, or if the OPLIN computer is misused in any way, a patron will lose OPLIN computer privileges and possibly be subject to a fine. In addition, if the OPLIN computer or the software on it is damaged, disabled, or erased, a fine of no less than \$25.00 will be assessed to cover the full cost of repairing the damage or restoring the files.
- (2) **Use by children is restricted.** Children age 17 and under will be allowed to use the OPLIN computer only if a parent or legal guardian of the child has a valid Bradford Public Library card on file. It is understood that the parent or legal guardian assumes full responsibility for supervising the child's activity on the

OPLIN computer.

- (3) **Use is by appointment.** Use of the OPLIN computer during library hours is limited to thirty minutes per day on a first come basis. An adult patron must present their Bradford Library Card or valid driver's license and register at the desk each time. No more than two adults will be permitted at the computer at any time. Only one child or teen per computer. Use beyond thirty minutes may be permitted, (1) if no one else is scheduled, and (2) if a library employee gives permission, and (3) until someone else wants to use it.
- (4) **Use is restricted to legitimate purposes.** Legitimate purposes include educational, informational, recreational, and business purposes. The OPLIN computer may *not* be used to engage in any activity which constitutes violation of any local, state, or federal laws. Also, it may *not* be used for any purpose which may reasonably be construed as unethical or unauthorized.
- (5) **Vulgar and obscene items are prohibited.** Nothing which may reasonably be construed as vulgar or obscene may be sent, received, or displayed on the OPLIN computer, including text, graphics, and sounds. Access to and/or display of obscene language and sexually explicit graphics and materials, as defined in the Ohio Revised Code is prohibited in all areas of the library.
- (6) **Inappropriate Use of "chat rooms" is prohibited.**
- (7) **Honesty is required.** Patrons must respect others on the Internet by being honest in all communications. This includes being truthful in representing one's self and not pretending to be someone else.
- (8) **Respect of privacy is required.** Patrons must respect the privacy of others on the system by not attempting to gain unauthorized access to any computer, network, data, or files which are protected by access codes or passwords. Furthermore, the patron must not damage, modify, or alter the software components of any network or database.
- (9) **(Use or download of any patron software is prohibited.** To save documents, a patron provided flash drive is necessary.
- (10) **Patrons are forewarned of possible viruses.** All patron flash-drives are to be checked by staff librarians in advance of use in library computers.
- (11) **Patience and understanding is required.** Patrons must be patient in trying to access certain things on the Internet. Large files can take a long time to download. Also, it is important to understand that at times it may not be possible to go to certain locations. Some of the reasons may be:
 - (a) Too many persons may be trying to access the same location all at the same time,
 - (b) Access may be limited to certain persons who are authorized with access codes or passwords,
 - (c) The address may have been changed, or the location may have been temporarily or permanently closed down, or
 - (d) The OPLIN connection is temporarily unavailable due to technical difficulties.
- (12) **Limited help is available from Library employees.** Appointments are required for computer and internet assistance.

- (13) **Patrons assume all incurred liabilities.** In no event shall the Bradford Public Library or OPLIN have any liability for lost profits, or for indirect, special, punitive, or consequential damages, or any liability to any third party, directly or indirectly relating to the use of OPLIN and the Internet, even if the Bradford Public Library or OPLIN is advised of the possibility to such damages. Bradford Public Library and OPLIN shall be held harmless from any and all claims, losses, damages, obligations, or liabilities, caused thereby or arising therefrom.

Investment Policy

It is the policy of this Library to invest all public funds in a manner which will provide maximum safety and preservation of principal, while meeting all the liquidity and operating demands, at reasonable market interest rates available. All investments made will conform to all applicable laws and regulations governing the investment of public moneys, including Section 135 of the Ohio Revised Code.

(1) **Investment Objectives** of the Library are:

- (a) To invest all moneys in accordance with the guidelines of ORC 135.14, with the priorities being: safety, liquidity, and yield, in that order. Primary objectives are the preservation of capital and the protection of investment principal.
- (b) To limit market risk and ensure reliable return on investments through diversity and management of securities held in the investment portfolio.
- (c) To safeguard Repurchase Agreement transactions so as to avoid all security risk, and to limit and track the market risk.
- (d) To ensure that all entities conducting business with the investing authority are knowledgeable of ORC 135 and this investment policy.
- (e) To ensure that the portfolio remain sufficiently liquid to enable the investing authority to meet operating requirements which might be reasonably anticipated.
- (f) The portfolio is not for speculation and will not be levered under any circumstances.

