

# Pickaway County Library Policy Manual



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# Section 1 – Administration

## 1.1. History

Policy Effective Date: 5/1/2018

The first library in Pickaway County was incorporated by the Legislature on February 28, 1834 as the Circleville Atheneum. Although the books were eventually scattered and lost, the Pickaway Lyceum flourished from 1845 until 1851. A Magazine Club was then begun, which also collected books and became a circulating library. In 1869 a YMCA was established which contained a magazine reading-room and some books, and the books eventually became part of a subscription library. The Trustees of that Library Association donated the library to the city on January 17, 1873, and the circulating library also donated their books to the city.

Circleville Public Library opened on July 1, 1873 with a collection of 974 volumes in the Odd Fellows Hall. In 1892, the library moved into Memorial Hall at the corner of Main and Pickaway streets with a 99-year lease. The Circleville Public Library became the Pickaway County District Public Library in 1949.

The library's first branch was opened December 16, 1999, in Ashville. The family of the late Floyd E. Younkin worked with community leaders from the Teays Valley Civic Association to make the facility a reality. The 5,000-square-foot facility includes collection items, public computers, and a public meeting room.

In 1994, the library Board purchased the former Ames building at 1160 North Court Street. While the financial resources were not immediately available to renovate the facility, the Board agreed to lease 17,000 square feet of the 46,000-square-foot building to Berger Health System in 1998.

Formal fund-raising efforts for the "Main Move" began in 2001. On January 6, 2003, the main library moved into its new facility on Court Street in Circleville. More than 6,200 people came through the doors that first week. The library had been closed for more than four weeks to facilitate moving more than 100,000 volumes to a new facility.

In 2010, Berger Health System returned approximately 8,000 square feet of its leased space at 1170 N. Court Street back to the library so the main library could expand to add a teen center, a computer lab, additional meeting rooms and an enlarged children's area. The expansion was completed in May 2011 and was funded by the generous donations from the estates of Mary Joanne Clifton and Mary Virginia Crites-Hannan.

## 1.2. Board of Trustees

Policy Effective Date: 5/1/2018

### I. Name

- a. This organization shall be called the Board of Trustees of the Pickaway County District Public Library.
- b. The library shall be named the Pickaway County District Public Library, commonly called Pickaway County Library.

### II. Duties of the Board

- a. The Board shall have the control and management of the library according to statutes. The Board of Trustees is vested by the public with the following responsibilities:
  - i. Hiring a director and fiscal officer and evaluating their performance
  - ii. Setting an annual library budget and considering long-range fiscal planning
  - iii. The establishment and maintenance of library policies
  - iv. Oversight of library staff hiring and separation
  - v. Serving as public advocates of the library

### III. Appointment

- a. According to Ohio Revised Code 3375.22, The Pickaway County District Public Library shall be under control and management of a Board of library trustees consisting of seven members. Such trustees shall be qualified electors of the library district or county; three appointed by the Judge of the Court of Common Pleas, and four appointed by the Pickaway County Commissioners. The term of office shall be seven years, with terms ending on dates specified by the appointing authority. A term shall commence and end at the annual organizational meeting. The members shall serve without compensation but shall be reimbursed for their actual and necessary expenses incurred in the performance of their duties.

### IV. Attendance and Vacancies

- a. During any calendar year if a Board member misses two regularly scheduled meetings without prior notification to the Board president or library director or misses four regularly scheduled meetings for any reason the appointing authority for that Board position shall be notified in writing. A copy of the notification shall be sent to the Board member.

### V. Meetings

- a. At the organizational meeting the Board shall set the annual calendar for regularly scheduled Board meetings. The Board shall hold no fewer than 10 regularly scheduled meetings each year. The library year shall be considered as extending from the January meeting of one year to the January meeting of the next year.
- b. Special meetings may be called by the fiscal officer or director, on oral or written request of the president, or on oral or written request of any two members of the Board.
- c. Public participation will be scheduled for each regular meeting of the Board, typically at the beginning of said meeting. The Board may allot a time limit on public participation in order to conduct business in a timely and effective manner.

VI. Notice of Meetings

- a. The fiscal officer or director shall give notice of regular, special, and committee meetings to all Board members and the local media either in writing, by telephone, or e-mail at least 24 hours prior to the meeting in accordance with the Sunshine Laws of the State of Ohio.

VII. Organizational Meeting

- a. The Board shall annually hold an organizational meeting in December of the previous year or prior to January 15 in the current year. A president, vice president and secretary shall be elected by majority vote, the term of office being one year or until their successors shall be elected.
- b. At the same meeting the Board shall appoint and fix the compensation of the fiscal officer and director.

VIII. Conduction of Business: Quorum and Voting

- a. Four members present shall constitute a quorum. All members, including the president, shall have one vote.
- b. Except as may be required by law, all actions of the Board shall require an affirmative vote of a majority of the quorum. Voting may be performed by an affirmation of "aye" or "nay" except as follows: A resolution or motion authorizing the purchase or sale of real or personal property; Payment of any debt or claim or incurrence of any obligation; Payment of money or transfer of property; Adoption of the annual budget or appropriation; Upon the request of any Board member. In these cases, the fiscal officer shall perform the roll call. The roll call vote shall begin with the person making the motion, proceed to the person who seconded the motion, and then continue alphabetically by last name of the remaining Board members.
- c. Where a quorum is present, several members' refusal to vote is not sufficient, even if a majority, to defeat the action of those actually voting.
- d. *Robert's Rules of Order* shall be used as the guideline for conducting the meetings of the Board except in cases specified by Ohio law or these by-laws.

IX. Executive Session

- a. The Board may hold executive session only after a majority vote of the Board quorum. The purpose of the executive session must be stated in the motion to hold executive session and be included in the meeting minutes.

X. Officers

- a. The president shall preside at all meetings. He or she shall be an ex-officio, non-voting member of each Board subcommittee. He or she or his or her agent shall co-sign all checks as the Board may authorize. The president (and fiscal officer) may adopt a facsimile or electronic signature in lieu of a manual signature.
- b. The vice president shall, in the absence of the president, preside at the meetings of the Board, and in the case of ill health, resignation or removal of the president, shall perform those duties necessary until a president is elected to serve the un-expired term.
- c. The secretary shall be responsible for correspondence originating directly from the Board. They shall be responsible for recording the minutes of regular Board meetings unless delegated to the fiscal officer or other agent.

XI. Committees

- a. There shall be standing committees of no fewer than two members each. The committees shall be appointed by the president and shall be named annually during the organizational meeting. The standing committees shall be 1) Personnel and Policy and 2) Finance.
- b. The Finance Committee shall prepare the budget in conjunction with the fiscal officer and the director and from time to time make recommendations to the Board as to the financial needs and policies of the library. The Finance Committee shall also serve as the audit committee.
- c. The Personnel and Policy Committee shall be an advisor to the Board and the director on objectives and policies relating to personnel practices, standards and problems. The Personnel and Policy Committee shall evaluate the library director and the fiscal officer annually. The Personnel and Policy Committee may recommend to the Board that such evaluations are prepared by the Board as a whole.
- d. Other committees shall be appointed as necessary.
- e. The appropriate committee shall consider matters and report their conclusions to the Board. No action of a committee shall be deemed binding until approved by the Board unless authority has been previously given as shown by the minutes.

XII. Library Administrative Staff

- a. Director
  - i. The director shall be the administrator of all library services. He or she shall make personnel recommendations and submit in writing a report of the operation of library services for regular Board meetings.
  - ii. The director shall operate the library within the terms of the budget and in accordance with the job description, or as directed by the Board.
- b. Fiscal officer
  - i. The fiscal officer shall be responsible for all library funds held by the Board and shall with the president and/or his or her agent co-sign all checks, keep exact account of all money received, report the amounts to the Board at its regular monthly meetings, deposit all money received to the credit of the Board, and perform such other duties as usually pertain to the position or are directed by the president.
  - ii. The fiscal officer (and Board president) may adopt a facsimile or electronic signature in lieu of a manual signature. The fiscal officer may remit expenditures online for efficiency purposes or as required by vendors or entities.
  - iii. All monies received by the fiscal officer for library purposes shall be placed in a depository designated by the Board in accordance to state law. In accordance with ORC § 9.38 all public money received by the library will be kept in a secure place by the fiscal officer or their designee. Moneys exceeding One Thousand Dollars (\$1,000.00) will be deposited on the next business day. Daily receipts that accumulate to \$1,000.00 or less will be deposited within three (3) business days. Funds that are not deposited within twenty-four (24) hours will be secured/safeguarded until they can be deposited. The Fiscal Officer is responsible for ensuring this process.
  - iv. The fiscal officer shall render a report to the Board monthly showing revenues and expenses. At the end of each fiscal year, the fiscal officer shall submit to the Board a complete financial statement showing in detail the receipts and

expenditures for the entire fiscal year. In the absence or unavailability of the fiscal officer, the assistant fiscal officer shall act for and perform the functions of the fiscal officer.

- c. All employees
  - i. All employees of the library are bonded through a blanket bond.

XIII. Library Policies

- a. The Board shall adopt library policies including policies for the administration of the Board business, personnel policies, and operations of the library.
- b. Any policy that is in conflict with new or amended law, statute, rule or legal opinion shall be null and void.
- c. A copy of the library policies shall be issued to every Board member.
- d. Policies may be changed by vote of the Board at any meeting, prior notice having been given at least 24 hours prior to the Board of the intent to make a change.
- e. All library policies shall remain in effect until superseded or expressly abolished by board action.

## 1.3. Public Records

Policy Effective Date: 5/1/2018

The Pickaway County District Public Library shall comply with Ohio Revised Code 149.43, Ohio's Public Records Law. Ohio's Public Records Law generally provides that upon request all public records responsive to the request, and not specifically excluded from disclosure, shall be promptly prepared and made available for inspection to any person at all reasonable times during regular business hours. If it is found that this policy conflicts with any federal, state or local law, the law shall take precedence.

### I. Public Records

- a. In accordance with the Ohio Revised Code and applicable judicial decisions, records are defined as any item that:
  - i. contains information stored on a fixed medium (such as paper, electronic – including but not limited to email – and other formats) and;
  - ii. is created or received by, or sent under the jurisdiction of a public office and;
  - iii. documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.
- b. In order to facilitate broader access of such records, the library shall maintain its records in such a manner that they can be made available within a reasonable time in accordance with this policy.

### II. Records Requests

- a. Individuals requesting access to inspect public records and/or receive copies of public records may be asked to voluntarily submit a written request explaining or identifying the records they wish to inspect and/or receive copies of.
  - i. In no event shall an individual be denied access to inspect and/or obtain copies of public records based on their refusal to complete a written request.
- b. Copies of records shall be made available at cost.

### III. Mailed Record Requests

- a. Upon receiving a written request for copies of a public record made in accordance with section 149.43 of the Ohio Revised Code via the United States Postal Service, the library shall promptly respond to the request. The library shall, by any means practical, contact the requestor and advise them that advance payment is required prior to providing copies of public records via the United States Mail System, and in addition, the fee shall also include the cost of postage and the envelope.
  - i. When practical, the library may forward copied records by any other means reasonably acceptable to the requestor.

### IV. Ambiguous or Overly Broad Request for Public Records

- a. If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records such that the library cannot reasonably identify what public records are being requested, the library may deny the request, but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the library and accessed.

V. Denial of Records Request

- a. If a request is ultimately denied, in part or whole, the library shall provide the requestor with an explanation, including legal authority, setting forth why the request was denied. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released.

VI. Exempted and/or Excluded Information

- a. Records which release is prohibited or exempted by either State or Federal Law shall not be subject to public inspection. The following represents a partial list of records maintained by the library that may not be inspected or copied:
  - i. Information pertaining to medical treatment
  - ii. Employee's residential and familial information
  - iii. Patron information, which means personally identifiable information about an individual who has used any library service or borrowed any library materials

VII. Custodian of Records

- a. The Pickaway County District Public Library designates the Fiscal Officer of the library to be the custodian of the records.

VIII. Policy Execution

- a. The director shall take steps to educate all library employees of this policy and the director is authorized and directed to implement procedures in furtherance of this policy

# 1.4. Records Retention

Policy Effective Date: 8/8/2018

The library, like other public entities in the State of Ohio, must retain certain records from year to year. The Board of Trustees of the Pickaway County District Public Library adopts the following policy for records retention:

- I. A library records commission shall be created and consist of the Board members and the library fiscal officer. The President of the library Board shall serve as chair of the commission. The commission must meet at least once every twelve months.
- II. The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the library. The commission may at any time review any schedule it has previously approved and for good cause shown, may revise that schedule.
- III. Records shall fall into two categories: Permanent and Non-Permanent. Records may be retained on any commercially viable media that provides an accurate reproduction of the record. The following list shows the retention period of specific records.

<b>Permanent Records</b>
Annual Financial Report to Auditor of State
Audit Reports (Financial)
Board Adopted Policies (retention is Permanent until superseded)
Board Committee Minutes
Board Minutes
Historical Library Documents
Legal Opinions
OPERS Records
Payroll Journal/Ledgers (per pay period, monthly, quarterly, and yearly)
Records Commission/Records Retention Documents

<b>Non-Permanent Records</b>	
<b>Record Type</b>	<b>Retention Period</b>
Accident/Incident Reports	Possible injury accidents, 5 years provided no pending action; All other incidents, until no longer of administrative value and provided no pending action
Accounting Records not specified	4 years, provided audited
Accounts Payable Ledger/Reports	4 years, provided audited
Accounts Receivable related documents	4 years, provided audited
Annual Report to State Library	Until submitted to State Library of Ohio
Appropriation Ledgers	4 years, provided audited
Background Checks: Not Hired	6 months

<b>Non-Permanent Records</b>	
<b>Record Type</b>	<b>Retention Period</b>
Bank Deposit Receipts, Cash Receipt Books, and related documents	4 years, provided audited
Bank Statements, Imaged Checks and Deposit Tickets, Reconciliations, and related documents	4 years, provided audited
Bids – Successful	10 years after contract expiration
Bids – Unsuccessful	4 years after letting of contract
Board and Committee Meeting Notes, Drafts	Until incorporated into and approved as permanent minutes record
Board Packets	4 years
Board of Trustees Appointment Records	25 years from date of each appointed term
Board of Trustees Directory	Until superseded or no longer of administrative value
Budget Resolutions	Incorporated into Minutes; Retain copies 4 years
Budgets – Annual	4 years, provided audited
Building Blueprints and Specifications	Life of Structure
Building Inspections, Reports, Tests, Certificates and related documents	Until no longer of administrative value
Building Permits	Maintain with building/ construction project records, if applicable; otherwise, until project completed
Building/Construction Project Records	10 years after completion of project
Cash and Receipt Journals	4 years, provided audited
Check Registers (monthly and annual)	4 years, provided audited
COBRA Records and Reports	Retain electee copies 4 years after expiration; Others 4 years, provided audited
Computer Backups and related records	Until superseded or no longer of administrative value
Contracts – Other than construction	4 years after expiration or termination
Correspondence (Substantive)	1 year; file with related records if content requires longer retention
Correspondence (Transient)	Until no longer of administrative value
Department Files	Until no longer of administrative value
Depository Agreements & Related Collateral	4 years after expiration, provided audited
Donation Records (cash/non-cash)	4 years, provided audited

<b>Non-Permanent Records</b>	
<b>Record Type</b>	<b>Retention Period</b>
E-Rate Records	6 years
Employee Grievance Files	4 years after resolution
Employee Health and Welfare - Policies, Plans and related documents	6 years after expired, provided audited
Employee Health and Welfare - Insurance Plan Applications, Transmittals	Until superseded or benefit waived, or no longer of administrative value
Employee Medical Records	Place in controlled access file; 6 years after termination of employment
Employee Personnel Files	6 years after termination of employment; retain retirement records, service records, and leave balances permanently
Employee Safety Records	5 years following year to which records pertain
Employee Withholding, Deduction Authorizations/Requests including W-4 Federal and IT-4 State withholding forms	Until replaced or revoked by employee or employment terminated
Employment Applications, Resumes – Unsuccessful	6 months
Encumbrance Journals/Reports	4 years, provided audited
Expenditure Journals/Reports/Records	4 years, provided audited
Financial Reports (monthly and annual)	4 years, provided audited
Forms (Blank)	Until superseded or no longer of administrative value
Grant Records	4 years after end of grant, provided audited
I-9 Form	Place in separate file; 3 years after hire or 1 year after termination of employment, whichever is later
Insurance Policies	4 years after expiration, provided all claims settled
Inventories (Property)	Until superseded- keep supporting and related records until no longer of administrative value
Investment Records and Reports	4 years, provided audited
Leases (Equipment and Property)	4 years after expiration, provided audited
Levy Files	Life of levy plus 4 years
Library Card Applications	Until entered into Integrated Library System (ILS) system
Library Materials Inventories	Until superseded
Library Promotional Materials	Until no longer of administrative value

