

# Hopkins Public Library Policy Manual:

Date Adopted: \_\_\_\_\_

## Table of Contents:

1. Library Mission Statement and Objectives
2. Library Materials and Services Policies
  - a. Freedom to Read
  - b. Freedom to View
  - c. Library Bill of Rights
  - d. Collection Development Policy
    - i. Selection Policy
    - ii. Interlibrary Loan
    - iii. Request for reconsideration of materials
  - e. Circulation Policy
    - i. Services (including non-resident policy) – Updated 11-12-19
    - ii. Audio/Visual Material – updated 05-08-18
    - iii. Fines – updated 05-08-18
    - iv. Hotspot Policy - approved 09-08-2020
    - v. Record Privacy Policy
  - f. Reference Service Policy
  - g. Programming Policy
  - h. Archive Policy
  - i. Copyright Policy
  - j. Social Media Policy – Updated 7-19-19
  - k. Internet Usage Policy
  - l. Copying/Printing/Fax Policy
  - m. Public Use of Telephone Policy
  - n. Surplus Equipment Policy
3. Patron Policies
  - a. Patron Rights and Responsibilities
    - i. Confidentiality Law and Policy
      1. See Circulation Policy Records Privacy Policy
    - ii. Library Card Policy
      1. See Circulation Policy: Services
    - iii. Non-resident Card Policy – Approved 11-12-19
      1. See Circulation Policy: Services
    - iv. FOIA Policy
  - b. Unattended Children Policy
  - c. Sexual Abuse and Molestation Prevention Policy
  - d. Complaints Concerning Library Staff Policy
4. Personnel Policies
  - a. Job Descriptions

- i. Director
    - ii. Library Assistant
    - iii. Library Substitute
    - iv. Cleaner
  - b. Time-off/Leave Policy
    - i. Time off
    - ii. Holidays
    - iii. Jury Duty
    - iv. Leave
  - c. Staff Rights Policy
    - i. Hiring
    - ii. Termination
    - iii. Expectations
    - iv. Training for Sexual Abuse and Molestation – Updated 7-19-19
    - v. Social Security Numbers
    - vi. Harassment
  - d. Salary Policy – Updated 10-21-19
  - e. Employee Acknowledgement Form
- 5. Library Board
  - a. Bylaws
  - b. Meeting Policy
  - c. Member Attendance Policy
  - d. Committee Policy
  - e. Procedures for Remote Attendance - approved 11-10-2020
- 6. Library Building Policies
  - a. Hours
  - b. Petitions and Solicitations
  - c. Postings/Notices/Bulletin Boards
  - d. Use of Public Meeting Areas Policy
  - e. Competitive Bidding Policy
- 7. Financial Policies
  - a. Budget Policy
  - b. Fund Balance Policy
  - c. Credit Card Policy
  - d. Petty Cash Policy
  - e. Investment Policy
  - f. Record Retention Policy
  - g. Check Policy
  - h. Capitalized Assets Policy
    - i. Circulation Collection
- 8. Emergency Preparedness Policies
  - a. In case of Weather Emergency
    - i. Tornado
    - ii. Fire

- iii. Flood
  - iv. Blizzard
  - b. In case of Health Emergency
  - c. In case of Power-outage
  - d. In case of Bomb Threat
  - e. In case of Terrorist Threat
9. Volunteer Policy
  10. Friends of the Library Policy
  11. Gift/Donation/Memorial Acceptance Policy
  12. Pandemic/Epidemic Policy - Approved 05-14-2020
  13. Opening Policy and Procedures - updated 11-10-2020

# 1. Library Mission and Objectives

The Hopkins District Library's mission statement is: Reading, Learning, Teaching. This statement reflects our commitment to expanding knowledge, in our community and in ourselves.

To provide materials and services to help our community meet their personal, educational, cultural and professional needs. Special emphasis is placed on supporting students at all academic levels and on stimulating young children's interest and appreciation for reading and learning. The library serves as a learning and educational center for all residents of the community.

Our objectives will give us a road map to meet our mission statement and provide for our community.

The Hopkins District Library will be a multi-media facility providing as varied a selection of materials and information as financing permits for residents within the designated patron area. These services will also be available to patrons of libraries with which the library has reciprocal agreements and Michicard holders. Contracted service areas will be provided services; however, those services may vary from the non-contracted patron areas.