(2) **Maturity Guidelines:** To the extent possible, the Treasurer will attempt to match its investments with anticipated cash flow requirements to take best advantage of prevailing economic and market conditions. The maximum maturity of any eligible instrument is five years from the settlement date, unless the investment is matched to a specified obligation or debt of the subdivision. Any investment made must be purchased with a reasonable expectation to be held to maturity.

(3) **Permissible Investments:** The Treasurer may invest in any instrument or security authorized in ORC 135.14 as amended. Permissible investments include:

- (a) United States Treasury bills, notes, bonds, or any other obligation or security by the United States Treasury or any other obligation guaranteed as to principal and interest by the United States. Stripped principal or interest obligations of such eligible obligations are strictly prohibited.

(b) Bonds, notes, debentures, or any other obligations or securities issued by any federal government agency or instrumentality, including but not limited to, the Federal National Mortgage Association, Federal Home Loan Bank, Federal Farm Credit Bank, Federal Home Loan Mortgage Corporation, Government National Mortgage Association, and Student Loan Marketing Association. All federal agency or instrumentality securities must be a direct issuance of the federal agency or instrumentality.

(c) STAR Ohio is eligible as long as the fund maintains the highest letter rating provided by at least one nationally recognized standard rating service as outlined in ORC 135.45.

(d) Bonds and other obligations of the State of Ohio.

(e) Interim deposits (such as Certificates of Deposit) in the eligible institutions applying for interim moneys as provided in ORC 135.08.

(f) No-load money market mutual funds consisting exclusively of obligations described in Sections (3a) or (3b) of this policy and expressly excluding derivatives in accordance with ORC 135.14.

(g) Written repurchase agreements (repos) with any eligible public depository mentioned in ORC 135.03, or with any dealer who is a member of the National Association of Securities Dealers (NASD).

The market value of the securities subject held as collateral for an overnight repo (including sweep accounts) or term repo must exceed the principal by at least 2% and the securities must be marked to market daily. Term repurchase agreements may not exceed 30 days. Any repurchase agreements with an eligible securities dealer must be transacted on a delivery versus payment basis. All securities purchased pursuant to a repurchase agreement must be delivered into the custody of the Treasurer of an agent designated by the Treasurer. Such institution or dealer must agree in writing to unconditionally repurchase any of the securities used for any repo transaction.

(h) Reverse repurchase agreements are strictly prohibited.

(4) Derivatives: Investments in derivatives are strictly prohibited. A derivative is defined in ORC 135 as a financial instrument or contract or obligation whose value is based upon or linked to another asset or index or both, separate from the financial instrument, contract or obligation itself. However, any eligible investment with a variable interest rate payment based upon a single interest payment or single index comprised of other investments consisting of U.S. government or federal agency or instrumentality obligations is not considered a derivative if it matures in two years or less.

(5) Pooling: The pooling of funds by subdivisions is prohibited except as provided in ORC 715.02 or Section IV Article XVIII of the Ohio Constitution, and Star Ohio.

(6) Eligible Institutions: Any financial institution located within the State of Ohio as defined by ORC 135.03 is eligible to serve as an approved depository and/or investment provider. Only securities dealers and brokers that are members of the National Association of Securities Dealers (NASD) are eligible to be an

investment provider. Investment advisors must be and eligible financial institution as defined by ORC 135.03, or an advisor that is registered with the Securities and Exchange Commission.

- (7) **Acknowledgments:** All brokers, dealers, and financial institutions initiating transactions with the Treasurer by giving advice or making investment recommendations must sign this investment policy thereby acknowledging their agreement to abide by this policy. All brokers, dealers, and financial institutions executing transaction initiated by the Treasurer must sign this investment policy acknowledging their comprehension and receipt of the policy.

Public Access to Library Records

The Board of Trustees of the Bradford Public Library (“Board of Trustees”) recognizes that records generated by and for the operation of the Bradford Public Library (“Library”) are public documents, including, but not limited to, Minutes of the Board of Trustees; the reports of the Library Director to the Board of Trustees; receipts and expenditures; salary schedules and position descriptions; safety and health materials; contracts; and policy statements (collectively, “public records”). As such, the Board of Trustees recognizes that these public records are open to public review.

A request to review public records shall be made to the Library Director, who will respond to the request within a reasonable amount of time.