<b>Non-Permanent Records</b>	
<b>Record Type</b>	<b>Retention Period</b>
Medicare (CMS) Records	6 years
Meeting Records - Internal	Until no longer of administrative value
Meeting Room Use-Related Records	Until no longer of administrative value
OPERS Independent Contractor Acknowledgment (Form PEDACKN) and reporting	5 years
Passport Acceptance related records	Until no longer of administrative value
Patron Circulation related records	Until no longer of administrative value
Patron Collection and Bankruptcy Records	Until no longer of administrative value
Patron Notice Records	Until no longer of administrative value
Patron Program related records	Until no longer of administrative value
Patron Requests	Until no longer of administrative value
Payroll Court Ordered Deductions and Garnishments	2 years after termination of employment or order rescinded
Payroll Tax Records	7 years
Payroll Withholding Records – Court Ordered Deductions and Garnishments	7 years, provided audited
Payroll Withholding Records – Other	4 years, provided audited
Position Descriptions	Until superseded or position abolished
Prevailing Wage Records	4 years, provided audited
Public Records Requests	2 years
Purchase Orders, Requisitions, and supporting and related documents	4 years, provided audited
Real Property Acquisition Records	5 years after asset is sold/transferred/destroyed
Software	Destroy when obsolete
State Sales Tax Payment related records	4 years, provided audited
Statistical Reports (monthly)	Until incorporated into annual report to State Library
Strategic Plans and related records	Until no longer of administrative value
Survey Reports	4 years
Surveys	Until no longer of administrative value
Timekeeping	4 years, provided audited
Unemployment Compensation related documents	4 years after date of final payment

<b>Non-Permanent Records</b>	
<b>Record Type</b>	<b>Retention Period</b>
Vehicle Records	Until no longer of administrative value
Vendor Certificates of Insurance	Until superseded or expired; work completed; or vendor relationship terminated
Vendor/Contractor/Programmer Forms/Records and related documents	4 years, provided audited
Video Monitoring	Minimum of 14 days, or until image capacity of the system is reached
Volunteer Files	Until no longer of administrative value
Vouchers/Paid Invoices and supporting and related documents	4 years, provided audited
W-2, W-3 Forms and related documents	6 years, provided audited
Workers' Compensation related records	10 years after date of final payment
1099, 1096 Forms and related documents	6 years, provided audited

# 1.5. Purchasing

Policy Effective Date: 1/10/2019

## I. Overview of Policy

- a. This policy is meant to be general in nature and, in situations where purchases or expenditures are covered by more specific Board policy, the more detailed and specific policy shall take precedence.
- b. Library administration shall have the authority to make all necessary purchases for the library, without first obtaining Board approval, if the money has been appropriated and the purchase is authorized within this policy.
- c. If it is found that this policy conflicts with any federal, state or local law, the law shall take precedence.

## II. Guidelines for Purchasing

### a. Budgeting

- i. Purchases may be made when the library Board has appropriated funds for a specific purpose or a general budget has been allocated for library operations. The purchasing process begins with the preparation of either the temporary and/or annual budget.

### b. Bids and Quotes

- i. Bidding is covered by Ohio Revised Code Section 3375.41. A formal bidding process is required for purchases above \$50,000 within the parameters described.
- ii. Section 3375.41 applies to permanent improvements and usually does not apply to items such as computers, motor vehicles, furnishings, and equipment unless these items are a part of a total building project that exceeds \$50,000.
- iii. Rules laid out in ORC 153.65-153.71 may apply to the purchase of professional design services.

### c. Contracts

- i. The director or director's designee is authorized to negotiate contracts or agreements for the purchase or lease of goods or services for the library.

### d. Purchase Orders

- i. All expenditures of library funds generally require a purchase order. A purchase order represents the library's agreement to pay funds for goods or services described in the purchase order.
- ii. Blanket purchase orders may be used for items or services that are regularly purchased from the same vendors (such as utilities, collection materials, etc.).
- iii. Purchase Order approval by the fiscal officer certifies that the expense is legal, that funds have been previously appropriated by the Board of Trustees, and that monies are either available or in the process of being collected prior to signing.
- iv. Encumbered but unexpended purchase orders may be carried over to the library's next budget year.

### e. Emergency Spending

- i. Prior formal approval of the Board of Trustees is required for contracts for professional services that exceed \$50,000 or that cause an overage in the budgeted line item except in cases of emergency or where the security and protection of library property, patrons, or staff is threatened. The director

shall, at the next meeting of the Board thereafter, render a full report of all the circumstances and of their actions in the case of the emergency.

f. Improper Purchasing

- i. The Board may disclaim responsibility and liability for any expenditure or contractual agreement in its name by an unauthorized person or any person acting outside this Policy. The expense of any such disclamation will become the personal liability of the individual who acted improperly.

III. Credit Card Use

- a. The use of any credit card, including all payment cards or payment instruments associated with a credit account issued by a financial institution or retailer, is not intended to avoid or bypass appropriate purchasing or payment procedures. Purchases made via credit card are subject to the same policy standards as purchases made via purchase order.
  - i. Cards are not to be used for personal use under any circumstances.
  - ii. The library will not obtain or maintain any debit cards.
- b. Reasonable efforts should be made to limit the use of library credit cards except when in the interest of business efficiency, as required by vendors, or emergency situations.
- c. Credit cards can be used for in-store purchases as well as for mail, on-line, or fax expenditures for Board-approved or library-related goods or services.
  - i. 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 Office promptly following purchase.
- d. Credit cards will not be established in the name of specific individuals within the library.
- e. To prevent loss, theft of public funds, or unauthorized use, credit card accounts, including store credit cards, will be monitored by the fiscal office and regularly reviewed by the director.
  - i. The fiscal officer shall retain general possession and control of library credit card accounts. Library credit cards shall be maintained in the library fiscal office except in the case of in-store use cards maintained at the Younkin branch library.
    - i. All cards, including those not physically maintained in the library fiscal office, will be monitored by the fiscal officer via the account documentation and associated account logins.
    - ii. Fleet cards used for library vehicle fuel purchases are limited to only fuel purchase transactions and are therefore not considered credit cards under this policy. Fleet cards, which are kept within library vehicles, may be used by any library staff member to fuel library vehicles for library business. Signed receipts for all fleet card purchases must be submitted to the fiscal office.
  - ii. The director shall serve as the compliance officer and therefore may use a credit card under the conditions set forth in this policy or authorize other employees to do so.
    - i. All library employees are eligible to use the library credit cards, provided prior approval is granted by the director.
    - ii. Authorized employees are responsible for following all procedures

related to credit card use as set by the fiscal office, including but not limited to signing out cards, collecting, signing and returning receipts to fiscal office immediately following purchase, attempting resolution of any disputes related to purchases as necessary, and forwarding relevant paperwork to the fiscal office as applicable.

iii. Other duties of the compliance officer are as follows:

- i. Review credit card account information every 6 months, including:
  - I. The number of credit card accounts and issued/active credit cards
  - II. Expiration dates of the cards
  - III. Credit limits of the cards

iv. Any use of a library credit card which violates library policy is considered misuse.

- i. Misuse of a library credit card will result in disciplinary action up to and including termination.
  - ii. Knowingly using a library credit card for expenses beyond those authorized may be considered a criminal offense.
- f. Library credit cards will maintain a maximum credit limit of \$5,000 or less.
  - g. Credit cards/accounts may be acquired or cancelled by the fiscal officer as deemed necessary for business purposes and/or as requested by director in writing.
  - h. Any potentially lost or stolen credit card must be reported to the fiscal officer immediately and the fiscal officer will report the card lost or stolen and follow procedures set forth by credit card companies for canceling, destroying and reissuing of cards.
  - i. Any potentially fraudulent charges on credit card accounts will be handled by the fiscal officer who will follow procedures set forth by credit card companies for disputed charges, including those for canceling, destroying and reissuing of cards.
  - j. Each individual using a library credit card must sign that they have read and agree to the Credit Card Responsibility and Use Procedure.
  - k. The Director and Fiscal Officer shall sign credit card statements as approved for payment on a monthly basis.
  - l. Library credit cards will decline all rewards programs or other associated promotions when possible.
    - i. The Fiscal Officer, or their designee, will submit a report to the Board of Trustees annually regarding any credit card rewards received by the library.

# 1.6. Investment

Policy Effective Date: 5/1/2018

This document, in conjunction with the Ohio Revised Code, as amended, shall govern the investment activities of the library. It will be reviewed periodically for compliance and to assure the flexibility necessary to effectively manage the funds of Pickaway County District Public Library.

## I. Scope

- a. This investment policy applies to all funds of the library and shall remain in effect until amended by the Board of Trustees.

## II. Investment Objectives

- a. The primary objectives of library investment activities shall be, in order of priority:

### i. Safety

- 1. Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks first to preserve capital. Safety is defined as the certainty of receiving full par value plus accrued interest at the investment's legal final maturity.

### ii. Liquidity

- 1. The library's investment portfolio is to remain sufficiently liquid to enable the library to meet all operating requirements that might be reasonably anticipated. Liquidity is defined as the ability to sell an investment on short notice as needed at or near the purchase price of the investment.
- 2. No investment will be made unless, at the time of investment, the fiscal officer reasonably believes that the investment can be held until maturity without harming the library's ability to conduct business in the immediate future.

### iii. Return on Investments (Yield)

- 1. The library shall strive to attain the best rate of return as possible while adhering to the investment priorities of the library.
- 2. When considering return on investments, the library will consider transaction costs and costs of relationships with other entities as part of the overall return on investment cost analysis.

## III. Delegation of Authority

- a. Authority to manage the library's investment program is derived from the Ohio Revised Code. Management responsibility for the investment program is hereby delegated to the fiscal officer, who is the library's chief fiscal officer under Chapter 3375.36 of the Ohio Revised Code.

## IV. Standards of Care

### a. Prudence

- i. Investments will be made with judgement and care with consideration given to both the library and available investment opportunities.

### b. Ethics and Conflicts of Interest

- i. Employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment

program, or which could impair their ability to make impartial investment decisions.

- ii. The library and library employees will strive to not only avoid impropriety but also the appearance of impropriety when making financial decisions.

#### V. Authorized Financial institutions and Brokers/Dealers

- a. Investments shall be made only with those institutions that are established in Chapter 135 of the Ohio Revised Code and those with which the Library has executed valid depository agreements. Any eligible financial institution that has offices within the State of Ohio may become a public depository of the funds of the library.

#### VI. Authorized Investments

- a. The Library is authorized to invest interim funds as described in the Ohio Revised Code, Section 135.14. Authorized investments include:
  - i. Bills, notes, bonds, or other obligations issued or guaranteed by the United States.
  - ii. Bills, notes, bonds, or other obligations issued by any federal government agency or instrumentality.
  - iii. Certificates of Deposits (CDs) properly insured through the FDIC or suitable collateralization.
  - iv. Bonds or other obligations of the State of Ohio.
  - v. No-load money market mutual funds consisting exclusively of Treasury or Federal Agency obligations and Repurchase Agreements secured by Treasury or Federal Agency obligations made through eligible institutions.
  - vi. The Ohio Subdivision's Funds (STAR Ohio and STAR Plus).
  - vii. Demand deposit accounts (such as checking, savings, negotiable orders of withdrawal, zero balance, and money market accounts) established with local financial institutions, and properly insured through the Federal Deposit Insurance Corporation (FDIC) or suitable collateralization.

#### VII. Collateral Requirements

- a. All deposits/investments shall be collateralized pursuant to Section 135 of the Ohio Revised Code.

#### VIII. Maturity of Investments

- a. No investment shall have a maturity date of more than five years from its date of purchase by the library.

#### IX. Accepted Investment Practices

- a. All securities orders shall be placed according to accepted investment practices. All receipts confirming securities transactions will include the trade date, par value, maturity, interest rate, price, yield, settlement date, description of securities purchased, investment firm, amount due, and third-party custodial information. Confirmation receipts will be received within three (3) business days after the trade, and payment for investments shall only be made upon receipt of the securities.

X. Safekeeping of Securities

- a. The fiscal officer shall be responsible for the safekeeping of all documents evidencing a deposit or investment acquired, including safekeeping receipts evidencing securities deposited with a third-party custodian.

XI. Distribution of Interest Income

- a. Monies from all funds are co-mingled for investment purposes; all earned interest is credited to the General Fund.

XII. Continuing Education

- a. The fiscal officer, and any staff members who the fiscal officer has given responsibility for executing investment transactions, will annually complete the continuing education programs provided by the Treasurer of State.

XIII. Investment Policy Distribution

- a. The fiscal officer shall distribute a copy of this investment policy and any revisions or updated versions to each qualified public depository and any eligible broker/dealer desiring to do business with the Library.
- b. Before accepting funds or engaging in investment transactions with the Library, the supervising officer at each depository or designated broker/dealer of government securities shall certify that he or she has reviewed this investment policy and agrees to comply with all applicable State of Ohio and Federal laws. Furthermore, the aforementioned officer agrees to disclose potential conflicts or risks to public funds that might arise out of transaction between the depository or firm and the Library.

XIV. Investment Policy Adoption

- a. The Library Investment Policy shall be formally approved and adopted by the Board of Library Trustees and reviewed periodically.

XV. Filing Requirements

- a. This Investment Policy, along with any future revisions or updates, shall be filed with the Auditor of State, Attention: Clerk of the Bureau, P.O. Box 1140, Columbus, Ohio 43216-1140, in accordance with State of Ohio law.

## 1.7. Disposal of Furniture and Equipment

Policy Effective Date: 5/1/2018

- I. It is the policy of the library to dispose of library materials, furniture and equipment that is no longer functional or useful.
  - a. The director and fiscal officer shall be responsible for the determination that library furniture and equipment that is no longer of use to the library.
  - b. The director or their designee(s) shall be responsible for the determination that library collection materials and supplies are no longer of use to the library.
- II. The director, or their designee(s), shall be responsible for providing the fiscal officer with a list of any inventoried items that are being discarded.
- III. When an item no longer has value to the library, it will be removed from inventory (if applicable) and disposed of in the following manner:
  - a. Materials no longer deemed appropriate for the collection may be discarded or donated to the Friends of the Pickaway County District Public Library.
  - b. Items deemed by the director and fiscal officer to have significant monetary or historic value may be sold through auction (including on-line auction) or publicly advertised sale with any proceeds from such sale being deposited to the General Fund of the Library. Such items may be referred to the Library Board for determination of value. Such determination may include the services of a professional appraiser or outside expert opinion. Prior to such sale, the fiscal officer will prepare a list of items to be included in the sale for approval by the Library Board of Trustees.
  - c. Items determined to have marginal or no resale value, items which cannot be readily or practicably sold by the library, and/or items that have reached the end of their useful life may be discarded.
  - d. Items that have not sold after an attempt to sell through auction or publicly advertised sale may be discarded at the discretion of the fiscal officer.
  - e. Items may be donated to another public library, donated to a school district, or donated to a non-profit organization at the discretion of the director and fiscal officer.
  - f. The fiscal officer is authorized to accept trade-in allowances on any item of equipment being replaced or upgraded for which a trade-in allowance is offered.
  - g. Items declared to be surplus are not permitted to be purchased or otherwise acquired by any member of the library management team, library Board of Trustee member, or their immediate family members.

## 1.8. Foundation

Policy Effective Date: 5/1/2018

The Board has established a foundation fund through the Pickaway County Community Foundation and with the Columbus Foundation. The name of the fund shall be the Library Fund for Pickaway County.

- I. The Board shall not contribute, donate, or otherwise expend funds that lawfully belong to the Board into the Library Fund for Pickaway County.
- II. Contributions made to the Library Fund for Pickaway County shall not be considered contributions to the Pickaway County District Public Library. Disbursements made from the fund to the Board shall be considered contributions to the Pickaway County District Public Library.
- III. The Board establishes that distributions from the funds shall be used for the general good of the library, which includes but is not limited to, materials, equipment, supplies, property, and goods and services that enhance, promote, or otherwise meet the goals and objectives of the library.
- IV. The Board shall appoint a representative of the Board at the beginning of each calendar year to serve as the contact person for the Columbus Foundation and the Pickaway County Community Foundation to fulfill the obligations required for participation in the funds. The representative may be a person employed by the Pickaway County District Public Library. The representative shall have no authority to act on his or her own with regard to decisions about the fund. In addition, all relevant records will be provided to the fiscal officer on a quarterly basis.
- V. The Board shall establish a priority list of uses for distributions from the fund. The list may be amended or added to at any time. No distribution from the fund can be used for any purpose not previously authorized by the Board. A request for distribution shall require at least five affirmative votes by the Board in regular or special session of the Board.

## 1.9. Weapons on Library Property

Policy Effective Date: 5/1/2018

To ensure a safe and inviting atmosphere, all individuals including but not limited to staff, patrons, vendors, and contractors are prohibited from possessing concealed or openly visible firearms or other weapons deemed dangerous by staff in library buildings, apart from those carried by authorized law enforcement agents. Signage regarding this policy will be present at all library buildings; absence of signage does not negate this policy.