The task of the staff and board is to provide for the literary tastes of the citizenry, to make reference and research materials available, to aid in the enrichment the personal lives of its patrons, and to make other programs of interest available.

The library shall make every attempt to encourage children in their pursuit of knowledge and in gaining rewarding experiences through books and other media.

The principles of intellectual freedom shall be respected by the library in accordance with the Freedom to Read Statement as revised on January 16, 1991 by the American Library Assoc. Council and in the Library Bill of Rights as amended January 23, 1980 by the American Library Assoc. Council. In adhering to these principles the following items must be considered:

- The freedom of individuals to learn about controversial issues and arrive at their own decisions.
- It is not a proper function of the library to promote particular beliefs and views to censor the interest of its patrons.

- Promoting particular beliefs and views or censoring the interests of patrons is not the proper function of the Library.

The Director and Board shall periodically review the policies and objectives of the library to provide any needed changes.

## 2. Library Materials and Services Policies

### A. Freedom to Read

- It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
- Publishers, librarians and book sellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
- It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
- 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.
- It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
- 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.
- 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, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

NOTE: "Books" as used in this statement include all kinds of materials acquired for library use.

- Issued May 1953 by the ALA and the Association of American Publishers  
Adopted by the ALA Council June 25, 1953; revised January 28, 1972

### B. Freedom to View

- The following statement was adopted by the Intellectual Freedom Committee, American Library Association, June 1979.
- 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, we affirm these principles:
  - o It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.
  - o It is in the public interest to provide for our audiences films 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.

- o It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
- o It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

### C. Library Bill of Rights

- The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
- 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.
- 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.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries that 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.

### D. Collection Development Policy

#### i. Selection Policy

- The selection policy of the Hopkins District library supports the general mission of the Library, the *Library Bill of Rights\** and the *Freedom to Read Statement\**.
- All acquisitions, before being purchased or accepted as gifts, are evaluated in terms of the following criteria and in the context of economic and space considerations. An item will not necessarily be judged against all criteria, but against those appropriate and applicable to it. These same standards determine the replacement, duplication, and withdrawal of materials.
- The Library will:
  - o Provide a collection that anticipates the needs and numbers of potential users. Consider public demand, both specific and general, as expressed through requests, suggestions, and use to develop the collection. Consider the availability of the same, or similar, materials in other libraries or agencies. Consider the need for all subjects covered and viewpoints expressed. Consider the effect that subjects and viewpoints selected have on developing a balanced collection. Consider the appropriateness to scope of the collection as it is developed.
- Selectors will consider these characteristics when selecting:
  - o Literary or stylistic quality. Reputations, qualifications, and significance of author, producer, or publisher. Accuracy, currency, timeliness, and validity. Importance and uniqueness. Physical

quality and effectiveness of format. Appropriateness of format to subject. Cost, as measured against competing materials on the same subject. Suitability for intended audience.

- \*As adopted by the Council of the American Library Association

ii. Interlibrary loan

- Interlibrary Loan (ILL) services at the Hopkins District Library assist card holders in obtaining library materials which are not available in the library's own collection.
- The ILL resources of the Hopkins District Library include Lakeland Library Cooperative arrangements and an extensive national network of public, academic and special libraries available through MeLCat. Access to this service will be provided in the most convenient manner possible for customers.
- Costs and Fees: Interlibrary Loan Services are provided as a service to cardholders of the Hopkins District Library. Overdue fines on ILL materials are in accordance with the Library's Circulation Department policy. Replacement costs for unreturned and damaged ILL materials are determined by the lending institutions

iii. Request for reconsideration of materials

- The Hopkins District Library will support the Library Bill of Rights and the Freedom to Read. Should any patron of the Hopkins District Library raise a question about any materials provided by the Library being in anyway objectionable, the complainant must file a written complaint with the Library Director on a form provided for this purpose. The complainant must be properly identified before the request is considered. No action will be taken before the complaint is brought before the Library Board. The Board shall: consider the specific objections to the material voiced by the complainant, weigh the values and faults of the material as a whole, and issue a written report within ninety days to the Director containing its recommendations concerning the complaint.

iv. Request for Reconsideration - FORM

**Request for Reconsideration – Hopkins District Library**

Please complete this form and return it to a staff member.