A search for the requested records and a review shall be conducted to determine if any requested document is within the exception to the public records law. Any questions to the exempt status of any record shall be reviewed with the Miami or Darke County Prosecutor’s Office (determined by material requested)

On-site review of public records will be made in the presence of the Library Director.

Copies of public records may be requested. Copies will be made by the Library and provided to the requester at a reasonable duplication charge. Full payment must be received before copies are provided to the requester.

Requests by mail or e-mail to review public records shall be made to the Library Director, who will respond to the request within a reasonable timeframe, stating the cost of making copies available and any mailing or delivery costs. Pre-payment of copying and delivery costs is required. Mail or delivery of requested copies is to be made without delay after receipt of full payment for copying and delivery. The Library shall not ask for the identity of the requester or the intended use of any requested public record, except when necessary to facilitate compliance with a request.

Meeting Room Use

The facilities of the Bradford Public Library are available for public gatherings of non-profit, civic, cultural, or educational character when the room is not being used for its primary purpose: library-related activities. Use of the meeting room facilities must take place in a responsible manner, without undue cost to the Board of Trustees and without undue interference with library activity. The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization’s beliefs by the Library, its staff, or its Board of Trustees.

Guidelines:

1. Organizations must use library meeting rooms as they exist. If furniture is re-arranged, it must be put back in its original position.
2. At the time that the meeting rooms are reserved, approval must be sought for the use of such items or electronic equipment, exhibits, electrical equipment, multi-media projectors, television, computers, DVD player, use of kitchen, etc. Exhibits may not be attached to the walls or windows.
3. All personal property, equipment and/or supplies must be removed from the meeting room. The library will not be liable for items left in the meeting room.
4. Groups of children are welcome to use the room, but application must be made by an adult, (18 years or older) and adult supervision of the group must be maintained at all times.
5. The room must be reserved in advance. Reservations should be made in person.
6. Reservations are made on a first come, first served basis, but no more than 6 months in advance.
7. Refreshments may not be brought into library building without prior approval. The group serving them will be responsible for any clean-up following the meeting. Place trash in receptacles. No library equipment or dishes may leave the building.
8. Groups are not permitted to use the room until the request has been formally approved.
9. The name and address or telephone number of the Bradford Public Library may not be used as the contact person.
10. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities unless the activity is being co-sponsored by the library.
11. No alcoholic beverages or smoking may be used on library's premises.
12. The library will charge no fees for use of the meeting room, unless the use is intended for business purposes and a charge of \$25.00 per day for rental fees. However, the responsible *party* will be responsible for any damage to or loss of library property, and a fee for janitorial service may be assessed if the room is not left in the condition in which it was found.
13. The library is not liable for injuries to people or damage to property of organizations using the meeting room. Accidents must be reported to library personnel who will report the incident according to library policy.
14. The library reserves the right to cancel prior meeting room reservations without notice in the event of emergency such as snow closings or unsafe building conditions, or public health emergencies.
15. Use of the meeting room will be restricted to the hour reserved. Extension will be granted at the discretion of the library personnel.
16. Library staff should be notified as soon as possible if a meeting scheduled for the room has been cancelled.
17. Any group violating these guidelines will lose use of the meeting rooms.
18. The Library Board of Trustees reserves the right to amend these regulations at any time. Any request for room use not covered by these policies will be considered by the Board of Trustees. Requests shall be made in writing and submitted to the President of the Board.

Household Policy for Checking Out Library Materials and Use of the Library's Computers

1. Vocabulary

A. "Household" means any number of people living under the same roof at the same address.

B. "Maximum Fees" means a maximum of \$10.00 per individual patron or a total of \$20.00 per household, no matter how many individuals live there. In order for any member of a household to continue checking out books and other materials, the amount they "owe" needs to be below the "maximum fees" amount. (At this point, any member of the "stated household", loses ALL LIBRARY PRIVILEGES which includes the use of a computer at BPL.)

C. "Extenuating Household Circumstances" could include: An Act of God, car accident, a loyal patron who has lost their job – in these cases fees can be waived, but only on a per individual basis (case).

D. "Book Replacement" – If a book is showing up as LOST under Patron Status, the patron will automatically be charged for that book or materials. In order to get this "fee" off the Patron Status record, the patron can either: 1) bring back the book when it is found; 2) pay for the book at a replacement cost or; 3) purchase a NEW book. The Bradford Public Library will only accept NEW BOOKS as replacements for ones that are lost.