## 1.10. Smoke Free Property

Policy Effective Date: 3/25/2019

- I. Smoking, including the use of electronic cigarettes or similar alternatives, is prohibited throughout all Pickaway County Library owned-property, including inside buildings, all outdoor areas, and within library-owned vehicles.
  - a. Tobacco use is not prohibited inside of closed personal vehicles parked at a library-owned facility.

## 1.11. Access to Property

Policy Effective Date: 12/1/2019

- I. For the safety and security of patrons and library property, the grounds of the library shall be considered closed from midnight to 6:00a.m., unless utilizing the library's material return drop box or otherwise authorized by the library director or their designee.
  - a. Individuals on library property during the above times shall be considered loitering on library property.
  
- II. Library parking lots are provided for use by individuals using the library. The library makes no claim of protection of vehicles on library property; use of library parking is at the risk of the vehicle owner and/or operator.
  - a. Main Library (Circleville)
    - i. The following is adopted in accordance with the Circleville city code section 351.16.
      1. Overnight Parking
        - a. Parking is prohibited on library properties between midnight and 6:00a.m. unless otherwise authorized by the library director or their designee.
    - b. Younkin Branch (Ashville) and Main Library (Circleville)
      - i. The following is adopted in accordance with the Ashville village code section 303.08 and Circleville city code section 351.16, as applicable.
        1. Abandoned Vehicles
          - a. An unattended vehicle which has been in the library parking lot for at least 72 hours without moving will have a laminated notice placed on its windshield, alerting the owner that the vehicle must be moved or the library shall consider the vehicle abandoned on library property. After a period of no less than one week following this notice, if the vehicle has not been moved the library shall consider the vehicle as abandoned on public property and may take action to have the vehicle removed at the owner's expense.
  
- III. Notice of Policy
  - a. The library shall post signage identifying restrictions on the use of library parking lot and restricted access to library property during overnight hours per this policy, as applicable to each library location. Enforcement of this policy shall not take effect until said signage is displayed.

## Section 2 – Public Service

## 2.1.1. Locations and Hours

Policy Effective Date: 5/1/2018

The library operates two (2) facilities as well as a bookmobile:

I. Main library

- a. The Main library serves as the administrative office of the organization, as well as the mailing address for the library Board.
- b. Address: 1160 North Court Street  
Circleville OH 43113
- c. Phone: 740.477.1644
- d. Website: [www.pickawaylib.org](http://www.pickawaylib.org)
- e. Open Hours: Monday-Thursday 10:00am-8:00pm  
Friday-Saturday 10:00am-6:00pm  
Sunday 1:00pm-5:00pm

II. Floyd E. Younkin branch

- a. Address: 51 Long Street  
Ashville OH 43103
- b. Phone: 740.983.8856
- c. Website: [www.pickawaylib.org](http://www.pickawaylib.org)
- d. Open Hours: Monday-Thursday 10:00am-8:00pm  
Friday Closed  
Saturday 10:00am-6:00pm  
Sunday 1:00pm-5:00pm

III. Between Memorial Day and Labor Day both locations are closed on Sundays.

IV. Open hours at either location are subject to change by Board motion; when possible advanced notice to changes in operating hours will be posted at the library locations and on the library website.

## 2.1.2. Holidays and Closed Days

Policy Effective Date: 3/8/2020

The library closes for major holidays and when necessary for the training and development of library staff.

- I. Annual closed days:
  - a. New Year's Day
  - b. President's Day
  - c. Good Friday (Main Library closes at 3:00pm)
  - d. Easter
  - e. Mother's Day
  - f. Sunday before Memorial Day
  - g. Memorial Day
  - h. Father's Day
  - i. Independence Day
  - j. Sunday before Labor Day
  - k. Labor Day
  - l. Wednesday of Pumpkin Show (Close at 6:00pm)
  - m. Thursday of Pumpkin Show (Close at 6:00pm)
  - n. Saturday of Pumpkin Show
  - o. Thanksgiving Eve (Close at 3:00pm)
  - p. Thanksgiving Day
  - q. Christmas Eve Day
  - r. Christmas Day
  - s. New Year's Eve

## 2.1.3. Emergency Closing

Policy Effective Date: 5/1/2018

The library director or their designee is authorized to close one or both library buildings in emergency or exigent circumstances or as requested by Presidential or Gubernatorial decree.

- I. The director or their designee will notify the Board when such action is taken.
- II. The public will be notified in advance of closings that fall outside of regular library hours when possible.

## 2.2.1. Mission and Vision Statements

Policy Effective Date: 5/1/2018

### **I. Welcome Statement**

We invite you to visit the public library. We offer you a variety of resources: books, periodicals, DVDs, books on CD, video games, online resources, and more. We offer three convenient locations for your materials pick up — Circleville, Ashville and any Bookmobile stop countywide.

### **II. Mission Statement**

The Pickaway County District Public Library will provide information and services to engage, educate, entertain and enrich our community.

### **III. Vision Statement**

Pickaway County residents will have access to innovative, useful library services that will allow them to learn throughout their lives; to enjoy their recreation time; and to become involved in their community.

## 2.2.2. Library Bill of Rights

Policy Effective Date: 5/1/2018

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## 2.2.3. Freedom to Read

Policy Effective Date: 5/1/2018

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## 2.2.4. Freedom to View

Policy Effective Date: 5/1/2018

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**

## 2.2.5. Access to Electronic Information, Services, and Networks

Policy Effective Date: 5/1/2018

### Introduction

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedom of speech and the corollary right to receive information.<sup>1</sup> Libraries and librarians protect and promote these rights by selecting, producing, providing access to, identifying, retrieving, organizing, providing instruction in the use of, and preserving recorded expression regardless of the format or technology.

The American Library Association expresses these basic principles of librarianship in its Code of Ethics and in the Library Bill of Rights and its Interpretations. These serve to guide librarians and library governing bodies in addressing issues of intellectual freedom that arise when the library provides access to electronic information, services, and networks.

Libraries empower users by providing access to the broadest range of information. Electronic resources, including information available via the Internet, allow libraries to fulfill this responsibility better than ever before.

Issues arising from digital generation, distribution, and retrieval of information need to be approached and regularly reviewed from a context of constitutional principles and ALA policies so that fundamental and traditional tenets of librarianship are not swept away.

Electronic information flows across boundaries and barriers despite attempts by individuals, governments, and private entities to channel or control it. Even so, many people lack access or capability to use electronic information effectively.

In making decisions about how to offer access to electronic information, each library should consider its mission, goals, objectives, cooperative agreements, and the needs of the entire community it serves.

### The Rights of Users

All library system and network policies, procedures, or regulations relating to electronic information and services should be scrutinized for potential violation of user rights.

User policies should be developed according to the policies and guidelines established by the American Library Association, including Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities.

Users' access should not be restricted or denied for expressing or receiving constitutionally protected speech. If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal.

Information retrieved or utilized electronically is constitutionally protected unless determined otherwise by a court of law with appropriate jurisdiction. These rights extend to minors as well as adults (Free Access to Libraries for Minors; Access to Resources and Services in the School Library Media Program; Access for Children and Young Adults to Nonprint Materials).<sup>2</sup>

Libraries should use technology to enhance, not deny, access to information. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.

Users have both the right of confidentiality and the right of privacy. The library should uphold these rights by policy, procedure, and practice in accordance with Privacy: An Interpretation of the Library Bill of Rights.

## Equity of Access

The Internet provides expanding opportunities for everyone to participate in the information society, but too many individuals face serious barriers to access. Libraries play a critical role in bridging information access gaps for these individuals. Libraries also ensure that the public can find content of interest and learn the necessary skills to use information successfully.

Electronic information, services, and networks provided directly or indirectly by the library should be equally, readily and equitably accessible to all library users. American Library Association policies oppose the charging of user fees for the provision of information services by libraries that receive their major support from public funds ([50.3 Free Access to Information](#); [53.1.14 Economic Barriers to Information Access](#); [60.1.1 Minority Concerns Policy Objectives](#); [61.1 Library Services for the Poor Policy Objectives](#)). All libraries should develop policies concerning access to electronic information that are consistent with ALA's policy statements, including [Economic Barriers to Information Access: An Interpretation of the Library Bill of Rights](#), [Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities](#), and [Resolution on Access to the Use of Libraries and Information by Individuals with Physical or Mental Impairment](#).

## Information Resources and Access

Providing connections to global information, services, and networks is not the same as selecting and purchasing materials for a library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a library's selection or collection development policy. It is, therefore, left to each user to determine what is appropriate. [Parents and legal guardians who are concerned about their children's use of electronic resources should provide guidance to their own children.](#)

Libraries, acting within their mission and objectives, must support access to information on all subjects that serve the needs or interests of each user, regardless of the user's age or the content of the material. In order to preserve the cultural record and to prevent the loss of information, libraries may need to expand their selection or collection development policies to ensure preservation, in appropriate formats, of information obtained electronically. Libraries have an obligation to provide access to government information available in electronic format.

Libraries and librarians should not deny or limit access to electronic information because of its allegedly controversial content or because of the librarian's personal beliefs or fear of confrontation. Furthermore, libraries and librarians should not deny access to electronic information solely on the grounds that it is perceived to lack value.

Publicly funded libraries have a legal obligation to provide access to constitutionally protected information. Federal, state, county, municipal, local, or library governing bodies sometimes require the use of Internet filters or other technological measures that block access to constitutionally protected information, contrary to the [Library Bill of Rights](#) (ALA Policy Manual, [53.1.17, Resolution on the Use of Filtering Software in Libraries](#)). If a library uses a technological measure that blocks access to information, it should be set at the least restrictive level in order to minimize the blocking of constitutionally protected speech. Adults retain the right to access all constitutionally protected information and to ask for the technological measure to be disabled in a timely manner. Minors also retain the right to access constitutionally protected information and, at the minimum, have the right to ask the library or librarian to provide access to erroneously blocked information in a timely manner. Libraries and librarians have an obligation to inform users of these rights and to provide the means to exercise these rights.<sup>3</sup>

Electronic resources provide unprecedented opportunities to expand the scope of information available to users. Libraries and librarians should provide access to information presenting all points of view. The provision of access does not imply sponsorship or endorsement. These principles pertain to

electronic resources no less than they do to the more traditional sources of information in libraries (Diversity in Collection Development).

<sup>1</sup>Martin v. Struthers, 319 U.S. 141 (1943); Lamont v. Postmaster General, 381 U.S. 301 (1965); Susan Nevelow Mart, The Right to Receive Information (PDF), 95 Law Library Journal 2 (2003).

<sup>2</sup>Tinker v. Des Moines Independent Community School District, 393 U.S. 503 (1969); Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853, (1982); American Amusement Machine Association v. Teri Kendrick, 244 F.3d 954 (7th Cir. 2001); cert.denied, 534 U.S. 994 (2001)

<sup>3</sup>"If some libraries do not have the capacity to unblock specific Web sites or to disable the filter or if it is shown that an adult user's election to view constitutionally protected Internet material is burdened in some other substantial way, that would be the subject for an as-applied challenge, not the facial challenge made in this case." United States, et al. v. American Library Association (PDF), 539 U.S. 194 (2003) (Justice Kennedy, concurring).

See Also: Questions and Answers on Access to Electronic Information, Services and Networks: an Interpretation of the Library Bill of Rights.

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Adopted January 24, 1996, by the ALA Council; amended January 19, 2005.

## 2.3.1. Patron Code of Conduct

Policy Effective Date: 3/8/2020

Pickaway County Library encourages the use of its facilities for learning, enrichment, and use of the library's resources and services. To preserve that opportunity, we ask patrons to be respectful of each other and staff, and to behave in a manner that does not disrupt other patrons or staff. The rules of public behavior are posted in the library. All library staff are authorized to bring to an individual's attention any act or omission that violates these rules.

The intent of this policy is to make the Pickaway County Library a pleasant and enriching place for all library patrons and staff. **Behaviors that interfere with the right of other patrons to enjoy the library include but are not limited to:**

- I. Eating or drinking inside the library except in designated areas and at library-sponsored events. Spills must be immediately reported to staff.
  - a. Main Library – All food and drinks are allowed in the Gallery. Covered drinks are allowed in all areas except for the genealogy room and where otherwise posted.
  - b. Younkin branch – No food is allowed. Covered drinks are allowed in all areas.
- II. Violating the library's smoke free property policy.
- III. Using, selling, or being under the influence of drugs, including alcohol, on library property.
- IV. Leaving children who are under 10 years of age, or those who need supervision, unattended. Responsibility for all children using the library rests with the parent/guardian or assigned chaperone, not with the library personnel.
- V. Sleeping and/or lying on the floor.
- VI. Engaging in behavior that could disturb other patrons or staff including, but not limited to:
  - a. loud talking, singing, and/or boisterous activity.
  - b. running, shoving, and/or throwing objects.
  - c. loud and/or prolonged periods of crying.
- VII. Harassing others, either verbally or through actions.
  - a. Harassment may include but is not limited to initiating unwanted conversations or other actions another individual reasonably perceives to be hostile, threatening, or offensive.
- VIII. Using profane, obscene, or abusive language; racial and ethnic epithets; fighting, or the threat thereof.
- IX. Impeding access to the building, monopolizing/obstructing space, seating, tables, or equipment to the exclusion of others.
- X. Leaving items unattended on library property, including in library buildings.
- XI. Improper dress including bare feet and/or no shirt.
- XII. Using the restrooms as bathing or laundry facilities or as gathering places.
- XIII. Using rollerblades, spiked shoes, skateboards, other sports equipment, or other self-propelled or motorized recreational transportation devices, in the building or on library property.
- XIV. Bringing a bicycle or other self-propelled or motorized recreational transportation device into the building, unless authorized.

- XV. Bringing animals other than service animals into the library unless authorized by library staff.
- XVI. Selling, advertising, or soliciting for contributions or support, except as authorized. Petitioning, such as for voting or ballot issues, is permitted outside of the building on library property but petitioners cannot block the building's entrances and exits.
- XVII. Entering non-public areas such as workrooms, offices, and storage areas without permission.
- XVIII. Abuse or improper use of furniture, equipment, or materials.
- XIX. Damaging, destroying, vandalizing, or stealing property belonging to the library, other patrons, or staff.
- XX. Weapons of any kind or other items deemed dangerous by library staff, either concealed or in plain view, are not permitted in the library building, unless the owner of the weapon is a law enforcement officer.
- XXI. Engaging in any act of sexual misconduct, including exposure, offensive touching, or sexual harassment of other patrons or staff.
- XXII. Trespassing, violating an eviction, or entering library property when banned.
- XXIII. Violating the library's Internet Access policy.
- XXIV. Any illegal act or conduct in violation of federal, state, or local law, ordinance, or regulation, including those performed on a computer.

Failure to follow these rules will result in patrons being asked to leave library property (Please see Policy 2.4.1. *Suspension of Library Privileges and Eviction*).

## 2.4.1. Suspension of Library Privileges and Eviction

Policy Effective Date: 5/1/2018

A patron who has violated the library's code of conduct (See policy 2.3.1 *Patron Code of Conduct*) may be evicted from the library and refused further admission to the library for a set time. The following are intended as a guide for staff enforcement of the patron code of conduct. Serious infractions (including but not limited to willful maliciousness towards patrons or staff, or when posing an immediate threat to patrons, staff, or property) may result in immediate eviction.

### I. Violation of the patron code of conduct

- a. Library staff will notify the patron of unacceptable behavior.
- b. If the behavior continues, staff will notify the patron that if further unacceptable behavior continues they will be asked to leave.
- c. Upon a third violation, the patron is asked to leave for the day. An incident report should be completed and given to library administration.
  - i. The library director or their designee may determine, based upon repeated violation of the patron code of conduct or the severity of the violation, that an extended eviction period should be enforced.

### II. Eviction

- a. The director or their designee shall evict patrons for violations of the patron code of conduct.
  - i. When possible, the patron will be supplied with a written notice of eviction including the reason and period of eviction.
    1. Notices regarding the barring of a minor patron from the library will be sent to the minor patron's parent or legal guardian.

### III. Appeal of Eviction

- a. The library recognizes the patron's right to contest the eviction. The patron may provide a written request to appeal their eviction to the director within 48 hours of the eviction being issued.
- b. The director may consider any of several factors when deciding to reinstate library privileges including:
  - i. the details of the incident that led to the suspension
  - ii. the length of time since the initial eviction and suspension
  - iii. the patron's completion of any requirements imposed by the court as a result of the incident
  - iv. any other information provided by the patron that suggests that he or she is unlikely to engage in the conduct that led to the suspensions of privileges
- c. Decisions of the director may be appealed to the Board via written notice.
  - i. Decisions of the Board will be considered final.