Date \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Library Card Number \_\_\_\_\_

Do you represent:  yourself  an organization? (check one)

What type of material or service are you commenting on?

Book  Magazine  Library Program  Movie  Music CD  Display/Exhibit  Newspaper  Audio recording  Slide  Internet Resource/Site  Other (brief description)

If commenting on an item, what is the title and author/performer/producer?

Title: \_\_\_\_\_

Author: \_\_\_\_\_

If commenting on a program/display/exhibit what is the title and the date?

Title: \_\_\_\_\_

Date: \_\_\_\_\_

What item/program/display/exhibit are you commenting on?

\_\_\_\_\_  
\_\_\_\_\_

How did this title/event/display/program/exhibit come to your attention? (Recommended by staff member, review, friend's recommendation, found on shelf, visited library, library calendar announcement, publicity announcement, etc.)

\_\_\_\_\_

Did you read or listen to the entire work, stay for the entire program, view the entire display? If not, which selection or part did you read or view?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is it that you find objectionable? Please be specific; cite pages, excerpts, or scenes whenever possible.

\_\_\_\_\_

Thank you for your comments. A member of our Administrative Staff will contact you regarding your concerns.  
Please use the back of this page for further comments if necessary.

## E. Circulation Policy

### i. Services

- Hopkins District Library employees assist patrons in getting a library card, renewing and updating their library card, or understanding fines/fee/or other notations on their cards. Patrons are allowed one replacement card for free each year. Additional replacement cards will be \$1.00 each. Lost or stolen cards must be reported as soon as the loss is noticed. Any fines incurred on that card prior to the report will be the responsibility of the patron to whom the card belongs.
- Juvenile (under age 18) registrations must be signed by a parent or guardian. Signatures indicate an acceptance of responsibility for:
  - o supervision of the child/ward's choice of material,
  - o use of all library resources including access to the Internet,
  - o return of all materials when due, and
  - o all losses and damages to materials and equipment borrowed.
- Hopkins District Library participates in the Michicard statewide library card program for the circulation of print materials and recorded books to Michicard holders.
- Seasonal or long-term vacation residents (staying for at least one month) within Hopkins District Library's service boundaries are eligible for Hopkins District Library cards while they reside in the area.
- Non-resident card policy - Residents within the Lakeland Library Cooperative geographical boundary who do not qualify for a library card at any Lakeland Library Cooperative member library may purchase a Hopkins Library non-resident card for a fee of \$36 (prorated on a monthly basis on the first day of every month). Non-resident cards are valid for a period of one (1) year and will only be honored at the Hopkins District Library. Non-resident cardholders may place holds on Hopkins Library items only. These cards do not allow access to the Hopkins Library digital content.
- The Hopkins District Library will assist patrons in finding materials that are available for loan when those materials are not available in the building. As a member of the Lakeland Library Cooperative, Hopkins District Library patrons have borrowing privileges at any other member library. However, materials borrowed and not inter-library loaned must be returned to the library they were borrowed from.

### ii. Audio/Visual Material (Updated May 8, 2018)

- Audio books (CD) and story books (CD) will lend for 3 weeks.
- DVDs will lend for 1 week at a \$1.00 overdue fee. Rated R
- DVDs require an adult card to checkout.

### iii. Fines (Updated May 8, 2018)

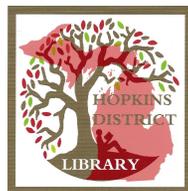
- Late fines (per day)

Books	.15
Magazines	.15
VHS	.15
DVD	1.00
Audio Books/Story Books	1.00

- Damaged Material fines

Book/Magazines		
	Water damage	\$1 – cost of book
	Animal damage	\$1 – cost of book
	Cut/tear pages	\$.50 – cost of book
	Writing/highlighting	\$.50 – cost of book
	Lost barcode	\$1
CDs/DVDs		
	Scratched (but plays)	\$1 - \$5
	Scratched (does not play)	Replacement cost
	Broken case/bag	\$1 - \$3
	Lost barcode	\$1