2. Loss of Computer Privileges" due to excessive fines is again at \$10.00 per person or \$20.00 per household.

3. A copy of this policy will be made available to patrons upon request.

4. Exceptions can be made on a case by case basis for minors to participate in Summer Reading Program.

Business Record Retention Policy

The Bradford Public Library, like other public entities in the State of Ohio, must retain records from year to year. Although the Ohio Revised Code does not set guidelines for libraries, the Bradford Public Library Board of Trustees adopts the following policy for record retention.

The Clerk-Treasurer will prepare a list of records to be disposed of following the completion of a biennial state audit. The Board of Trustees will approve the list prior to disposal. The list shall become an exhibit to the minutes of the Board.

Records shall fall into two categories: permanent and non-permanent. Retention of records may be in the form of electronic media, print or tape. The following list shows the retention period of specific records as defined and approved by the Ohio Historical Society and the Auditor of the State of Ohio.

PERMANENT

Annual Report to State Library
Annual Financial Report to Auditor of State
Annual Reports
Board of Trustees Agenda Packets
Building Projects Records (successful)

Committee Meeting Minutes
 Donation Records
 Formal Legal Opinions
 Minutes of Board of Trustees
 OPERS Reports
 Payroll Reports
 Payroll Tax Records
 Policies – Personnel
 Policies – Board
 State Audit Reports
 W2 Forms

NON-PERMANENT

RETENTION PERIOD

Appropriations Ledger	5 years, audited
Audit Reports	5 years, audited
Bank Deposit Receipts	5 years, audited
Bank Statements	5 years, audited
Bank Reconciliation	5 years, audited
Bids (Successful) contract	15 years after expiration of
Bids (Unsuccessful)	3 years
Budget Filed with County Budget Commission	10 years, audited
Cancelled Checks	5 years, audited
Cash Journals	2 years, audited
Cash Register Tapes	2 years, audited
Check Registers	5 years, audited
Circulation Records	Until no longer of administrative value
Constructions Contracts	16 years after the project is completed
Consultant Reports	4 years
Contracts	15 years after expiration
Correspondence – General	2 years
Correspondence – Routine	Until no longer of administrative value
Correspondence – Transitory messages	Until no longer of administrative value
Documentation of Leave	5 years, audited
Depository Agreements and Related Collateral	5 years after the contract has expired
E-mail	Retain according to content
Employee Earning Records	5 years after termination
Employee Withholding Requests	6 years, audited
Employer Quarterly Federal Tax Return	5 years, audited
Fund Ledger	2 years

Grant Files	5 years, audited
Incident/Accident Reports	5 years
Insurance Policies	15 years after expiration
Interlibrary Loan Records	2 years
Inventories	5 years, audited
Leases – Equipment	2 years after expiration
Leases – Real Estate	5 years, audited, after expiration
Invoices and Vouchers	5 years, audited
Monthly Financial Reports	5 years, audited
Payroll Reports	5 years, audited
Personnel Files	2 years after termination – Retain service record and leave balances
Petty Cash	5 years, audited
Purchase Orders	5 years, audited
Proof of Publication	5 years, audited
Revenue Ledger	2 years
Tax Withholding Reports	6 years, audited
Time Sheets	5 years, audited
Vouchers	4 years, if audited
W-2 Forms	6 years, audited
Workers Compensation Claims	7 years after termination

Library Credit Card Policy (approved 1-28-19)

1. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards”.
2. This policy does not apply to procurement cards (P-cards), or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.
3. Bradford Public Library will not obtain or maintain any debit cards.
4. This policy applies to all (i) payment cards, checks or other payment instruments associated with a credit account issued by a financial institution
5. The fiscal officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library, and also to determine which store credit card accounts the Library will utilize.
 - a. The Fiscal Officer is responsible for working with the issuing financial institution to determine the dates when credit cards expire and re-issuance of replacement cards.
 - b. The Fiscal Officer is responsible for determining, when necessary, the need to cancel a credit card account and any adjustment to limits on credit cards.
 - c. The Fiscal Officer is responsible for notifying the issuing financial institution of a lost or stolen card.