## 2.5.1. Unattended Minors

Policy Effective Date: 5/1/2018

Library staff cannot act in loco parentis, nor act as caregiver or babysitter. The library and library staff are not responsible for problems resulting from children being left unattended. To provide for the general safety of children:

- I. All children under 10 years of age must be accompanied by an adult or responsible caregiver who is at least 12 years of age.
- II. When a child under 10 years of age appears to be lost or unattended, library staff will immediately try to locate a parent, legal guardian, or responsible caregiver in the library and/or by phone. Staff will stay with the child while the search is in progress. If a parent, legal guardian, or responsible caregiver cannot be located, staff will contact the police department for assistance.
- III. Children aged 10 and older may use the library unattended, subject to the rules and regulations of the library. If an unattended minor is asked to leave library property due to behavior and is lacking transportation or a safe place to go, staff will attempt to contact the parents, legal guardians, or a responsible caregiver to have the child picked up. If unable to pick up the child or if staff is unable to reach someone, the police department will be contacted for assistance.
- IV. Parents and legal guardians should realize that, even in their absence, they are legally responsible for the behavior of their children.
- V. Minors who are unattended and lacking transportation at closing time will be asked for telephone numbers of people who can pick them up at the library. If unsuccessful, the police department will be contacted for assistance. Under no circumstances shall staff take a child out of the building.

## 2.6.1. Registration, Loan Rules, and Reserves

Policy Effective Date: 5/1/2018

- I. Library Card Registration for Adults
  - a. Anyone 18 or older who resides in Ohio and agrees by signature to be responsible for materials loaned may register for a library card after the presentation of a photo ID and proof of current residential address.
    - i. Acceptable forms of a photo ID include:
      1. Driver's license
      2. State ID card
      3. Passport
    - ii. Acceptable methods of address verification include:
      1. Driver's license
      2. Utility bill dated within 30 days of date
      3. Current year vehicle registration
      4. Postmarked mail dated within 30 days of date
- II. Library Card Registration for Minors
  - a. Parents or legal guardians of minors (those 17 years of age or younger) must sign a document stating they agree to be financially responsible for the materials borrowed by their children for Full Access or Restricted card types.
    - i. Parent or guardian must also register for a card in his/her name
    - ii. The parent or guardian's address must be entered for the minor's account
    - iii. The minor must be present at the time of registration
  - b. The library cannot act in loco parentis (in place of the parent), and generally will not restrict access to materials based upon age except as described in the Restricted card type or for administrative purposes (e.g. special collections of high historical or monetary value). Please see policy *2.2.2 Library Bill of Rights*. Parents who wish to prevent their children from accessing certain material types or content types are responsible for monitoring their children's browsing and borrowing activities; library staff will not restrict access beyond the rules set forth for the Restricted card types.
  - c. Parents or legal guardians will be provided with two levels of access for the minor's card: Minor Full Access or Restricted. See *Types of Accounts* below.
- III. Types of Accounts
  - a. Full Access
    - i. Unrestricted access to library materials.
      1. Full Access is the default account type for adults aged 18 and over
  - b. Minor Full Access
    - i. Full access card for those under 18 years of age
      1. Provides full borrowing privileges *except* for special collections designated by the director as restricted due to reasons including high historical or monetary value
      2. Restricted 1 is the default account type for all patrons under the age of 18
      3. Restricted 1 cards will revert to Full Access accounts upon proof (picture ID) that the cardholder has turned 18
  - c. Restricted
    - i. Same borrowing privileges as Minor Full Access with additional restrictions for DVDs, Blu-Rays, and Video Games.
      1. Parents may select a Restricted account for their minor (under 18 years of age) children. See *Library Card Registration for minors* above.

2. Restricted cards will revert to Full Access accounts upon proof (picture ID) that the cardholder has turned 18.
- d. Homebound
    - i. Unrestricted access to library materials.
      1. The Homebound designation is made for patrons utilizing the library's homebound services and is made for statistical purposes only; loan rules are consistent with Full Access accounts.
  - e. Educator Cards
    - i. Preschool thru High School educators living or working within Pickaway County may apply for an Educator card by supplying proof of educator status. Eligible educators include preschool through 12<sup>th</sup> grade teachers, day care providers, and homeschooler providers.
      1. Proof of educator status may include: an approval letter from a school district, paycheck stub, school badge, or childcare badge from the Ohio Department of Job and Family Services.
      2. Educator cards allow patrons the same loan rules as a Full Access card, but do not accrue fines for overdue materials. However, long overdue materials will be billed to educator cards in keeping with Full Access loan rules.
      3. Educator Cards are intended for use when borrowing materials for classroom or education purposes and not individual use.
      4. To receive an Educator Card, a patron must also have or register for a personal library account. The educator's personal library card must be in good standing to use the Educator Card. Fines or fees blocking the use of an educator's personal library card will also block the use of the Educator Card.
      5. Educator Cards are issued for one-year periods.
      6. Borrowers whose fees exceed the fine threshold or who have long overdue items on their personal card or educator card may not re-register until the fees have been reduced below the threshold and/or long overdue materials have been returned or the cost of their replacement paid.
  - f. School Cards
    - i. Pickaway County Library believes a library card is an important tool for students. Any student under the age of 18 enrolled in a Pickaway County public school district in K-12<sup>th</sup> grade who does not have a library card is eligible to be signed up for a School Card.
      1. School cards are limited to 2 print items at a time.
      2. Parents or guardians are not financially responsible for School Card accounts. However, an existing School Card account must be in good standing in order for a parent or guardian to register a minor for a library card.
      3. School Cards expire on the cardholder's 18<sup>th</sup> birthday.
  - g. Additional Account Types
    - i. The library is a member of the Central Library Consortium, which includes sharing cards with other member libraries. Additional card types will be treated as Full Access cards or assigned loan rules as deemed appropriate by the director.

#### IV. Library Card Use

- a. Cards that have been inactive for a period of 5 years AND have fines below the fine threshold for checkout will be purged from the library system on an annual basis.
- b. An address check will be added to library cards every 3 years to ensure that the library maintains current registration information for cardholder, pursuant to the Ohio Revised

Code.

- c. Borrowing privileges may be suspended for issues including but not limited to: exceeding the fine threshold, failure to return materials, and/or failure to care for loaned materials in a way that makes them available for further use. In these cases the library will work with the patron to remedy the issue and reinstate privileges.
- d. Patrons are required to report the loss or theft of library cards promptly. The cardholder is not automatically excused from liability for any materials charged to the card before the card is reported lost or stolen.
  - i. When a card is reported lost or stolen, staff will block the reported card to prevent further checkouts and will issue a new card upon verification of the patron's ID.

#### V. Loan Rules

- a. Loan periods are intended to allow materials to be utilized by the greatest number of library patrons. Special loan rules may be enacted by the director for subsections of the library collection or for special card types outside Full Access. Patrons will be notified of due dates when checking out materials via printed slip, emailed receipt, on screen notification, or in person.
- b. Loan Periods and Item Limits
  - i. Audio books
    - 1. Loan Period - 21 days
    - 2. Item Limit - 20 items
  - ii. Books
    - 1. Loan Period - 21 days
    - 2. Item Limit - 100 items
  - iii. Magazines
    - 1. Loan Period - 7 days
    - 2. Item Limit - 10 items
  - iv. Movies
    - 1. Loan Period - 7 days
    - 2. Item Limit - 10 item
  - v. Music CDs
    - 1. Loan Period - 21 days
    - 2. Item Limit - 20 items
  - vi. Video games
    - 1. Loan Period - 7 days
    - 2. Item Limit - 2 items

#### VI. Renewals

- a. Generally, materials are eligible for 3 renewals unless on reserve for another patron. However, materials belonging to other consortium member libraries are eligible for the number of renewals set by that library.
  - i. Special loan rules enacted by the director for subsections of the collection may also set different renewal criteria for those items.

#### VII. Reserves

- a. Generally, patrons may place up to 100 reserves at any one time.
  - i. To allow materials to be utilized by the greatest number of library patrons, limits on the number of reserves a patron may place on materials within a subsection of the collection (e.g., movies) may be determined by the director.

## 2.6.2. Fees and Collection Agencies

Policy Effective Date: 9/1/2019

Fees are intended to help recoup some of the cost of providing associated library services. Fees may be reduced or waived by the director or their authorized staff if warranted by professional judgement.

### II. Fees

#### a. Lost Items

i. Once an item is 30 days overdue, the item is considered lost and the patron will be charged the retail cost of the item as documented in the item's record in the library's integrated library system (ILS).

1. Materials considered lost may be renewed by staff as a courtesy to give patrons more time to locate items. Renewal of lost materials is done as a courtesy and is not guaranteed.

ii. Patrons may self-report an item as lost.

iii. Materials that have been declared lost and are paid for are considered the property of the patron paying for the item; no refunds will be granted for items that have been paid for unless said items have been billed to the patron through library error.

#### b. Damaged Items

i. Items damaged to the point of no longer being considered appropriate for circulation will be treated as lost.

#### c. Partially Lost/Damaged Items

i. Audiovisual cases (including but not limited to CD cases, bag kits, or DVD cases)

1. \$3.00 per case

ii. Inserts (including but not limited to maps, CD booklets, DVD inserts)

1. \$1.00 per insert

iii. Missing Discs from Multi-Disc Sets (including but not limited to TV series, Bonus feature DVDs)

1. \$5.00 per disc

iv. Fees for partially lost or damaged items not listed above are determined by the director or their designee.

#### d. Stolen items

i. After the library receives a copy of a police report including the stolen library materials, the patron is responsible for a maximum of \$50 in fees for materials.

#### e. Lost Cards

i. Patrons may replace a lost or worn card at the time of address check for no cost. Replacement cards may be purchased at any time.

1. \$1.00 per card

#### f. Print, Copy, and Fax Services

i. Fax

1. \$1.00 per page

ii. Black and White Printing or Copies

1. \$.10 per page

iii. Color Printing or Copies

1. \$.25 per page

III. Fines

- a. As a member of SearchOhio and similar borrowing cooperatives, the library may assess fines for some materials as required by consortium agreements.

IV. Collection Agencies

- a. To protect its investment of public money in library materials and services, the library may contract with a collection agency, law firm, or other materials recovery service to retrieve long-overdue materials.
  - i. The library director, or their designee, is authorized to establish thresholds for patron account submissions to a collection agency or similar service, as well as any service charges which may be added to accounts sent.

## 2.6.3. Notary Service

Policy Effective Date: 5/1/2018

The library offers free Notary services by appointment. Notaries adhere to the Ohio Revised Code Section 147 and all other applicable regulations and laws.

- I. Requirements
  - a. Individuals must bring a valid, government-issued photo ID and unsigned documents to be notarized.
  - b. Documents must be signed in the presence of the notary public. Library staff will only notarize witnessed signatures.
  
- II. Exceptions
  - a. The following documents cannot be notarized by library staff:
    - i. Mortgage and housing refinance documents
    - ii. Final wills
    - iii. Notary protests
    - iv. Homeland Security I-9 forms
    - v. Titles without buyer address and name
  - b. The State of Ohio does not allow Notary Publics to certify vital records and documents. Vital records include but are not limited to passports, marriage certificates, and birth certificates.
    - i. Notary Publics can notarize a statement by an individual that a photocopy is indeed a copy of the original document in question.
  
- III. Library staff performing notary service on behalf of the library reserve the right to refuse notarizing documents for any legal reason.

## 2.7.1. Materials Selection Policy

Policy Effective Date: 5/1/2018

The library seeks to provide access to a broad and balanced collection that reflects the ideal that public libraries have a professional responsibility to be inclusive, not exclusive, in selecting materials for the library collection. The library may provide access to materials even if such materials offend a library staff member or some members of the community. Selection and retention decisions are made to support the mission and vision of the library. This policy is intended to guide staff in managing the library's resources to meet the needs and wants of the community. It shall not overrule or otherwise inhibit the professional judgement of trained library staff.

### I. Selection

- a. The inclusion of any material in the library collection does not signify the endorsement or approval of said material by the library staff, administration, or the Board of Trustees. Because its ability to purchase and store materials is limited by both budgetary restrictions and physical space, the library has established criteria for the addition and retention of library materials. These criteria may be applied to all formats and include, but are not limited to:
  - i. Relevance to the library's vision, mission, goals, and to the community
  - ii. Educational significance
  - iii. Recommendations by professionals
  - iv. Availability of material to purchase from the library's regularly used vendors
  - v. Availability of material in the collections of libraries within the consortium
  - vi. Timeliness and importance for contemporary society
  - vii. Suitability of subject and method of presentation for intended audience
  - viii. Relationship to existing collection and other media in the same subject field
  - ix. Accuracy as reviewed by professional experts
  - x. Representative expression of controversial or minority points of view
  - xi. Suitability of physical form to library use; the library refrains from purchasing most text books unless demand and physical formatting of material meets the needs of the general public
  - xii. Cost and availability of funds
- b. An item will not be added to or barred from the collection solely because of:
  - i. An author's race, religion, nationality, sexual orientation, or political/social views
  - ii. A work's depictions or descriptions of violence or sexual activity
  - iii. A work's controversial content
  - iv. An author or work's endorsement or disapproval by any individual or community group
- c. Selecting librarians rely on many professional tools for selection including library and publisher journals, reviews, etc. as guides for inclusion of materials into the collection under the above guidelines.

### II. Collection Maintenance

- a. The library strives to maintain a collection that is current, in good condition, well used, and which relates to the needs and interests of the community. Materials which are damaged, outdated, circulate less than similar materials in the collection, do not fit in available physical space, or are otherwise deemed to no longer meet the selection criteria by professional staff are subject to discard.

### III. Gifts

- a. *See 2.7.2 Gifts and Donations*
- b. Acceptance of donated books or other materials does not imply materials will be added to the library collection. The library reserves the right to handle or dispose of donated materials in the best interest of the institution. Materials to be added to the collection must meet the library's selection criteria.

### IV. Controversial Content

- a. The responsibility for monitoring a child's reading, listening and viewing rests with the child's parent or legal guardian. Selection of materials for the library is not restricted by the possibility that children may obtain materials that their parents or guardians consider inappropriate.
- b. Public libraries provide the vital opportunity to study various sides of an issue by obtaining materials containing opposing views on controversial topics, including those of an unorthodox and/or unpopular nature. Materials that meet the selection guidelines will not be removed from the collection nor will materials lacking these qualities be added because of pressure from groups or individuals.
- c. The library does not mark, label, or identify materials to show approval or disapproval of contents.

### V. Request for Reconsideration

- a. Individuals may request reconsideration of a decision to select library material by submitting a written Request for Reconsideration of Library Materials form, available from any staff member.
- b. When a request for review is received, the administration will respond in writing and provide an explanation of the criteria used in selecting the item in question. Any appeal of this response will be referred to the library Board. The complainant will be informed in writing of the library's Board of Trustees decision as soon as possible after the next Board meeting is held. The final responsibility for materials removal resides with the Board of Trustees. The title under consideration will remain in the collection throughout the process to support the freedom of other patrons to read, view, or listen.

## 2.7.2. Gifts and Donations

Policy Effective Date: 5/1/2018

The library is grateful and appreciative of any organization or private citizen that wishes to support the library through contributions of book or non-book materials for library collections, contributions of appropriate gifts that will enhance the library's physical environments, and bequests, trusts, or donations of monetary or other assets for library purposes.

- I. Acceptance of donated books or other materials does not imply materials will be added to the library collection. The library reserves the right to handle or dispose of donated materials in the best interest of the institution. Donations intended to be added to the collection must meet the library's selection criteria.
- II. Materials and equipment given to, and accepted by, the library shall become the sole property of the library to be managed as the director or their designee deems appropriate, including disposal or donation to the Friends of the Pickaway County District Public Library.
- III. The library is unable to furnish appraisals of donated items.
- IV. Patrons or organizations who wish to donate gifts of a more specific nature, such as works of art, furniture, equipment, special collections, and real property, shall be referred to the director who, in consultation with the Board of Trustees, will determine whether or how to accept said gift; items so purchased become the property of the library and may be disposed of accordingly.
- V. The organization reserves the right to refuse any donation.

## 2.8.1. Video Monitoring

Policy Effective Date: 5/1/2018

Selected areas of the library are equipped with video cameras for the protection and safety of patrons, staff, volunteers, assets and property; to identify persons who may be violating the library's Patron Conduct Policy; and to provide law enforcement assistance in prosecuting criminal activity. A sign is posted at each public entrance informing the public that security cameras are in use. Lack of signage does not indicate a reasonable expectation of privacy.

### I. Location

- a. Reasonable efforts are made to safeguard the privacy of all persons. The security cameras are positioned to record only those areas specified by the director or their designee, and will complement other measures to maintain a safe and secure environment, in compliance with applicable law and library policies. Camera locations shall not be changed or added without permission of the director.
- b. Cameras will not be installed in areas where staff and public have a reasonable expectation of privacy, such as inside restrooms; nor are they positioned to identify a person's reading, viewing, or listening activities in the library.