iv. Hotspot Policy



**Hopkins District Library  
Mobile Hotspot Borrowing Agreement**

- Patrons must be 18 years of age or older and must read, understand, and sign this agreement at the Circulation Desk in the presence of Hopkins District Library Staff Member each time a Mobile Hotspot is checked out.
- Patrons must have a Hopkins District library card and must be in good standing with fines and fees below \$10.
- Patrons must present a valid photo ID at the time of checkout.
- Mobile Hotspots must be returned at the Circulation Desk. The hotspot device should be placed within the nylon case and all components should be placed within the plastic case, including original instructions and completed survey.
- Mobile Hotspots may be checked out for one (1) week. If there are no holds, hotspots can be renewed up to 1 time.
- **Overdue Mobile Hotspots will be deactivated within five (5) days.**
- The Mobile Hotspot can provide Wi-Fi Internet access for up to fifteen (15) devices simultaneously.
- **Patrons are responsible for internet access performed by minors.**
- Patrons may only checkout one (1) hotspot per household at a time.
- **Do NOT return hotspot in the dropbox. Doing so will result in a \$10 charge.**
- Hotspots may be placed on hold by one patron per household. Due to potential high demand, patrons must wait one (1) week after returning a hotspot to check out another.

**Please initial:**

I understand that the reliability and quality of the internet connection provided by the Mobile Hotspot **are not** guaranteed by the Library.

I understand that the internet and related technologies have inherent security risks, and that the Library does not guarantee the safety or integrity of any information sent or received using the Mobile Hotspot.

<p><b>Mobile Hotspot REPLACEMENT COSTS due to loss or damage:</b></p> <ul style="list-style-type: none"> <li>• Mobile Hotspot Unit: \$84</li> <li>• Power Cord/Adapter: \$10</li> <li>• Plastic Case: \$10</li> <li>• Nylon Case: \$8</li> <li>• 30 days of service: \$30</li> <li>• <b>TOTAL REPLACEMENT COST: \$142.00</b></li> </ul>
---

I understand that any tampering, modifying, or disassembling of the Mobile Hotspot is a violation of the Borrowing Agreement and is not permitted.

**I understand that I MUST return the hotspot AT the library from which \_\_\_\_\_ it was checked out!**

**Fines and Liability**

- The overdue fine is \$1.00 per day up to replacement cost.
- The Mobile Hotspot should be kept in a temperature-controlled environment. **DO NOT** leave it in your car.
- The patron is responsible for costs associated with loss or damage of the Mobile Hotspot and/or peripherals.
- A Mobile Hotspot device that is overdue by 35 days and reaches the billing status will result in the patron being charged the full cost of replacement. ***The device cannot be returned at this point.***

**By signing this Borrowing Agreement, I confirm that I have read and agree to all of the above terms.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Address: \_\_\_\_\_

Patron Barcode: \_\_\_\_\_ Form of ID Provided: \_\_\_\_\_

Hotspot Number: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*Policy subject to change without notice at any time. Patron is still required to comply with all policies regardless of any changes.*

#### v. Records Privacy Policy

- The Hopkins District Library is bound by the Michigan Library Privacy Act (PA 455 of 1982) in which a “library record” is defined as a document, record, or other method of storing information retained by the library that personally identifies a library patron including the patron’s name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. The Library Privacy Act provides that a “library record” is not subject to disclosure under the Freedom of Information Act and may not be released or disclosed to any person without the written consent of the person identified in the record unless ordered by a court. Accordingly, the Hopkins District Library will not release nor disclose a “library record” except as provided by the Library Privacy Act or as otherwise required by state or federal law. The Library, however, may use the “library record” for the purpose of retrieving overdue materials, collecting fines, and other library business permitted by law.

#### F. Reference Service Policy

- The Hopkins District Library shall collect or provide access to informational resources appropriate to its mission and reflecting the interests of the full spectrum of the population it serves. These informational resources shall satisfy, through content, current format, organization, and quantity a diversity of user needs.
- Staff shall direct the user to possible sources, both in and out of the library, where the information the user requires may be provided. These materials might include books, pamphlets, journals, Internet and electronic sources, service agencies, and professionals in the appropriate field.
- Users of all ages and circumstances are to be treated with equal attention to particular needs. All requests for public information are legitimate. Staff may only provide information, not opinions. Questions should not be answered on the basis of personal experience. It is the staff’s responsibility to provide information in an impartial and businesslike manner even when contrary to personal beliefs.
- Medical, Legal, Financial and Tax Questions