6. Credit Cards will be established in the name of the Bradford Public Library and the specific name of an individual with a maximum credit limit for each set by the Library.
7. Credit Cards may be issued to:
 - a. Director with a credit limit up to \$3,000.
 - b. Fiscal Officer with a credit limit up to \$2,000.
 - c. If an additional staff member is issued a card, the credit limit on said card would not exceed \$500.
 - d. Total credit Limit set at \$5,000.
 - e. A credit card may not be used by anyone other than the individual to whom it is issued unless authorized by the director or fiscal officer.
8. Prior to initial receipt of a credit card, each individual must agree to and sign the Credit Card Responsibility and Use Procedures.
9. The Board authorizes the use of Library credit cards for use in connection with Board approved or Library-related activities and for only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences and/or workshops and pre-payment of materials when required by a vendor. In any event, credit cards may be used only for expenditures that are within the applicable budget and departmental guidelines.
10. For each purchase made using a credit card, an itemized receipt indicating the amount paid, the vendor, and the goods/services purchased must be submitted to the Fiscal Officer promptly following the purchase.
11. Use of a credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in misuse of a credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment.
12. The Library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including: the number of accounts and issued/active cards, account expiration dates and credit limits.
13. The Fiscal Officer may not also serve as the Compliance Officer.
14. The Compliance Officer may use a credit card only with the prior authorization of the Fiscal Officer, except that the Library Director serving in the role as Compliance Officer may use a credit card as otherwise authorized in this policy.
15. The Compliance Officer may not authorize Library personnel to use a credit card, except that the Library Director serving in the role as Compliance Officer may authorize such use in accordance with this policy.
16. If a credit card is lost or stolen, or if Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer and Compliance Officer.

17. All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Bradford Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.
18. If the Compliance Officer is authorized to use a credit card, on a monthly basis, the Fiscal Officer (or the Fiscal Officer's designee, who may not be the Compliance Officer) will review the credit card statements and will sign an attestation to such review.
19. On an annual basis, the Fiscal Officer (or the Fiscal Officer's designee) ~~will~~ *may* submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library.

Credit Card Responsibility and Use Procedures

A credit card account has been established to meet the needs of your department for incidental purchases. Upon receipt of proper documentation and itemized receipt, credit card expenditures will be paid through the Fiscal Officer's office.

***A credit card does not replace requisitions and purchase orders.

Conditions of Use. Expenses may be incurred with the credit card only if all of the following conditions are met:

1. Expenditures must be within the guidelines of the particular activity of your department and budget. The expenditure may only be made after the approval of any required requisition and purchase order. The credit card is not to be used for any personal expenses.

2. Expenditures to be paid must be less than your credit limit of \$_____. There are no exceptions.

3. Proper documentation to support the expenditure must be sent to the Fiscal Officer along with receipt of the monthly statement.

- a. Proper documentation is to include:

- i. Itemized paid receipt indicating the amount paid, the vendor, and an itemized description of the purchase.

- ii. In the case of books, subscriptions or similar types of orders, a copy of the order form or document, and the packing slip or other receiving document.

- iii. A hardcopy print-out for any items ordered online.

- b. Examples of documentation not allowed:

- i. Non-itemized cash register receipts.

- ii. Handwritten requests for reimbursement without receipts or other verification.

4. The Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available in the Fiscal Officer's office. In some cases, if you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged.

Safekeeping. You are responsible for the safekeeping of the credit card. You shall not

permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

Unauthorized Use. If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, you must immediately report same to the Fiscal Officer and Compliance Officer.

No Right to Credit Card. The credit card is issued to you on a temporary basis, and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Fiscal Officer or Director. You must immediately return the credit card to the Library upon termination of your employment with the Library or in the event of a change in your position/title.

Personal Responsibility. You are personally responsible for any unauthorized credit card expenditures and expenditures made in violation of applicable Library policy.

Policy. In addition to the terms set out herein, use of the credit card is subject to the Library's Credit Card Policy.

I have read and fully understand and accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the Library's Credit Card Policy. I further acknowledge that any misuse of the credit card may result in disciplinary action up to and including termination of employment.

Cardholder Signature: _____ Date: _____

Witness: _____ Date: _____

Collection Development Policy

The Mission of the Bradford Public Library is to be a center of lifelong learning through our collection, technology and historical materials.

The Bradford Public Library supports the American Library Association's Library Bill of Rights and believes that it should guide our services.

Objective:

The purpose of this Collection Development Policy is to:

1. Identify guidelines for the selection of library materials and evaluation of the collection. The Collection Development Policy will describe the scope and nature of the collection, name the philosophies by which selectors should make collection decisions, and outline plans for continuing to develop resources, making the best use of available funds.
2. Enable selectors to work toward the mission of the Bradford Public Library.
3. Inform the Library Board and the general public of the principles upon which selections are made.