### II. Access to Digital Images

- a. Only the director and designated personnel are authorized to access the recorded archival data in pursuit of incidents of apparent criminal activity, litigation, or violation of the Patron Code of Conduct. Authorized individuals, with notice to the director, may ask other staff to review recorded data or to gather or share information about security concerns related to a specific incident. Authorized staff may observe cameras in real-time to monitor for safety, security, and policy compliance.
- b. Live and recorded data may be accessed for training purposes.

### III. Use/Disclosure of Video Records

- a. Live and/or recorded data may be shared by the director/ designees with library staff, Board of Trustees, and, when applicable under this policy, law enforcement to identify those responsible for library policy violations, apparent criminal activity on library property, or actions considered disruptive to normal library operations.
- b. Live and/or recorded data shall not be used or disclosed, other than as specifically authorized by this policy.
- c. Because of confidentiality/privacy issues, this policy prohibits the general public from viewing security-camera footage that contains patron information. If the library receives a request from a member of the general public to inspect security-camera footage which contains patron information, the request will be declined and, where appropriate, the requestor will be advised to file a police complaint.
- d. The library reserves the right to release video-surveillance recordings and images to law-enforcement personnel acting within the scope of their official duties who are investigating suspected criminal activity on library property or, in exigent circumstances, other matters involving public safety. An exigent circumstance is defined as an emergency situation requiring swift action to prevent imminent danger to life or serious damage to property, or to forestall the imminent escape of a suspect, or destruction of evidence. Video surveillance records and images may also be

released in response to a subpoena, search warrant, or court order. No release of video recordings or images will occur without prior authorization by the director or their designee consistent with this policy.

IV. Retention of Digital Images

- a. Images from the library's surveillance system are stored digitally on hardware in the library. It is the intent of the library to retain all recorded images for a minimum of 14 days, or until image capacity of the system is reached. Then, the oldest stored images will be automatically deleted by system software to make room for new images.

V. Unauthorized Access and/or Disclosure

- a. A breach of this policy may result in disciplinary action up to and including dismissal. Any library employee who becomes aware of unauthorized access, disclosure of recorded data, or a potential privacy breach must immediately inform the director/designees.

## 2.9.1. Meeting Rooms and Conference Rooms

Policy Effective Date: 3/8/2020

The primary purpose of library meeting rooms is to provide a space for library and library-related activities. The needs of the library will take precedence. The library reserves the right to cancel or reschedule any meeting. When a meeting room is not being used for a library activity, the space may be reserved by outside groups or individuals per this policy.

### I. Meeting Rooms

#### a. Availability

- i. Library meeting room space is available via reservation for use by government officials, non-profit groups, or individuals for civic, cultural, or educational programs or meetings at no charge. Trade or professional associations are interpreted to be educational in nature. Access will be provided on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use.
- ii. Library meeting spaces are available to for-profit groups during regular business hours for a charge of \$40 per day for up to four hours or \$80 per day for more than four hours. Payments must be made in cash, money order or check (payable to the Pickaway County District Public Library) at least five days before the meeting date. Refunds will be given to groups that cancel with at least 48 hours notice to the library. If the library must close on the date of the meeting, groups may receive a refund or reschedule.
- iii. The library generally limits use of meeting rooms by individuals or organizations to once per month. Organizations booking the room under different member names or otherwise attempting to circumvent library policy or procedure may be denied access to the library meeting rooms by the director or their designee.
- iv. All meetings and events held in library meeting rooms are open to the public unless otherwise approved in advance by the library director. Library staff have the right to monitor all meetings and programs held on library property.
- v. Meeting room availability, including approved reservations, is subject to change due to library closings for inclement weather or other emergency situations.

#### b. Marketing

- i. Allowed use of public meeting rooms does not imply library endorsement of any non-library event or activity held in the meeting rooms. Non-library events may not use library contact information in their publicity and may not claim library sponsorship of events or activities.

#### c. Reservations

- i. The director or their designee must approve all reservations. A representative of the group requesting a room should complete a meeting room request online or by phone at least 24 hours prior to the meeting date. The time requested should include setup and breakdown time. The requester of the room reservation must be a legal adult.
- ii. Reservations are not transferable.

- d. Selling Merchandise or Charging for Attendance
  - i. The Library may permit presenters at library-sponsored programs to sell merchandise related to the subject or activity of their programs. Library-sponsored program may have a registration charge to defray or reduce the cost of the program.
  - ii. Outside groups using library meeting space may not sell merchandise, charge admittance, or solicit commercial sales or services.
- e. Food and Drink
  - i. Refreshments may be served in the meeting rooms. Smoking and alcoholic beverages are prohibited. A group serving refreshments is responsible for providing all serving utensils and for cleaning up following its meeting.
- f. Furniture and Equipment
  - i. Groups are responsible for arranging chairs, tables, and other equipment as desired. Following use of the room, groups must return the room to its original state.
  - ii. No decorations or other materials may be attached to the walls or ceiling of meeting rooms.
  - iii. Flammable materials including but not limited to candles or canned burners are prohibited unless use has been approved by library staff.
  - iv. Individuals using a library meeting room are responsible for the care of library furniture and equipment such as tables, projector screens, and projectors and are liable for damages made to equipment or furniture.
- g. Liability
  - i. The Board and the library staff do not assume any liability for groups or individuals attending any meeting or program in the library.
  - ii. The requester of a room must be a legal adult and is responsible for the orderly conduct of the group. Unattended minors are not permitted in library meeting rooms.
  - iii. In the event of any damage to library property and/or equipment during use of a meeting room the individual listed as the contact on the room request is liable.

## II. Conference Rooms

- a. Availability
  - i. Conference rooms are available at the Main library for use by any individual or group at no charge during open library hours. These rooms may not be reserved by non-library staff and are open for use on a first come first served basis. Limits on uses per month do not apply to the conference rooms; however, staff may ask individuals or groups to vacate the conference rooms for a period of time if they feel the space is being monopolized.

## 2.10.1. Photography or Video Recording on Library Property

Policy Effective Date: 3/8/2020

Photography or video recording in the library is generally permitted if it is for library promotion, a student project, or for strictly personal use. To protect the rights of individual patrons and to reduce distractions, photographing and video recording in library properties is restricted as follows:

- I. Under no circumstances may the public, members of the media, or library staff take photographs or record video inside library properties without the express permission of any library patron, the library patron's legal guardian in the case of a minor, or the staff member who would be prominently included within the composition.
- II. Photography or video recording inside library properties for commercial purposes is not permitted without approval by the director; such approval must be requested in advance.

## 2.11.1 Exhibits and Displays

Policy Effective Date: 5/1/2018

Exhibit and display spaces are used primarily for the promotion of library materials, programs, and services, and preference shall always be given to library needs. When these spaces are not otherwise in use, the library may, at its discretion and subject to the stipulations below, provide space for the display or exhibit of collections or materials which are of general interest to the public.

- I. Displays or exhibits promoting local educational, cultural, or recreational opportunities will be considered. A personal or private collection must be of interest and acceptable to the general public, as determined by library staff. The following categories of exhibit material are specifically excluded:
  - a. displays which only serve to advertise active business or commercial ventures.
  - b. partisan materials which promote current political candidates, campaigns, parties, or issues.
- II. The library reserves the right to approve the content and arrangement of all exhibits, and the director shall make the final determination as to whether materials comply with these guidelines.
- III. The presence of a display in the library does not indicate that the library advocates or endorses the viewpoints of exhibits or exhibitors.
- IV. The library assumes no responsibility for the preservation, protection, or possible damage or theft, of any item exhibited or displayed. Items are placed on display in the library at the owner's risk. All exhibitors shall sign a form that releases the library from any responsibility for exhibited items.

## 2.11.2 Bulletin Boards and Literature Displays

Policy Effective Date: 3/8/2020

Bulletin boards and display racks on library property are intended to allow community groups and individuals space to publicize information of general interest to area residents.

- I. Publicity for library affiliated programs and events shall take precedent over all other promotional items.
- II. The presence of a poster, brochure, flyer, or any other notice in the library does not indicate that the library either advocates or endorses the viewpoints expressed.
- III. Materials deemed, by the director or their designee, to promote discrimination and/or intolerance based on race, ethnic or national origin, sex, age, disability, sexual orientation, color, gender expression, or gender identity will not be accepted.
- IV. The library may designate certain spaces, bulletin boards, and display racks for the display of materials related to specific types of publicity, including but not limited to spaces for employment opportunities, local business advertisements, etc.
- V. Local organizations and events may be given preference.
- VI. Political materials may provide information on ballot issues only and must be non-partisan.
- VII. Materials to be posted should be given to a staff member for approval by the director or their designee. Materials posted without approval may be removed.
- VIII. Materials may be removed from display based upon factors including but not limited to the limitations of display space, the timeliness of the material, the length of time displayed, and the relevance of the material to the civic, educational, informational, cultural, recreational, or vocational life of the community. The library reserves the right to remove any content from its property at any time for any or no reason.

## 2.12.1. Solicitation and Distribution

Policy Effective Date: 5/1/2018

- I. No products or services may be advertised, solicited, or sold on library property without prior approval of the library.
- II. Panhandling is not permitted on library property.
- III. Petitions or surveys may not be displayed or collected inside library buildings or vehicles.
  - a. Petitions or surveys may be collected outside the library on library property as long as patrons and traffic are not obstructed and library operations are not disrupted or in any way interfered with.
  - b. Exceptions will be surveys performed by the library or its designees.

## 2.13.1 Internet Access Policy

Policy Effective Date: 5/1/2018

Internet access, both wired and wireless, is provided for educational, professional, leisure, and personal development purposes.

### I. Use of Library Network

- a. The internet is an information resource beyond the confines of the library's collection and contains materials of a controversial, inaccurate, and/or potentially offensive nature. Patrons are responsible for choosing the sites accessed and for using the resources in an appropriate manner.
- b. Library computers may not be used for any unlawful purposes including unauthorized downloading, copying, or distribution of copyright-protected materials.
- c. Viewing or transmitting material that reasonably could be considered pornographic or of prurient sexual interest is prohibited.
- d. Access to and/or display of obscene language and sexually explicit graphics and materials, as defined in sections 2907.01 and 2907.31 of the Ohio Revised Code, is prohibited.
- e. Library workstations are shared resources and not for the exclusive or excessive use of a single patron. Library staff may impose time limits on use of the computers when others are waiting, including the use of time management software on patron computers.
- f. Users must conclude all activities on the computer, including printing, before the library closes. Library software may be scheduled to shut down prior to closing hours, patrons wishing to print or otherwise use library services should plan to conclude use 5 minutes prior to closing time.
- g. Patrons may not attempt to hide or disguise from staff content accessed on public computers. Staff will monitor public computer use in order to enforce library policy.
- h. The library assumes no responsibility for use of the Internet by minors.
- i. The library assumes no responsibility for claimed damages of any kind arising out of use of Internet workstations. This includes but is not limited to unavailability of service, unplanned or unexpected power surges or outages, or the loss network connectivity through the wired and/or wireless networks.

### II. Filtering

- a. The library may choose to use services such as OpenDNS to restrict access to unlawful activities or to content that violates this internet usage policy. If a patron believes access to a legitimate service has been blocked they may ask staff to unblock OpenDNS or other system-wide network security settings. Staff will use professional judgment in evaluating the security risk to the library's network when determining if a site can be unblocked; staff are instructed to err on the side of network security to maintain a safe and stable network environment for all patrons.
- b. Network filters are inexact and often ineffective. Parents/guardians of minor children are ultimately responsible for overseeing their child's use of the Internet. Library internet filtering in no way guarantees that offensive content will be inaccessible.

### III. Security of library network and property

- a. Efforts to bypass the security of the library network, or any other computer network connected with the library, are strictly prohibited.

- b. Users may not tamper with or attempt to adjust any aspect of computer workstation hardware.
- c. Intentionally damaging or attempting to damage the library's network or computer hardware may result in disciplinary action including eviction and/or criminal prosecution.

## 2.13.2. Website Access Policy

Policy Effective Date: 3/15/2019

- I. The Pickaway County Library (PCL) website is provided for information purposes only.
- II. The library website uses cookies to collect traffic data for analysis, and PCL may use Google Analytics or similar services to track general use. PCL does not permanently record information about specific individuals and their visits to the library website.
- III. While the information contained within the website is periodically updated, no guarantee is given that the information provided in the website, or content from other websites referenced or linked to from the PCL website, is correct, complete, or up-to-date.
- IV. As PCL has no control over the content of non-PCL websites, the inclusion of any links does not necessarily imply a recommendation or endorsement of the views expressed within referenced or linked sites.
- V. All users of the website agree to hold Pickaway County Library harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to the website and/or the networked information available via the website, caused thereby or arising therefrom.

## Section 3 – Personnel

### 3.1.1. At-Will Employment

Policy Effective Date: 5/1/2018

The library is an at-will employer. This means that employment for every employee may be terminated with or without cause and with or without notice. Nothing in the library's policies creates an employment contract or shall limit the right of the library to terminate employment at will.

Unless authorized by a written agreement signed by the President of the Board, no employee or other representative of the library has the authority to enter into any agreement for employment for a specified period of time in a manner that nullifies the library's status as an at-will employer.

This policy cannot be modified by any statements contained in this or any other policy manuals, procedure manuals or handbooks, employment applications, library recruiting materials, library memorandums, or other materials provided to employees in connection with their employment. None of these documents, whether individually or combined, shall create an implicit or expressed contract of employment for a definite period.

## 3.2.1. Ethics of Librarianship

Policy Effective Date: 5/1/2018

ALA Statement on Professional Ethics, 1995:

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

### CODE OF ETHICS

- I. We must provide the highest level of service to all library users through appropriate and usefully organized collections, equitable and service policies, equitable access; and accurate, unbiased, and courteous responses to all requests for assistance.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library materials.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institution.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

## 3.2.2 Ohio Ethics Law

Policy Effective Date: 5/1/2018

As public employees, Library staff are subject to the Ohio Ethics Law and related statutes. Each employee will receive a copy of the Ohio Ethics Law for review, and will sign an Acknowledgement of Receipt of Ohio Ethics Law. The signed Acknowledgement will be kept in the employee's permanent file.

## 3.2.3 General Staff Conduct

Policy Effective Date: 5/1/2018

Staff members are the face of the organization and employees must represent the library's mission and values. The Board of Trustees expects that all library employees will conduct themselves in a professional manner. The below principles serve as a guide for staff conduct while at work, interacting with patrons, and working with other staff members. Failure to adhere to these principles are grounds for disciplinary action up to and including termination.

### I. Service

- a. Prompt and courteous assistance to both patrons and coworkers is essential for the success of the organization.

### II. Maturity

- a. All employees are expected to demonstrate emotional maturity, tact, and sensitivity in dealing with the public and with coworkers.

### III. Respect

- a. All employees are expected to treat patrons and coworkers with respect and consideration in the performance of their duties.

### IV. Personal Appearance

- a. All employees are expected to be suitably dressed for work. Cleanliness and good personal hygiene are expected of all employees as well as clothing that is neat, clean and appropriate for the duties performed.

## 3.3.1. Recruitment and Hiring

Policy Effective Date: 5/1/2018

### I. Appointment

- a. Except for the positions of director and fiscal officer, appointments to the library staff are made by the director and are subject to approval by the Board. No person shall be considered to hold an appointment with the library until a letter of appointment is issued and the position description is signed by the candidate.

### II. Background Checks

- a. Prior to extending an offer of employment, or at other times during employment with the library, the library may conduct a detailed background, reference, credit, driver's license, and/or criminal check of an applicant or employee.
  - i. Employees will receive a copy of the Fair Credit Reporting Act at the time of hire.

### III. Equal Employment Opportunity

- a. The library is an equal opportunity employer providing employment opportunities for all applicants and employees without regard to race, color, religion, sex, sexual orientation, age, disability, national origin, veteran/military status, genetic information, or any other characteristic protected by law.
- b. In compliance with the Americans with Disabilities Act, the library will provide reasonable accommodation to employees who are qualified individuals with a disability as long as it does not cause undue hardship for the library.
  - i. Employees should request accommodations from the director.

### IV. Nepotism

- a. Immediate relatives of current Board members or the director are ineligible for hire.
- b. Immediate relatives of current employees, excluding the director, will not be precluded from being hired, promoted or transferred, provided:
  - i. They meet and fulfill appropriate job qualifications.
  - ii. They are not employed in the same department as an immediate relative.
  - iii. They do not supervise an immediate relative.
  - iv. They are not supervised by an immediate relative.
- c. In enforcement of this policy, "immediate relative" is defined as spouse, parent, grandparent, sibling, child, aunt, uncle, nephew, niece, cousin and foster/adopted, in-law or step equivalents.
- d. Employees are required to notify their supervisor and the director if any immediate relative applies for a position for which they will be responsible or may influence the employment actions referred to in this policy.
- e. Applicants should disclose if the position for which they are applying is in the same department as an immediate relative, reports to or supervises an immediate relative, and/or if they are related to a Board member.
- f. The director has the authority to investigate the status of staff relationships as pertaining to this policy.