- o The Library does not provide advice in the areas of medicine, law, finance or taxes. Under no circumstances will a staff member offer advice in medical, legal, financial or tax areas, no matter how commonplace the question seems to be.
  - o Brief definitions and descriptions from authoritative sources will be provided. These sources will be quoted verbatim with no personal interpretation. The patron will be informed of the sources from which the information is taken. Every effort will be made to use authoritative, current online sources when using the Internet.
  - o Specific tax forms and publications will not be suggested. Patrons must know the numbers or titles of the forms they need. If more information is required, the patron will be encouraged to examine the library's collections or be referred to another source.
- Children's Reference Service
    - o The Library provides reference service to children and adults working with children in order to promote a more literate public. To fulfill this goal, the Library develops a collection of materials that meets children's interests and information needs, stimulates their curiosity, and challenges them to greater achievement. The Library also strives to create a pleasant, stimulating atmosphere at the Library, including knowledgeable staff that makes children feel their requests are significant and their presence is welcome. The Library also offers programs and tours that encourage children and their families to come to the Library. Library staff will cooperate with individuals and groups with similar goals by extending library services into the community and emphasizing contact with children who are in need of literacy support.
    - o *Except where limited by law, children are entitled to borrowing privileges and open and ready access to materials and facilities provided by the Library. Parents and legal guardians are responsible for monitoring and limiting the use of library materials by their children.*
- School Assignments
    - o Questions related to school assignments are handled in the same manner as any other reference question. With complex school assignment questions, librarians should make tactful suggestions to telephone callers or to parents of students, that the students come into the Library for personal assistance and do their own in-depth research.
- Patron Priorities
    - o Staff is expected to exercise good judgment in determining patron priorities. Generally, the public is served on a first come, first-served basis. Patrons calling the Library are helped in sequence. Callers will be asked if they would like to wait, to call back, or to be called back before being put on hold. Patrons approaching the desk will be informed that they will be helped as soon as possible. If a patron has a time-consuming request, it may be necessary to get

him/her started and make sure a follow-up is done to continue the patron in the process.

### G. Programming Policy

- The Library supports its mission of connecting people with the world of ideas and information by developing and presenting programs that provide additional opportunities for information, learning, and entertainment. Programming is an integral component of library service that:
  - o Expands the Library's role as a community resource. Introduces patrons and non-users to Library resources. Provides entertainment. Provides opportunities for lifelong learning. Expands the visibility of the library.
- Ultimate responsibility for programming at the Library rests with the Director, who administers under the authority of the Board of Trustees. The Director utilizes Library staff expertise, collections, services and facilities in developing and delivering programming. The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:
  - o Community needs and interests. Availability of program space. Treatment of content for intended audience. Presentation quality. Presenter background/qualifications in content area. Budget. Relevance to community interests and issues. Historical or educational significance. Connection to other community programs, exhibitions or events. Relation to Library collections, resources, exhibits and programs.
- In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs; performers and presenters will not be excluded from consideration because of their origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.
- All Library programs are open to the public. A fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.
- Registration may be required for planning purposes or when space is limited. Programs may be held on site at the Library, or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

- External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Director.
- The Library welcomes expressions of opinion from customers concerning programming. If a customer questions a library program, he/she should address the concern with a Library staff member.

#### H. Archive Policy

- All items belonging to the Library with potential historical value will be professionally appraised before the item is discarded. The Hopkins District Library does not maintain an archive. However, Hopkins District Library does maintain local historical sources in our collection.

#### I. Copyright Policy

- It is the intent of the Hopkins District Library to comply with Title 17 of the United States Code, titled "Copyrights", and other federal legislation related to the duplication, retention and use of copyrighted materials. A notice of copyright will be prominently placed on the library's photocopiers. Library staff will refuse to duplicate any materials if doing so would violate copyright law. Library patrons copying any materials on library machines are solely and fully responsible for using the materials in compliance with relevant copyright law. Unless otherwise labeled, audiovisual materials are for personal and home use only. Library staff will follow copyright law in selecting and using materials for public performance. Original or copyright-free art will be used to produce library publicity items or for creating displays and decorations