This policy will be available upon request and posted online.

RESPONSIBILITY STATEMENT

The Library Trustee Board is ultimately responsible for the BPL collection, giving authority to the Director to delegate the following responsibilities to other staff members:

1. The duty to work with the Cataloging to accomplish mutual acquisition, cataloging, and processing goals.
2. The duty to promote consistency in the selection and maintenance of materials.

3. Authority to make initial decisions on the withdrawal of circulating materials, the rebinding of books, repackaging of audiovisual materials, replacement orders, and the addition of gifts to the cataloged collection.
4. Authority to review collections in the Library and evaluate their contents.
5. Authority to propose any weeding projects as a result of collection evaluations.

GENERAL SELECTION CRITERIA

Selectors should take the following general criteria into account for all materials in all formats selected for Bradford Public Library. All items selected will meet several of the general or specific criteria. Presence of an item in the collection is not an endorsement of any point of view by the Library.

- Is it likely to be demanded or used by our community and library patrons?
- Is it suitable for the intended audience?
- Is it favorably reviewed or referenced in reliable, unbiased selection tools?
- Is it available at a reasonable cost?
- Will the subject matter or format withstand the test of time?
- Does it add significance and value to the collection?
- Does the material meet the library's standard of establishing a balanced collection of resources representing diverse interests and viewpoints for the use and recreation of the community?
- Is the item of historical or cultural significance to Bradford, Ohio, Miami and Darke Counties or the surrounding communities?

Special Collections:

LIBRARY OF THINGS: The Library will select materials for the Library of Things based on the needs and interests of library patrons. (telescope, STEAM Kits, Memory Kits, Puzzles, etc.) The Library reserves the right to take a Thing out of circulation temporarily to use for library purposes (programs etc.) or for repair.

Selecting Controversial Materials

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

Donations and Gifts

All gifts of books, materials and historical items will be received by the Library Director only on the condition that all such books, materials and historical items become the sole property of the Library, are considered un-returnable, can be deemed acceptable or unacceptable for use as a part of the Library's collection, and can be used in any way and disposed of at any time as the Director sees fit.

Collection Maintenance and Weeding

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials, condition of the material and availability through inter-library loans. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection.

Weeding of any material exempt in this policy may be weeded by the authority of the Library Trustee Board.

Withdrawn books are set aside for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be donated or disposed of at the discretion of the Library Director.

Reconsideration Policy

The library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with a library director. If the patron is not satisfied with the response to their request, the library will provide the patron with information and a form to request formal reconsideration of the library resource. Withdrawn books are set aside for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be donated or disposed of at the discretion of the Library Director.

Bradford Public Library Procedure for Handling Complaints

Informal Complaints

1. Patron discusses their complaint with Library desk staff.
2. Staff will explain that our library offers material for everyone and that we have a process to select material. Staff will offer to help find alternate material for patron that will meet

their needs and interests. If patron chooses to go forward with a challenge, the complainant will go through the Formal Complaint Process.

3. Material in question will remain in circulation during the duration of the process.

Formal Complaints

1. Patrons interested in filing a complaint must have a valid Library card with our consortium. (Dayton Metro, Troy-Miami County and Bradford Public Library.)
2. Patron must come in to the library to obtain a Request for Reconsideration of Library Materials form.
3. Patron is given packet with form and a copy of our Mission Statement, selection policy and Library Bill of Rights.
4. Patron must complete the reconsideration form and return it to the Library Director.
5. The Director, with review committee, will review the form and material in question to determine if selection meets criteria stated in the Collection Development Policy. The review Committee will consist of five people appointed by the Library board President.
6. A decision will be made within 60 days. A letter will be sent to the patron stating the decision and reason for decision.
7. If patron is not satisfied with the decision, a written appeal may be filed no later than 10 business days to the Board of Trustees.
8. Board will address the appeal at an upcoming regularly scheduled Board Meeting or at a special session at the Board's discretion.
9. All Policy concerning Public Participation at Board Meetings will be adhered to.
10. The decision of the Board is final.