V. Reappointment

- a. An employee who resigns and is later reappointed will be treated as a new employee as applicable in library polices.

## 3.3.2. Position Transfers

Policy Effective Date: 5/1/2018

The library will evaluate the staffing needs of the organization on a continual basis. Employees are subject to involuntary transfer, voluntary transfer, demotion, and promotion as outlined below.

### I. Involuntary Transfer

- a. The library may transfer employees from one position to another in order to best meet the needs of the organization and patrons.
  - i. Administrative transfers are made at the discretion of the director.
- b. Employees involuntarily transferred to a position with the same or lower pay range will maintain their existing rate. If their existing rate is above the new pay range the employee will be ineligible for pay increases until an increase would fall within the range.
- c. An employee with a qualifying disability who can no longer perform the essential functions of their current position may be transferred to a vacant position in the same or lower pay range if they are qualified for and can perform the essential duties of that position. Employees transferred for this reason are subject to wage stipulations specified under involuntary leave above.

### II. Voluntary Transfer

- a. An employee may apply for or request, in writing, a position in the same or lower pay range. If this transfer occurs it is considered a voluntary transfer.
  - i. Administrative transfers are made at the discretion of the director. The needs of the library take precedence over employee requests.
- b. Employees voluntarily transferred to a position in a lower range may be subject to a reduction in rate at the discretion of the director and subject to Board approval.

### III. Demotion

- a. Employees who are transferred as a result of disciplinary action (demoted) to a position in a lower range may be subject to a reduction in rate at the discretion of the director and subject to Board approval.

### IV. Promotion

- a. An employee may apply to an internal job posting for a position in a higher pay range.
  - i. An employee's basic eligibility for promotion will be determined by the requirements of the new job.
- b. The library may, without a formal job posting, transfer employees from one position to another in a higher pay range in order to best meet the needs of the organization and patrons.
- c. Promotions are made at the discretion of the director and are pending Board approval.
- d. When an employee is promoted to a position in a higher pay range the employee may be paid a higher rate, at the discretion of the director and subject to Board approval.

## 3.4.1. Work Environment

Policy Effective Date: 5/1/2018

Each employee has the right to work in an environment free of violence, sexual harassment, and discrimination of any sort by co-workers and the public.

- I. Unacceptable behaviors
  - a. Sexual harassment
    - i. Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other physical or verbal conduct based on gender under any of the following circumstances:
      1. The conduct has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
      2. Submission to, or rejection of, the conduct is an explicit or implicit condition of employment and/or is used as the basis of an employment decision.
  - b. Violence
    - i. Acts or threats of physical or verbal violence (including intimidation, harassment, or coercion) which involve or affect the library or its employees or which occur on library's property will not be tolerated.
  - c. Other forms of harassment or discrimination
    - i. Any behavior which is discriminatory and creates an intimidating, hostile or offensive working environment will subject the offending employee to disciplinary action up to and including termination.
- II. Reporting
  - a. Employees who believe they have been discriminated against or witnessed discrimination based on any of the circumstances listed above should report the behavior to their immediate supervisor, the director, or the fiscal officer.
  - b. No reprisal, retaliation, or other adverse action will be taken against any employee who in good faith reports harassment, or assists in the investigation of any such matter.
- III. Investigation
  - a. All complaints and investigations of alleged harassment will be investigated promptly and thoroughly and the reporting employee will be advised of the findings.
    - i. Complaints and investigations will be kept as confidential as reasonably possible.
  - b. The library will take appropriate corrective action, up to and including termination, to remedy all violations of this policy by library employees.
  - c. Members of the public who engage in such harassment may be denied access to library property and privileges.

## 3.5.1. Drug-Free Workplace

Policy Effective Date: 5/1/2018

To provide a safe and productive work environment for all employees and to eliminate inherent risks to the organization and the public, all staff members are expected to report for work and remain at work in condition to perform assigned duties free from the effects of alcohol and drugs as outlined in this policy.

- I. The manufacture, distribution, dispensing, possession, use or being under the influence of alcohol, drugs or other controlled substance is strictly prohibited during working hours at any location where library employees are conducting business. Also prohibited is the illegal use of legal substances. Any involvement with alcohol/drugs that adversely affects the work environment or the library will not be tolerated.
- II. Medical marijuana use as authorized by state law is **not** exempted from the library's drug and alcohol free workplace policy and constitutes a violation of this policy.
- III. In order to further the library's objective of maintaining a safe, healthful, and drug-free workplace, the library may require an employee to submit to a urine and/or blood test if there is reasonable suspicion to believe that an employee is under the influence of a controlled substance or alcohol. Refusal to submit to a drug or alcohol test and/or to release the results of the same shall be considered insubordination and will be cause for disciplinary action up to and including termination of employment.
- IV. An employee who is under the influence of drugs or alcohol may forfeit their right to obtain workers compensation benefits. The law establishes a rebuttable presumption that if an injured worker tests positive for the use of drugs or alcohol, the worker will have to prove the use of drugs or alcohol did not cause the accident. A refusal to test for the use of drugs or alcohol will also establish the presumption. Employees who are involved with a workplace accident may be required to undergo drug and/or alcohol testing in accordance with this policy.
- V. Violation of this policy, including use of medical marijuana, shall be cause for disciplinary action up to and including termination, enrollment and completion of an approved drug or alcohol rehabilitation program, or both. Failure to successfully complete the rehabilitation program shall lead to immediate termination of employment.

## 3.6.1. Classification and Salary

Policy Effective Date: 5/1/2018

### I. Salary

- a. Pay ranges are set by the Board of Trustees and are subject to annual review.
- b. Each job classification corresponds to a range of pay. An employee's compensation will fall within the pay range where his or her position is classified.
  - i. The director and fiscal officer salaries are set annually by the Board.

### II. Classification

- a. Full-Time vs Part Time
  - i. Full-time employees are defined as working 35 or more hours per week.
- b. Exempt vs Non-Exempt
  - i. Non-Exempt
    1. Employees who are not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and whose actual hours worked are more than 40 per workweek are entitled to be compensated for the extra hours worked.
  - ii. Exempt
    1. Salaried employees who meet FLSA exemption standards are ineligible for overtime payment.
    2. For purposes of calculating payroll and leave accumulations, full time salaried employees are considered to be working and/or in a paid status for 40 hours a week, with compensation expressed as an hourly rate.

### III. Overtime

- a. All non-exempt staff members who work more than their appointed hours in a given week must have extra time approved in advance.
  1. Compensation for extra hours up to 40 hours in a given week shall be paid at the employee's regular hourly rate.
  2. Extra hours over 40 hours in a given week (overtime) shall be paid at one and one-half times the employee's regular hourly salary for time worked over the 40-hour threshold in a pay week.
  3. Paid leave (including but not limited to holiday, vacation, sick, or personal days) used during any workweek is not counted toward the total 40 hours required to qualify for overtime pay.
  4. Failure to receive advance permission for additional work hours does not result in non-payment of extra time and/or overtime, but may result in disciplinary action.

### IV. Position Descriptions

- a. All employees are appointed to a position title at the time of hire, promotion, demotion, or transfer. This position correlates with a designated position description. Position descriptions:
  - i. Designate Fair Labor Standards Act (FLSA) status as exempt or non-exempt employees

- ii. List essential position duties and expectations
  - iii. Identify the pay range for the position in question.
- b. All employees shall sign their position description at the time of hire, promotion, demotion, or transfer, or when position description changes are made.
  - i. Failure to sign position description does not exclude employees from position responsibilities or standards.
- c. Position descriptions are subject to edit at the discretion of the director.

## 3.6.2. Payroll and Payroll Deductions

Policy Effective Date: 1/1/2019

### I. Workweek

- a. The workweek is defined as the 7-day period beginning with Sunday and ending Saturday.

### II. Payroll

- a. All employees are paid on a bi-weekly basis.
- b. Paydays shall be on the Friday following the end of the pay cycle, but are subject to change due to bank and library holidays and unforeseen emergencies.
- c. Pay advances are not permitted.
- d. Questions about paychecks should be directed to the fiscal office.
- e. Employees are responsible for providing and maintaining up to date address information for the fiscal officer. It is the responsibility of the employee, not the fiscal office or library, to maintain up to date address information for tax withholding purposes.

### III. Direct Deposit

- a. All employees' wages shall be dispersed through mandatory direct deposit.
- b. Employees must complete a direct deposit authorization form, accompanied by either a voided personal check for a checking account or documentation from their financial institution for a savings account that verifies the savings account number and routing number.
  - i. Employees must choose one destination account.
- c. Direct deposits will be posted to designated accounts and available for use on the pay date.
- d. Employees should allow up to three pay periods for a new, change, or cancelled direct deposit to take effect. A check will be issued to employees until submitted bank information can be verified through a test file to the library's bank.
- e. Employees will have detailed payroll information (pay stubs) emailed to their selected email address as part of the payroll process.

### IV. Payroll Deductions

- a. Payroll deductions are made from an employee's paycheck as required by law or employee benefit plans.
- b. Ohio Public Employees Retirement System (OPERS)
  - i. State law requires that all employees contribute to OPERS. The library also contributes an additional percentage of the employee's gross pay to the OPERS fund as mandated by state law. These percentages may change at the direction of the OPERS Board of Directors.
  - ii. Salary Reduction Method: The library has adopted an OPERS pick-up plan. This plan defers federal and state income tax until withdrawal or retirement. An employee's gross pay is reduced by an amount equal to his/her portion of the required contribution to the retirement fund. The library then deducts federal and state taxes from the reduced amount.

- c. Income Taxes
  - i. Federal, state, municipal and school taxes will be withheld as required by law. An employee must complete a withholding tax form W-4 and Ohio tax form IT-4 at the time of initial employment and keep the fiscal officer informed of any change in exemptions.
- d. Medicare Tax
  - i. Each employee will have a percentage of their gross earnings deducted for Medicare taxes in the amount mandated by the Federal Government.
- e. Medical, Dental, and Vision Insurance
  - i. An employee who is enrolled in the library group insurance plans will have any premium copayment deducted from his/her paycheck on the first and second biweekly payroll each month. All insurance payroll deductions are to be withheld prior to the month of actual insurance coverage.
- f. Deferred Compensation
  - i. An employee may choose to have a portion of income deposited into the Ohio Deferred Compensation Program (ODCP). Law defines the limit for deferred compensation. The ODCP exists and serves in addition to any retirement, pension, or benefit system established for the benefit of library employees. No deferral of income under the ODCP will affect a reduction of any retirement, pension, or other benefit provided by law.
- g. Garnishments
  - i. Court ordered garnishments, including child support payments, will be withheld, as required by law.

### 3.7.1. Benefits

Policy Effective Date: 11/9/2018

#### I. Insurance

##### a. Eligible Employees

- i. The library shall offer single coverage for medical, dental, optical and life insurance premiums (valued at employee annual wages, up to \$50,000) for all full-time staff members. The percentage of these policy premiums to be paid by the library shall be set annually via Board action.
  1. Eligible employees may voluntarily opt for family coverage. Unless specified by Board action for a given coverage period, the library will contribute the library share portion of a single coverage policy premium towards coverage, and additional expense for family coverage is made at employee cost.
- ii. The library shall pay 50% of the single coverage premium for health insurance for part-time employees with appointed position hours of 30 or more hours yet less than 35 hours per week.
  1. Part-time staff members who are appointed less than 30 hours per week may be temporarily offered additional hours, as needed by the library, due to staffing shortages. Additional hours over 30 per week do not make the employee eligible for insurance benefits unless the employee averages 30 or more hours worked per week during each pay period for 3 consecutive pay periods.
- iii. Part-time employees working 20 through 34 hours per week may participate in dental and optical insurance programs at their own cost.

##### b. Enrollment

- i. Eligible staff members may enroll in health insurance at the time of appointment with an effective date on the first day of employment pending the completion and submission of all required forms. Dental and vision enrollment takes place on the 1<sup>st</sup> of the month following hire.
- ii. Employees who decline enrollment because of other health insurance coverage may in the future enroll. In addition, employees with a new dependent as a result of marriage, birth, or adoption may be able to enroll, provided that completion and submission of all required forms occurs within 30 days after the marriage, birth, or adoption. Otherwise, employees who decline may enroll during open enrollment.

#### II. OPERS

- a. All employees are required by law to participate in the Ohio Public Employees Retirement System (OPERS). This program is entirely independent of the federal Social Security System. All new employees are required to complete all necessary forms to join OPERS.

- b. Employees who have questions regarding this program should contact OPERS directly. Contact information is provided for employee convenience and is subject to change.
  - i. Ohio Public Employees Retirement System  
277 East Town Street  
Columbus, Ohio 43215-4642  
1-800-222-PERS (7377)  
[www.opers.org](http://www.opers.org)

### III. Workers' Compensation

- a. State law provides that every library employee is eligible for Workers' Compensation for injuries arising out of or in the course of their employment.

## 3.7.2. Sick Leave

Policy Effective Date: 5/1/2018

Sick leave is accrued per biweekly pay period.

### I. Accrual Rate

- a. Exempt employees accrue sick leave at a rate of 4.62 hours per pay period.
- b. Full-time non-exempt employees accrue sick leave at a rate of 4.04 hours per pay period.
- c. Part-time employees do not accrue sick leave. Part-time staff members are encouraged to make up missed work hours, provided a time can be scheduled that meets the needs of the organization. All make-up time must be approved by the employee's supervisor.

### II. Maximum Accrual

- a. The total amount of sick leave that may be accumulated is 960 hours.
  - i. Employees with balances above the accrual threshold set in this policy at the time of passage of this policy will retain all sick leave accrued. Sick leave hours will not continue to accrue until the balance is below the maximum set in this policy.
  - ii. Employees who move to a part-time position, either voluntarily or through administrative action, shall retain sick leave accrued. No additional sick leave will accrue while the employee is in a part-time position.

### III. Conditions of Use

- a. Employees must sign a leave form for all sick leave use. When possible (i.e., medical appointments) leave forms should be completed in advance of leave taken.
- b. Sick leave is paid at the employee's current rate of pay.
- c. Sick leave may not be used retroactively if an employee is absent on holiday or vacation time.
- d. Employees may use sick leave in minimum increments of 1 hour.
- e. An employee whose absence continues for 5 or more consecutively scheduled work days will be required to provide a physician's note documenting the illness period and stating the employee's probable date of return to work (if a probable date of return can be determined.) Documentation of the necessity of the employee's presence for care will also be required when an employee requests sick leave for 5 or more scheduled work days for the illness, injury, or any other medical condition of an immediate family member.
  - i. This requirement may be waived by the director.
- f. If an illness or disability continues beyond the time covered by earned sick leave an employee must use earned personal days and vacation time first and then may request an unpaid leave of absence.
- g. An employee who transfers from a public agency to the library shall be credited with the unused balance of his/her accumulated sick leave, up to the maximum accrual allowed by this policy. The employee is responsible for furnishing a signed letter from the previous employer to the fiscal officer within 90 days of employment indicating the number of sick leave credits to be transferred.

- h. An employee who fraudulently obtains sick leave or falsifies sick leave records is subject to disciplinary action, up to and including termination.
- i. The director has authority to investigate the reasons for an employee's absence.

#### IV. Appropriate Use

- a. Sick leave may be requested for the following reasons:
  - i. Illness or injury of the employee or a member of their immediate family.
  - ii. Exposure of employee or member of their immediate family to a contagious disease which would have a potential of jeopardizing the health of the employee or the health of others.
  - iii. Appointments for medical, dental or vision for the employee or immediate family.
  - iv. Pregnancy, childbirth, and/or related medical conditions of the employee or the employee's immediate family.
- b. For purposes of this policy, the employee's immediate family is considered to include spouse, parent, grandparent, sibling, child; foster/adopted, in-law or step equivalents; any person residing in the employee's residence.

#### V. Separation

- a. An employee who retires from his or her service with the library after 10 or more years of continuous full-time service by submitting retirement paperwork to OPERS may convert accrued sick leave into a cash payment at the time of separation. An employee will be paid for one-fourth of accrued but unused sick leave, calculated at his or her current rate of pay, not to exceed 240 hours.
  - i. Employees on the library staff in a full-time capacity for ten or more years at the time this policy takes effect who have been in continuous full-time service on the library staff from the time this policy takes effect until the time of retirement or resignation may cash in one-fourth of accrued but unused sick leave, up to 240 hours, at the concluding hourly rate upon retirement or resignation.

### 3.7.3. Vacation Leave

Policy Effective Date: 3/8/2020

Vacation leave is accrued per biweekly pay period.