#### J. Internet Usage Policy

- The Hopkins District Library provides access to the Internet as an information and recreation resource. The Library provides this access via computers located in the library as well as a wireless network for patrons to use with their own computer equipment that they bring into the library. This policy applies to all Internet activity in the Library, regardless of the method of access. Internet resources change rapidly and unpredictably. Not all sources on the Internet provide information that is accurate, complete, current or legal. The Library is unable to monitor or control the content of Internet resources. The Library and its Trustees shall not be liable for any damages (direct or consequential) from any information obtained or provided on the Internet. Users are hereby notified that they are responsible for the choice of sites that they visit.
- Acceptable Use: The Library network and/or workstations are intended primarily for research, communication and personal data management activities and may be used only for legal and ethical purposes. The following activities are strictly prohibited:
  - o Accessing obscene matter or sexually explicit material that is harmful to minors
  - o Displaying images which other library users may find offensive. Harassing other users.
  - o Destroying of or damaging equipment, software, or data belonging to the Library or other users.
  - o Unauthorized monitoring or disruption of electronic

communications. Violating U.S. copyright laws and all other applicable laws.  
Commercial activity or distributing advertisements

- Library staff has the authority to interpret and enforce this policy. Staff shall actively monitor all patrons' network use during and after sessions. Patrons who violate the guidelines once will be warned by Library staff. Continued failure to follow the guidelines may result in the loss of the right to use the network and/or workstations.
- Michigan Public Act 212 Compliance: Michigan Public Act 212 requires that libraries offering public access to computer network resources "utilize a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors". The Library complies with this requirement through the active monitoring of network use and strict enforcement of acceptable use standards. General Procedures:
  - o Persons wishing to use the workstations shall sign in at the circulation desk. Use of the workstations will be limited to one hour if others are waiting. Library staff has the authority to extend or decrease time limits as necessary, depending on demand

#### K. Social Media Policy (updated 7-19-19)

- Hopkins District Library recognizes the value of the online world and seeks to engage with our users in mutually beneficial and meaningful dialogue through social media platforms and other online forums. Hopkins Library's presence on social media provides a public forum to facilitate the sharing of ideas, opinions and information about library-related subjects and issues.
- While Hopkins District Library encourages an open exchange of ideas online, it maintains the rights to moderate, edit, delete, move or close any post or comment at any time without warning or explanation.

---

Comments and posts containing the following content are unacceptable:

- Comments substantially off-topic or unrelated to the original post
- Copyright or trademark violations
- Defamatory or libelous comments
- Personal attacks of any kind
- Use of racist, obscene, threatening or harassing language
- Commercial material, advertisements, chain letters, and solicitations
- Spam and multiple disruptive or repetitive messages

#### L. Copying/Printing/Fax Policy

- It is the policy of the Hopkins District Library that copying, printing and faxing will be made available to patrons at the library. Faxes are \$1.00 for each page received and/or sent. The following schedule will be used to calculate the cost of printing and copying services:

Black/White			Color	
8.5X11				
	Single sided	\$.25	Single sided	\$.50
	Double sided	\$.30		
8.5X14				
	Single sided	\$.30	Single sided	\$.75
	Double sided	\$.35		
11X17				
	Single sided	\$.50	Single sided	\$1.00
	Double sided	\$.55		

### M. Public Use of Telephone Policy

- It is the policy of the Hopkins District Library that the telephones in the building will only be used by staff members to place local and long distance calls. No overseas calls will be made from library phones. In case of emergency, patrons may use the Library telephones.

### N. Surplus Equipment Policy

- It is the policy of Hopkins District Library to dispose of library materials, furniture and equipment that is no longer functional or useful. The Director shall be responsible for the sale or disposal of all library furniture and equipment that is no longer of any use to the Library. When an item no longer has value to the Library, it will be removed from inventory and disposed of in the following manner:
  - o Books and other materials no longer deemed appropriate for the collection will be sold in the book sales or donated to the Friends of the Hopkins District Library for sale in their books sales.
  - o Computer equipment, no longer of use to the Library, may be donated to local organizations or recycled by a qualified recycler.
  - o Furniture, no longer of use to the Library, the value of which is less than \$100, may be donated by the Library to a local organization.
  - o Items not covered by the above will be sold through publicly advertised sale, with any proceeds from such sale being deposited to the General Fund of the Library. Prior to such sale, the Director will prepare a list of those items to be included in the sale for approval by the Board of Trustees.
  - o If any item is determined by the Director to have marginal or no resale value, it does not sell through a publicly advertised sale; it may be sold or discarded in the best interest of the Library.
- In an instance where an item of surplus inventory is determined by the Director to have unusual, historic or artistic value, it may be referred to the Board of Trustees for a determination of its value. This may necessitate the services of a professional appraiser or outside expert opinion.