PUBLIC PARTICIPATION AT MEETINGS POLICY

Meetings of the Bradford Public Library Board of Trustees are held on the 4th Monday of each month at 5:30 pm. Changes to this schedule will be posted in the Library, on our webpage and on our social media outlets one week in advance, unless for emergency purposes. Trustee meetings will be held in the Library unless otherwise posted. Trustee Meetings are open to the public to observe. In some instances, the public may want to address the Board. The Library Board welcomes comments from the public. So that order may be maintained and the Board will have ample time to conduct the business of the Library the following guidelines will be required:

1. Oral or written communication to the Library Director, stating the concern or topic, at least 24 hours in advance prior to the meeting.
2. Bradford Public Library will only hear speakers residing in Miami and Darke Counties without approval of the Library Board President.
3. Visitors must sign in prior to the meeting Call to Order, stating whether they are there to observe or wish to address the Board along with the topic.
4. Visitors will be recognized in the order which they signed in.
5. Visitors will be allowed one opportunity to address the Board.
6. Comments will be limited to no more than three (3) minutes per individual. The Board reserves the right to waive the three (3) minute time limit.
7. Speakers must begin stating their full name and organization they represent, if applicable, in order to maintain accurate recording of the proceedings.

8. Visitors will be permitted to speak only after being recognized by the presiding Board officer.
9. If several people wish to speak, each will be given three (3) minutes until a total of thirty (30) minutes is used.
10. The Board must be notified in advance for approval to record the proceedings.
11. It should not be expected that the Board will take immediate or official action on any subject brought before it without having the time to review the matters presented.
12. The presiding officer will recognize each registered speaker. Trustees will listen, but are not required to interact with the speaker. The Board reserves the right to ask questions for more information from any person appearing before the Board.
13. No library personnel issues will be discussed in open session. Discussion can be done in executive session.
14. The presiding officer will appoint someone to be a timekeeper.
15. Unsolicited comments, interruptions, disturbances and remarks of a personal or threatening nature will not be tolerated, and offenders will be asked to leave.

Procedures

BRADFORD PUBLIC LIBRARY – MIAMI COUNTY Revenue Narrative May 21, 2023

Most of the library's revenue is from the State Library and Local Government Support Funds from Darke and Miami Counties. These payments come on a monthly basis. Other revenue sources include:

1. Monthly interest income from an Intra-Fi Cash Service Account held at Park National Bank. or other board approved FDIC insured accounts at other financial institutions.
2. Monthly interest income from the interest-bearing checking account at Covington Savings & Loan.
3. Patron fines, fees, and charges for services.
4. Contributions, donations, and gifts.

Income from Local Library Government Support funds from Darke and Miami Counties is deposited directly into the checking account at Covington Savings and Loan. Bank statements, which includes interest earned, are also opened and reviewed by the Director who forwards them on to the Treasurer to credit interest and for bank reconciliation on UAN.

Any grants are received by the Director then forwarded to the Treasurer to be deposited into the appropriate account.

Patron fines, fees and other income is collected by the librarians, receipted into the cash register, and counted and reconciled by the librarians at the end of each day. The money is

collected weekly by the Treasurer and deposited into the checking account. Money is locked in a drawer overnight.

The Treasurer provides a monthly income report to the Board for their review.

BRADFORD PUBLIC LIBRARY – MIAMI COUNTY
Disbursements Narrative
May 21, 2023

Voucher and Payroll Expenditures:

Most library voucher expenditures are for library books and materials, library general administration supplies, and payroll. The library does not maintain a separate bank account for payroll. Payroll expenditures go through the same procedures as regular voucher expenditures.

Purchases and orders for services are generally made by the Director. All purchases are approved in advance with a purchase order. Large expenditures and contracts are approved in advance in the minute records.

All employees are hired by the board and the rate is set in December of each year for the following calendar *year* at the re-organizational meeting. The employees complete W-4 forms. The Treasurer withholds federal, state, and local taxes, PERS, and Medicare as required if applicable. W-2 forms are issued to all employees each year. All employees are part-time with the only fringe benefits being provided: a) sick leave to all employees at a rate according to board policy b) vacation to all employees, other than substitutes, at a rate according to board policy.

All invoices are received by the Director for approval for payment by the Treasurer. The Treasurer prepares the check and posts payment in the UAN system. UAN checks are issued in sequential order with pre-numbered checks. Checks are signed by the Treasurer and the Board President or Vice-President. The checking account is at Covington Savings & Loan. The Investment Funds that are managed by park National Bank are deposited through an Intra-Fi account which uses participating banks up to \$250,000 FDIC insured deposits. Other FDIC investment accounts may be opened at other financial institutions upon board approval. All accounts are reconciled monthly.