I. Accrual

- a. Exempt employees accrue 6.16 vacation hours per pay or as set by the Board of Trustees; the maximum balance for exempt employees is set at 320 hours.
- b. Non-exempt employees earn vacation leave based upon completed years of service at Pickaway County Library, or with the State of Ohio or any political subdivision of the State of Ohio, and appointed position hours, per the below:

<u>Position Hours</u>	<u>Years of Service</u>	<u>Vacation Leave Accrual Per Pay</u>	<u>Maximum Balance</u>
0-9	Any	0.00 Hours	n/a
10-19	Any	0.77 Hours	40 Hours
20-29	Before 5 <sup>th</sup> year is completed	1.12 Hours	58 Hours
20-29	After 5 <sup>th</sup> year is completed	2.24 Hours	116 Hours
30+	Before 5 <sup>th</sup> year is completed	4.04 Hours	210 Hours
30+	After 5 <sup>th</sup> year is completed	5.39 Hours	280 Hours

- c. Employees with an accrual rate higher than that described above at the time this policy takes effect shall maintain the higher of their existing rate and of their assigned rate per the above.
- d. The maximum balance of vacation leave an employee may accumulate is limited to 2 times their current annual accrual per the above. Vacation leave will not accrue when employees reach the maximum balance until the balance is again below the maximum.
  - i. Employees who change position hours, either voluntarily or through administrative action, will retain the vacation leave accumulated, even if it is more than the maximum level for the new position. Vacation leave hours will not continue to accrue until the balance is below the maximum set via the above chart, at which point the maximum accrual limit for the employee shall be enforced.
  - ii. Employees with balances above the accrual threshold set in this policy at the time of passage of this policy will retain the vacation leave accumulated. Vacation leave hours will not continue to accrue until the balance is below the maximum set via the above chart.
- e. The director has the authority to modify vacation benefits when strict adherence to policy would negatively impact the successful recruitment or retention of the most qualified personnel. In such cases the director shall make note of exceptions in the employee's personnel file.

- f. In accordance to Ohio Revised Code 9.44, prior service with the State of Ohio or any political subdivision of the State of Ohio will be used for the purpose of computing the rate of vacation accrual. New employees should provide confirmation of prior public service, with employment beginning and ending dates, within 90 days of employment.
  - i. Employees who have retired from a state-offered retirement plan (including OPERS) are not entitled to have prior service counted for the purpose of calculating vacation leave accrual.
  - ii. Employees who fail to provide confirmation of prior public service, with employment beginning and ending dates, within 90 days of employment may have prior service credit withheld from the computing of vacation accrual until confirmation of prior service is received by the library.

## II. Conditions of Use

- a. Vacation leave shall be used in increments of 1 hour.
- b. A staff person wishing to use vacation leave must first submit a leave request form to the fiscal office. Requests for more than one shift of vacation leave must be submitted at a minimum of 1 week in advance of intended date of use. The fiscal officer will verify that the number of hours requested are available. After verification, the form is submitted to the employee's supervisor for approval. A supervisor has the authority to refuse a staff person's request for vacation leave for reasons including but not limited to library staffing needs.
  - i. Part-time employees may request vacation leave retroactively for time missed due to illness if said employee does not have any accrued sick leave.
- c. Vacation leave is paid at the employee's current regular rate.
- d. When multiple employees request the same time off the supervisor shall make a determination to approve or deny requests based upon factors including but not limited to: employee seniority, employees' frequency or infrequency of leave requests, the volume of past leave requests approved and denied, and the order in which requests were submitted.

## III. Separation

- a. Upon resignation or retirement, employees may cash in accumulated and unused vacation leave at their concluding hourly rate, not to exceed 2 times their current annual accrual per the chart in this policy.
  - i. Employees in a full-time capacity for ten or more years as of January 1, 2019 who have continuously remained on library staff in a full-time capacity from that date through the time of separation may cash in up to 300 hours of their accumulated vacation leave or 2 times their current annual accrual, whichever is greater.
  - ii. Employees who have been employed by the library for ten or more years as of January 1, 2019 and continuously remained on library staff from that date until the time of separation, but have not been on the library staff in a full-time capacity for the entirety of that time, may cash in up to 150 hours of their accumulated vacation leave or 2 times their current annual accrual, whichever is greater.

### 3.7.4. Personal Days

Policy Effective Date: 3/8/2020

Personal days are granted to staff annually for use at their discretion.

#### I. Allocation

- a. Employees receive 3 personal days per calendar year, accrued on the first pay date after January 1.
  - i. Full-time employees who have accumulated between 240-719 sick leave hours on January 1 of each year shall receive 1 additional personal day.
  - ii. Full-time employees who have accumulated 720 or more sick leave hours on January 1 of each year shall receive 2 additional personal days.

#### II. Hours per Personal Day

- b. The number of hours in a personal day is based upon the employee's appointed position hours, per the below:

<u>Weekly position hours</u>	<u>Personal day hours</u>
0-9	0
10-19	4
20-29	6
30-39	7
40	8

#### III. New Employees

- a. Employees who are hired with a start date between January 1 and September 30 will receive 1 personal day for the current calendar year.
- b. Employees who are hired with a start date after September 30 will not receive personal days for the current calendar year.
- c. Employees who change weekly position hours within a calendar year will not have their personal day hours adjusted until the next calendar year.

#### IV. Use

- a. Personal days must be used prior to December 1 each year.
- b. Days are not carried over from year to year or otherwise compensated if not used, including at the separation of employment for any reason.
- c. Hours from personal days may not be split into multiple days/shifts.

## 3.7.5. Unpaid Leave of Absence

Policy Effective Date: 5/1/2018

### I. Conditions of Use

- a. Employees may request unpaid leave for a duration of up to 180 days.
  - i. Employees must exhaust all accumulated vacation leave and personal days before requesting an unpaid leave of absence.
  - ii. Employees must exhaust all accumulated sick leave, if applicable, before requesting an unpaid leave of absence.
- b. Approval of an unpaid leave of absence up to and including 4 calendar weeks is made by the director.
- c. Approval of an unpaid leave of absence over 4 calendar weeks is made by the Board.
  - i. The director shall advise the Board based upon factors including but not limited to: the impact on library operations, any potential burden placed on other staff members as a result of the leave, the requesting employee's job performance history, and the impact leave would have on the general ability of the organization to serve the public.

### II. Benefits During Use

- a. During an unpaid leave of absence, Vacation Leave and Sick Leave do not accrue.
- b. If an unpaid leave of absence begins on or extends through January 1, employees do not accrue Personal Days for that calendar year until returning to work.
- c. Employees on an unpaid leave of absence are not paid Holiday Time.
- d. Library-paid health, vision, dental, and life insurance will be provided to employees on an unpaid leave of absence at the discretion of the board.
  - i. The Board may elect to provide an allowance to assist with health insurance during a leave of absence at a rate to be determined by the Board.
- e. Employees are ineligible for unemployment compensation during any unpaid leave of absence.

### III. Return to Work

- a. Upon return, employees will be returned to their current position.
  - i. If the former position is filled, employees will be assigned to the first available vacancy for which they are qualified; qualification and placement shall be determined by the director and is contingent upon approval by the Board.
- b. Employees may return to work before the scheduled expiration of leave if requested by the employee and approved by the director, contingent upon approval by the Board.

### IV. Failure to Return to Work

- a. An employee who fails to return to work at the expiration of an unpaid leave of absence may have their employment terminated.
  - i. The Board may grant an extension at their discretion, with the total unpaid leave period not to exceed 180 days.
  - ii. If employment is terminated, the date of termination will be established as the starting date of the unpaid leave of absence.

### 3.7.6. Holiday Leave

Policy Effective Date: 3/8/2020

The library will observe major holidays by closing all locations.

- I. Employees are compensated for paid holidays based upon their appointed position hours per the below
  - a. Employees with no hours worked and no other paid leave used within a pay period including a paid holiday will not be eligible for Holiday pay during that pay period.

<u>Weekly position hours</u>	<u>Hours of holiday pay</u>
1-9	0
10-19	4
20-29	6
30-39	7
40	8

II. Paid Holidays:

- a. New Year's Day
- b. Memorial Day
- c. Independence Day
- d. Labor Day
- e. Saturday of Pumpkin Show
- f. Thanksgiving Day
- g. Christmas Eve Day
- h. Christmas Day
- i. New Year's Eve

III. Closed Days:

- a. Additional regularly scheduled closed days during the year are not considered paid holidays.

- IV. When a paid holiday falls on Sunday it is observed the Monday after, with the library being closed both days. The Sunday is considered a closed non-holiday day and the Monday a holiday day.

### 3.7.7. Other Leave Types

Policy Effective Date: 5/1/2018

The library offers additional leave time for employees when applicable.

#### I. Military Leave

- a. The library complies with all state and federal law regarding military leave of absence. Employees must submit a copy of the employee's orders to the director prior to the effective day of leave.

#### II. Parental Leave

- a. Full-time employees with one or more years of continuous employment at the library are granted up to 3 weeks, equal to appointed position hours and not to exceed 120 hours, of paid leave for the purpose of recovery from childbirth and/or to care for a newborn or newly-adopted child.
  - i. Eligible employees include birth mothers, partners of birth mothers, or adoptive parents.
    1. Paid parental leave is available for use within the first 3 months after the birth or adoption of a child.
- b. A maximum of 12 weeks of paid leave (Sick, Vacation, Personal Days, Parental) may be taken for recovery from childbirth and/or to care for a newborn or newly-adopted child.

#### III. Jury Duty/Court Summons

- a. Whenever a staff member is summoned for jury duty or subpoenaed to appear before any court, commission, board or other legally constituted body authorized by law to compel the attendance of witnesses they shall be granted leave without loss of pay or benefits, providing the employee is not a party to the action.
  - i. Upon receipt of a subpoena for court or jury duty the employee must request paid leave in writing. The employee must provide a copy of the notice or subpoena to their supervisor when requesting time off.
  - ii. Upon dismissal by the court the staff member shall report for work if the dismissal occurs during the staff member's regular work schedule unless the employee has served 7 or more hours of court duty for that day.
  - iii. An employee called for jury duty or subpoenaed to serve as a witness in a civil or criminal trial will receive their regular wages based upon the number of scheduled hours for the employee on the day(s) impacted.
    1. Any ambiguity regarding the employee's schedule shall be clarified by the supervisor, using previous pay periods as a method of determining the employee's normally scheduled hours.
    2. All witness fees or jury duty pay must be turned in to the fiscal office upon receipt.
    3. Personal expenses incurred while serving on a jury or as a witness are not reimbursable.

#### IV. Bereavement Leave

- a. Bereavement leave may be used by all employees in the event of a death of a member of the employee's immediate family.
- b. For purposes of this policy, the employee's immediate family is considered to include spouse, parent, grandparent, sibling, child; foster/adopted, in-law or step equivalents; any person residing in the employee's residence.
- c. The amount of bereavement leave taken is limited to 3 work days used within 7 calendar days.
  - i. Bereavement leave shall be based upon the number of scheduled hours for the employee on the days taken, not to exceed 24 total hours.
  - ii. Any ambiguity regarding the employee's schedule shall be clarified by the supervisor, using previous pay periods as a method of determining the employee's normally scheduled hours.
- d. Employees are permitted to use vacation leave, sick leave, or personal days to extend bereavement leave when approved by their supervisor.

#### V. Family Medical Leave Act (FMLA)

- a. The library shall follow FMLA law as applicable.
  - i. At the time of this policy's implementation no library employees meet the eligibility guidelines for Family Medical Leave Act (FMLA) coverage.

## 3.8.1. Progressive Discipline

Policy Effective Date: 5/1/2018

Unsatisfactory conduct or job performance will not be permitted. The purpose of disciplinary action is to help the employee become a more effective and productive staff member.

- I. Unacceptable Behaviors
  - a. Employees are expected to display professionalism. Behaviors which will result in disciplinary actions include but are not limited to:
    - i. Theft of property or theft of time
    - ii. Falsification of any documentation including resumes and applications
    - iii. Unsatisfactory work performance
    - iv. Insubordination
    - v. Violations of Ohio Ethics laws
    - vi. Excessive absenteeism and/or tardiness
    - vii. Absence without appropriate notice or unauthorized absence
    - viii. Working on personal matters while on duty
    - ix. Possession, distribution, purchase, or sale of illegal drugs, controlled substances, or alcohol while on duty and/or while on library property
    - x. Working under the influence of alcohol, illegal drugs, or controlled substances
    - xi. Disruptive activity in the workplace
    - xii. Negligent or malicious action leading to damage of property
    - xiii. Possessing a weapon in a library facility
    - xiv. Smoking in unauthorized areas
    - xv. Disregard of policy or procedures
    - xvi. Violating patron confidentiality
    - xvii. Fighting, provoking an altercation, threatening violence, or any conduct that creates an unsafe environment or reasonably leads an individual to fear for their safety, the safety of others, or of their property
    - xviii. Creating or contributing to unsafe or unsanitary conditions
    - xix. Inappropriate or unlawful discrimination or harassment of patrons or staff
  - b. When applicable, unacceptable behaviors may result in legal recourse in addition to disciplinary action.
- II. Infractions
  - a. Nothing in this policy modifies the at-will nature of employment.
  - b. Generally, violations of employee conduct will result in progressive disciplinary action. The steps of progressive discipline may include but are not limited to the following:
    - i. Verbal Warning
    - ii. Written Warning
    - iii. Disciplinary Probation
    - iv. Termination
  - c. The director shall determine appropriate disciplinary steps and may modify the steps of disciplinary action as they deem necessary. Serious breaches in professional conduct or unacceptable employee behavior may warrant immediate suspension or termination.

## 3.8.2. Grievance Procedure

Policy Effective Date: 5/1/2018

A grievance involves any disagreement with management about the employment practices, due process, or working conditions. When an informal resolution cannot be achieved, the employee may submit a formal grievance. Employees will not be penalized in any way for presenting a grievance while following this policy.

### I. Guidelines

- a. Grievances are to be settled at the earliest possible step of the procedure. The employee must proceed through each step of the grievance procedure in proper order and within the prescribed time limits.
- b. Nothing in this policy is intended to deny an employee any rights available by law.
- c. A grievant may be accompanied by one (1) other employee during any meetings held to resolve the grievance.
- d. Grievances will not be made a part of an employee's personnel file.

### II. Steps of the grievance procedure

#### a. Informal Resolution

- i. The employee must meet with their direct supervisor or appropriate management level employee to try and resolve the issue within 5 workdays of the event prompting the grievance.

#### b. Step One

- i. If an issue is not successfully resolved through informal resolution, the employee may file a written grievance to their direct supervisor within 5 working days of the informal resolution meeting. The supervisor will reply in writing within 5 working days of its receipt. Copies of written grievances and responses will be submitted to the fiscal office, who will retain a confidential grievance file.

#### c. Step Two

- i. If the grievance is not amicably settled, the employee may appeal in writing to the director within 5 working days of receipt of the supervisor response from step one. The appeal should contain all written documents from Step One of the procedure. The director shall investigate the issue and will submit their written decision within 10 working days of receiving the appeal.

#### d. Step Three

- i. If the grievance is not resolved the employee may appeal to the Board of Trustees within 10 working days of receiving the appeal. The Board of Trustees shall resolve the grievance within 30 days via written report to the employee. Board of Trustees action on the grievance is final.

### III. Conditions of procedure

- a. When management does not respond within the established time limits, the employee may appeal to the next step.
- b. When an employee does not appeal within the established time limits the grievance is deemed settled via the last response.

- c. Final decisions on grievances will not be precedent-setting or binding on future grievances.
- d. When appropriate, decisions will be made retroactive to the date of the employee's original grievance.

## 3.9.1. Library Technology and Internet Use

Policy Effective Date: 5/1/2018

The library maintains numerous types of hardware, equipment, and software in order to conduct business and meet the needs of patrons. Staff members using library property and/or library provided software shall take all reasonable steps to maintain said property/software's usability. Unless authorized by the director, staff should not use any library technology for personal use.

### I. Email

- a. An email account is provided to staff members in order to conduct library business.
  - i. Staff email accounts may be used to communicate with co-workers, peers at other libraries, work-related listservs, or for other professional correspondence.
- b. Internal library messages should meet the same professional etiquette standards of verbal communication.
- c. Staff may not use library email for advertising, including to library staff. Types of prohibited advertising includes but is not limited to announcements about employee yard sales, free kittens, product demonstrations or sales, etc.
- d. Staff members shall abstain from sending or forwarding emails to all or large portions of the staff that are not pertinent to work. Occasional announcements of important events in the lives of staff members are appropriate.
- e. All emails are public and subject to public records requests. Library provided email service is neither private nor protected; it is the property of library and its use may be monitored.

### II. Software

- a. Library staff shall utilize all software in accordance to individual licensing and terms of use. Unless otherwise provided in the license, staff may not duplicate copywritten software for work or personal use.