The Board approves appropriations, reviews and approves monthly financial statements, and approves expenditures exceeding a specified amount according to board policy.

There are two funds, the General Fund and Building Fund. Building Fund is used for real estate purchases and improvements and major building repairs and equipment replacement. All transactions are posted through the Checking Account. Funds may be transferred between the Checking Account, Intra-Fi Account, CD's, and other accounts as needed. Special Funds may be created as needed

BRADFORD PUBLIC LIBRARY – MIAMI COUNTY

Budgetary Narrative

May 21, 2023

The library Director and Treasurer prepare the annual budget based on prior year's actual figures and known factors for the upcoming year. The budget, which includes estimated receipts and expenditures for each fund, is approved at the May Library Board meeting. A public budget hearing is held for the Bradford Community at the regular June Bradford Board of Education meeting. The budget is then presented to the Budget Commissions of both Darke and Miami Counties who review and certify the budget. At the end of the current year, the Treasurer completes a Certificate of the Total Amount From All Sources Available for Expenditures and Balances. This is filed with County Auditors, showing the actual fund balances and encumbrances at the end of the year. The Budget Commissions use this information to amend the budget and issues the Library an Official Certificate.

The Library Board adopts temporary appropriations at the Reorganization Meeting held in December prior to the new year. A permanent appropriation resolution is adopted by April 1 of each year. Appropriations are limited to the total amount certified by the Budget Commission on the Budget and Amended Certificates. The appropriation resolution is approved by the Board and filed with the County Auditors. The County Auditors review the appropriations to assure that they do not exceed the total amount certified then issues a certificate to the Library. The Library's expenditures are limited to the amounts appropriated. Appropriation changes and Amended Certificates may also be obtained throughout the year when it is determined that actual receipts will exceed or fall short of the estimates. All appropriation changes are approved by the Board and are limited to the total amount certified by the Budget Commissions.

BRADFORD PUBLIC LIBRARY – MIAMI COUNTY

Travel Expenses

May 22, 2023

Expenses will be paid for staff or board members authorized to attend workshops or meetings. Transportation costs incurred in authorized library business will be paid. Staff should car pool to meetings, whenever possible.

Staff is compensated for mileage at the rate set by the Library Board at the annual re-organization meeting held in December for the following calendar year. All meetings and workshops must be approved by the director prior to attendance. Prior approval for attendance by the Library Board is needed when deemed necessary. Non-salaried employees will be given credit for the hours involved in a meeting. When attending an all-day meeting, the noon meal will be paid for by the library (if not included in the registration). This meal will be reimbursed up to a predetermined rate approved by the Library Board and/or with the receipt provided. Reimbursement for gratuities will be approved up to a maximum of 20% of the purchased meal.

Lodging may be approved for meetings as required. Overnight lodging is typically reimbursable only when traveling over 100 miles or a two-hour drive unless justified by evening or early morning preparations or activities required as a part of the travel request. Overnight lodging will be reimbursed up to a predetermined per diem rate approved by the Library Board and/or with the receipt provided.

Time with pay is allowed when less than a week-long conference. It may be necessary to use the weekly day off for part of the conference time. A week at a conference cannot exceed the regular working week in the amount of time credited without prior approval of director. Overtime and compensatory time are not permitted for attendance at workshops or meetings or for travel to and from such events. Approval for attendance and financial reimbursement or assistance will be made by the Library Board. Meal expenses incurred during an overnight stay will be reimbursed up to a predetermined per diem rate approved by the Library Board at the annual re-organization meeting and/or with the receipt provided. Reimbursement for gratuities will be approved for up to a maximum of 15% of the purchased meals.

Employees must substantiate travel expenses with original receipts. If a per diem amount is approved, employees are responsible for expenses above the per diem rate.

Under no circumstances will employees be reimbursed for unauthorized expenses. Examples include but are not limited to: alcohol, personal phone calls, personal laundry services, supplemental insurance on rental cars, or fines for traffic violations.

Policies for Future Consideration

Policy for Inter-Library Cooperation:

Policy for Selecting and Acquiring Materials:

Policy for Removing and Discarding Materials:

Policy for Responding To Requests for Materials:

Policy for Responding to Challenges about Materials:

Policy for Charging User Fees and Special Fees:

Policy Regarding the Posting of Publicity and Use of Bulletin Boards:

Policy Regulating Access to Designated Material by Minors:

Policy on Posting of Notice Prohibiting Printing of Copyrighted Materials?