### III. Hardware

- a. Staff members will take reasonable steps to maintain and protect library hardware. Damaging library hardware through negligent or malicious action may result in disciplinary action up to and including dismissal. Malicious actions may result in additional legal action.

### IV. Telephones

- a. The library's telephones, both cellular and landline, are for official library business. Employees should not make or receive personal calls on library phones.
  - i. In the case of emergency an employee may use a library telephone.
  - ii. Supervisors shall monitor the nature of employee phone use. Inappropriate use of library telephones, including both outgoing and incoming calls, may result in disciplinary action.

## 3.9.2. Network Security Policy

Policy Effective Date: 5/1/2018

Federal and State Laws prohibit the unauthorized use or access to staff or patron personal information which could result in substantial harm or inconvenience to library employees or customers. The library shall use personal information only in a manner that is consistent with the purposes of collecting the information. The library assumes responsibility for safeguarding staff and patron data from unauthorized use.

- I. The library will strive to maintain a comprehensive information security program that contains administrative, technical, and physical safeguards to:
  - a. Ensure the security and confidentiality of personal information collected by the library
  - b. Protect against threats or hazards to the security or integrity of such information
  - c. Protect against unauthorized access to or use of such information that could result in substantial harm or inconvenience to any customer or employee
- II. The library endorses and accepts the standards and requirements set forth in the Central Library Consortium Security Policy.
- III. Prior to employment, all potential candidates are subject to a detailed criminal background check. When applying for a promotion within the library, current employees may also be subject to a criminal background check. Any criminal activity related to identity theft or similar crimes will be a disqualification for employment or promotion.
- IV. Customers will be denied access to staff terminals even if all public access workstations are in use.

### 3.10.1. Social Media

Policy Effective Date: 5/1/2018

While every individual has a right to speak out on national, state, and local issues, employees must make clear that their personal opinions are their own and do not represent the official policy position of the library.

- I. Postings and user profiles on personal social media accounts must not state or imply that the views, conclusions, statements or other social media content are an official policy, statement, position, or communication of the library, or represent the views of the library or any library officer or Board member.
- II. Employees cannot use social media to threaten, libel or slander, defame, maliciously disparage, harass, or discriminate against coworkers, managers, library patrons or visitors, vendors or suppliers, or organizations associated or doing business with the library. The library's anti-discrimination and harassment policies apply to the use of social media, even outside the workplace.
- III. The library recognizes that public employees do not surrender their First Amendment rights by reason of their employment and that the First Amendment protects a public employee's right, in certain circumstances, to speak as a citizen addressing matters of public concern. Many considerations go into balancing an employee's free speech interests against the interests of the library, including the library's interests in avoiding disruptions in regular operations, disharmony among coworkers, impairment of discipline and supervisory control, and obstructions in the employee's ability to perform work responsibilities. Therefore, employees should use common sense and good judgment before posting any content on a social media site.
- IV. The library reserves the right to lawfully monitor employees' use of social media in openly accessible, personal and business discussion forums. Further, employees should have no expectation of privacy while using library equipment and facilities for any purpose, including the use of social media.

### 3.11.1. Inclement Weather and Emergency Closing

Policy Effective Date: 5/1/2018

If the director or their designee declares that the library must close due to an emergency or inclement weather all employees will be paid for the time they were scheduled.

- I. If an employee reports to work when the library is closed due to an emergency they are entitled to their regular pay for regular hours worked. There will be no additional compensation as a result of the emergency.
- II. An employee not scheduled to work because of schedule will not be given any compensation for the emergency.
  - a. Employees on scheduled leave (Vacation, Sick, Personal Day) will not be charged leave for hours when the library is closed due to emergency.
- III. Inclement weather is not a valid use of sick time.
  - a. An employee who is absent, tardy or leaves work early on a day when weather conditions interfere with travel, but the library is open, will not be paid for the missed time. The employee may use a Personal Day or Vacation Leave with supervisor approval.
- IV. When an emergency lasts for 5 or more consecutive days the director and president of the Board may suspend library operations. This may result in employees being laid off, being provided the opportunity to use accumulated leave time to cover missed wages, or other arrangements approved by the Board of Trustees.

## 3.12.1. Vehicle Use

Policy Effective Date: 5/1/2018

Some staff members may be required to travel to conduct library business, including both library and personal vehicles.

### I. Vehicle Operation

- a. Employees operating a motor vehicle must possess a valid driver's license and motorist insurance and submit proof of both to the fiscal office.
  - i. The library has the right to, at any time during employment, conduct a driver's license check for any employee who operates a vehicle on library business.
- b. Employees are expected to adhere to all federal, state, and local laws while operating motor vehicles, including the use of seat belts.
  - i. Employees who violate any laws or regulations are personally responsible for the payment of any fines or other penalties, including moving violations, parking violations, and accident citations.
    1. If equipment failure in a library vehicle results in the ticket/citation the library shall be responsible for payment, provided the employee did not knowingly conceal or withhold knowledge of the equipment failure from the library.
- c. Employees are prohibited under any circumstances from operating a vehicle when any physical or mental impairment presents an obstacle to safe vehicle operation. This includes but is not limited to:
  - i. Illness
  - ii. Prescription or over-the-counter medication
  - iii. Intoxication
- d. Employees must not make phone calls, text, or otherwise use electronic devices while driving except for GPS purposes.

### II. Carpooling

- a. When arrangements can be made and space is available employees are expected to travel together when attending meetings and events on behalf of the library.

### III. Accidents

- a. In the event of an accident while on library business or any violation in a library vehicle the employee must first notify the police. Employees are expected to cooperate fully with authorities in the event of an accident.
- b. After an accident is reported to the police, it must then be reported to the employee's immediate supervisor or the director.
- c. Accident instructions will be kept in the glove compartment of each library vehicle.

## 3.12.2. Travel

Policy Effective Date: 5/1/2018

### I. Mileage Reimbursement

- a. Employees using personal vehicles in travel authorized by the director and/or the Board shall be reimbursed at the IRS rate.
  - i. Employees requesting mileage reimbursement must print a map route from a provider such as Google maps to show the total mileage to be reimbursed.
    1. When traveling directly from home to an event and/or directly home after an event reimbursement shall be calculated as the lesser of the distance between the employee's primary work location (Main or Younkin) and the employee's home.
- b. Tolls and reasonable parking charges will be reimbursed when applicable. Receipts must be presented within 3 working days after the date of return.

### II. Meal Expense

- a. Employees traveling more than 60 miles from their primary work location (Main or Younkin) and whose travel includes overnight lodging may request reimbursement for meals.
  - i. Reimbursement shall not exceed the U.S. General Services Administration (GSA) meal expense guideline for the region in question for each individual meal.
    1. On the first and last day of travel, the total amount of requested reimbursement may not exceed 75% of the GSA daily total.
    2. Alcoholic beverages, including gratuities incurred for alcoholic beverages, are not reimbursable. No alcoholic beverages should appear on any receipts turned into the library for reimbursement and/or be charged to the library credit card.
    3. Receipts must be presented within 3 working days after the date of return.
  - ii. Tips up to 20% of total meal expenses are reimbursable provided that the total reimbursement request does not exceed the GSA guidelines as stipulated above.

### III. Airfare and Lodging

- a. All library staff approved for air travel on library business must arrange for travel at a reasonable economical rate, subject to approval by the director. The director may approve selected flights based upon factors including the total library cost, arrival and departure times, and layovers for employee(s).
- b. All library staff approved for lodging while on library business must book commercial-class hotels and motels, subject to approval by the director. The director may approve selected accommodations based upon factors including the total library cost, proximity to the conference/meeting/event, and available amenities.
- c. Whenever possible, airfare and lodging should be billed to the library directly or charged to the library credit card.

IV. Travel Time for Non-Exempt Employees

- a. Time spent traveling to and from work is generally excluded from hours worked. However, any time spent traveling during the workday, as part of an employee's principal activities, will be counted as hours worked.
- b. Non-exempt employees whose travel on library business is limited to one day shall count the time travelling to and from that assignment as work time, excluding meal time.
  - i. The director may authorize non-exempt employees to travel directly to an event from home when requested. In these cases the employee shall calculate travel time based upon leaving from employee's primary work location (Main or Younkin) or the employee's home, whichever is less.
- c. Non-exempt employees attending conferences or other events which require overnight stays shall consider their normal working hours for days traveling to be compensable time.
  - i. No non-exempt employee shall be forced to attend a meeting, conference, or event which requires overnight travel.
  - ii. If an employee drives to the conference or event they will be compensated for time driving to and from the event even if the driving time is outside their normal working hours.

### 3.13.1. Performance Evaluations

Policy Effective Date: 5/1/2018

Performance evaluations provide staff with feedback on job performance. It is also an opportunity to set goals for professional growth, evaluate training needs, and to create specific guidelines for improvement when needed. All staff are entitled to receive a performance evaluation on an annual basis.

- I. Evaluations are completed by the employee's direct supervisor.
  - a. The director and fiscal officer shall be evaluated by the Board of Trustees.
- II. The director will review all written evaluations prior to evaluation sessions between supervisors and employees.
- III. Written performance evaluations should be signed by both the employee and the supervisor after the employee and supervisor meet to discuss both the written evaluation and any additional questions or concerns of either party.
  - a. By signing the evaluation form the employee signifies receipt of the assessment, not agreement. Employees may respond to the evaluation in writing; written responses will be attached to the evaluation document.
- IV. All performance evaluations are maintained in the employee's personnel file.

### 3.14.1. Training and Education

Policy Effective Date: 5/1/2018

Employees are encouraged to seek professional growth and training opportunities to enhance their ability to perform position tasks and advance their career in the library.

- I. Professional Memberships
  - a. The library will seek out organizational membership for the purpose of supplying employees with training opportunities and access to professional journals and literature.
  - b. Generally, the library will not pay dues for individual memberships to professional organizations. Exceptions may be made at the discretion of the director in order to best meet the mission and needs of the organization.
- II. Continuing Education
  - a. Employees may request to attend continuing education opportunities online and in person.
    - i. The library may pay all or a portion of employee expenses related to approved continuing education when possible.
      1. Payment or reimbursement of payment for continuing education opportunities must be requested in advance.
      2. Approval of payment or reimbursement is made at the discretion of the director within the context of the library's budget.
    - ii. When requesting to attend events, employees may be asked to join the hosting professional organization as a condition of the library approving reimbursement or payment of fees, travel reimbursement, and/or other expenses.

## 3.15.1 Attendance and Attendance Reporting

Policy Effective Date: 5/1/2018

As a public-service organization, it is vital that employees attend work as scheduled. Employees are expected to begin work promptly at their scheduled starting time and remain at work until the end of the scheduled workday. Absenteeism and tardiness may result in disciplinary action up to and including termination of employment.

### I. Timekeeping

- a. All employees must complete and submit biweekly timesheets to the fiscal office and adhere to deadlines and procedures set by the fiscal officer.
- b. Non-exempt employees must document deviations from regular hours worked, including leave time, personal days, and unpaid leave.
  - i. Non-exempt staff may be required to use a timeclock for record-keeping purposes.
- c. Unapproved leave shall not be considered payable time.

### II. Calling off work

- a. Employees must personally notify their supervisor, or the staff member in charge for the day, no later than 30 minutes before their scheduled start time for shifts that begin before noon and 1 hour before shifts that begin at or after noon.
- b. Whenever possible, the employee should speak directly to the immediate supervisor or with the staff member in charge. Supervisors have the right to ask the reason for absence; reasons of medical necessity do not need to be disclosed in detail.
  - i. Employees who fail to report to work without notice for two successive shifts will be considered as having voluntarily resigned their position.
- c. Frequent call offs which result in undue hardship for the department, organization, or employee's coworkers may result in termination of employment.

### III. Pattern of Abuse

- a. Inappropriate and unauthorized abuse of sick leave or unpaid leave may include, but is not limited to frequent or repeated leave:
  - i. Before or after holidays
  - ii. Before or after weekends or regular days off
  - iii. On any specific day or for any specific scheduled hours or shifts
  - iv. In a continued pattern of maintaining zero or near zero leave balances
- b. An employee who demonstrates a pattern of leave abuse is subject to disciplinary action up to and including termination of employment.

## 3.15.2. Meal Breaks and Rest Breaks

Policy Effective Date: 5/1/2018

### I. Meal Breaks

- a. Employees scheduled to work 5 consecutive hours or more are entitled to 1 unpaid meal break of 30 minutes.
- b. Employees scheduled to work 7 consecutive hours or more are entitled to 1 unpaid meal break of 1 hour.
- c. Meal breaks will be taken at a time approved by the employee's supervisor.
- d. Employees will be relieved of all duties during meal breaks.
- e. Employees may request to extend or reduce scheduled unpaid meal breaks.
  - i. Employees may not extend or reduce scheduled unpaid meal breaks without prior approval from their supervisor.

### II. Rest Breaks

- a. Paid rest breaks are offered as a courtesy to staff, not as a right.
- b. Generally, each employee will be granted 1 paid rest break of 15 minutes within each period of 4 consecutive hours not broken by a meal break.
  - i. Rest breaks may be taken only when conditions permit and do not interfere with the library's ability to offer public service.
- c. Employees may not leave library property while on paid breaks.
- d. Rest breaks may not be taken at the beginning or end of a shift or to extend a meal period.
- e. Rest breaks may not be accumulated for later use.
- f. Employees are expected to return from rest breaks promptly and are subject to disciplinary action for failure to do so.

### 3.15.3. Nursing Mothers

Policy Effective Date: 5/1/2018

The library follows and conforms to the break time requirements for nursing mothers in the Patient Protection and Affordable Care Act (PPACA) signed into law on March 23, 2010. If it is found that this policy conflicts with any federal, state or local law, the law shall take precedence.

1. Employees who have recently given birth will be provided paid break time to express breast milk for her nursing child. Lactation breaks under this policy should, to the extent possible, run concurrently with any other break time available to the employee.
  - a. Break time will be provided as frequently as needed by the nursing mother.
  
2. Nursing mothers will be provided a location shielded from view and free from intrusion from coworkers and the public for use.
  - a. A bathroom shall not be designated as this location.

### 3.16.1 Borrowing Privileges

Policy Effective Date: 5/1/2018

- I. As a courtesy, fines for overdue materials on employees' cards may be waived. However, employees are expected to be considerate in returning borrowed library materials on or before the due date.
  - a. Staff members will be charged for replacement of damaged, lost, or unreturned items under normal full access borrowing policy guidelines.
- II. Employees must check out library materials according to borrowing procedures. Materials that are removed from the premises without being checked-out will be considered stolen.
- III. Staff members may not borrow new library materials before they have been cataloged and processed.
- IV. Upon termination of employment, fine free privileges will cease.

### 3.17.1 Reduction in Force

Policy Effective Date: 5/1/2018

If the Board of Trustees determines a reduction in force is necessary, due to financial hardship, decreased workload, or emergency events, it may be necessary to terminate the services of some employees by eliminating positions or declaring positions purposely vacant. The library may consider factors such as job performance, seniority, and positional need when determining the order of layoffs, but ultimate determination shall be made by the Board of Trustees under the advisement of the director. In these situations, as much advance notice as possible will be given to the affected staff.

## 3.18.1. Separation

Policy Effective Date: 3/8/2020

Employees may separate their employment with the library either by voluntarily resigning or retiring, or by involuntarily being discharged. Pickaway County Library is an at-will employer.

1. An employee who intends to terminate employment must submit a written and signed resignation to the director.
  - a. Two weeks written notice is required for all employees; resigning employees are encouraged to give a longer period of notice whenever possible.
  - b. Upon submitting a letter of resignation, an employee may not rescind notice without approval of the director.
2. In all cases, a resignation shall be considered to be a voluntary act on the part of the employee, and the last working day is to be considered the effective date of resignation.
3. Employees must return all library property in their possession, including any keys, equipment, name badge, etc. to their supervisor on the last day of employment. The employee's final paycheck will be directly deposited into the same bank account that the employee had established for direct deposit.
4. Only an employee who provides proof of scheduled enrollment in OPERS retirement benefits prior to their last day of employment will be considered to have retired from the library.
  - a. To determine eligibility for retirement benefits, and initiate the process of obtaining retirement benefits, an employee should contact OPERS. In most circumstances contact should occur at least ninety (90) days prior to the anticipated retirement date. Contact information is provided for employee convenience and is subject to change.
    - i. Ohio Public Employees Retirement System  
277 East Town Street  
Columbus, Ohio 43215-4642  
1-800-222-PERS (7377)  
[www.opers.org](http://www.opers.org)
  - b. Employees may not use paid leave to extend their retirement date beyond the last day actually worked unless on a pre-approved medical leave.
  - c. Employees are encouraged to contact OPERS at least 60 days before their anticipated last day of employment to ensure registration takes place prior to their last day worked.
5. In the event of the death of an employee, final wage payment shall be made to the estate of the deceased. The estate shall receive all payments due to the employee under the terms of policies concerning the resignation of an employee with his or her years of continuous service.