# 3. Patron Policies

## A. Patron Rights and Responsibilities

- i. Confidentiality Law and Policy
  - See the Circulation Policy: Records Privacy Policy.
- ii. Library Card Policy
  - See the Circulation Policy: Services
- iii. Non-resident Card Policy (updated 11-12-19)
  - See the Circulation Policy: Services
- iv. FOIA Policy
  - Library documents and records (other than borrowers records covered by the Michigan Library Privacy Act [PA 455 of 1982]) shall be available to the public in accordance with the Michigan Freedom of Information Act (PA 442 of 1976) upon a request which precisely describes the exact library public records desired. The Library need not create new public records to satisfy a request, nor must the Library make a compilation, summary or report of information. Costs associated with responding to a request will be charged to the requester.
  - The Hopkins District Library Board of Trustees authorizes the Library Director to serve as the FOIA Coordinator and to accept and process requests for public records. The Director shall report action taken on FOIA requests at the next regularly scheduled Hopkins District Library Board of Trustees meeting.
  - Upon providing Hopkins District Library's FOIA Coordinator with a written request that describes a public record sufficiently to enable Hopkins to find the public record, a person has a right to inspect, copy, or receive copies of the requested public record.
  - A Hopkins District Library employee who receives a request for a public record shall promptly forward that request to the Director.
  - Hopkins District Library may charge a fee for a public record search, the necessary copying of a public record for inspection, or for providing a copy of a public record. The Library may also require a good faith deposit from the person requesting the public record or series of public records, if the fee exceeds \$50. The deposit shall not exceed half of the total.
  - For information on the Hopkins District Library's FOIA policy for borrower's records, please see the Records Privacy Policy.

## B. Unattended Children Policy

- Children, age 6 and younger, must be accompanied by a parent, guardian, or assigned chaperone (age 16 years or older) at all times. Children, age 7 and older, are welcome to use the library independently. However, responsibility for minors using the library or

attending library programs rests with the parent/guardian. The Library is not responsible for children left alone without proper supervision.

- If a child (age 6 and younger) is left unattended at any time, or if a child (age 14 or younger) is left in the library at closing time, staff will attempt to contact the parent or guardian. If staff is unable to contact the parent/guardian within a reasonable amount of time, the local police will be contacted. A staff member shall stay with the child until the parent/guardian or proper authorities arrive. Staff members are not to transport the child to another location.

### C. Sexual Abuse and Molestation Prevention Policy

- The Hopkins District Library does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero-tolerance” policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.
- Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and is responsible for the patient’s or child’s care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by the Hopkins District Library.
- Reporting Procedures: All staff members who learn of sexual abuse being committed must immediately report it to the Library Director or Library Board. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee will report it to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.
- Investigation and Follow Up: We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor’s relationship with the Hopkins District Library.

- There are a number of ‘red flags’ that suggest someone is being sexually abused. They take the form of physical or behavioral evidence. Physical evidence of sexual abuse includes, but is not limited to:
  - o Sexually transmitted diseases;
  - o Difficulty walking or ambulating normally;
  - o Stained, bloody or torn undergarments;
  - o Genital pain or itching; and
  - o Physical injuries involving the external genitalia.
- Behavioral signals suggestive of sexual abuse include, but are not limited to:
  - o Fear or reluctance about being left in the care of a particular person;
  - o Recoiling from being touched;
  - o Bundling oneself in excessive clothing, especially night clothes;
  - o Discomfort or apprehension when sex is referred to or discussed; and
  - o Nightmares or fear of night and/or darkness.
- Retaliation Prohibited: We prohibit any retaliation against anyone, including an employee, volunteer, board member, student, or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

**ACKNOWLEDGEMENT OF RECEIPT OF SEXUAL ABUSE POLICY**

I, \_\_\_\_\_, acknowledge that I have received and read the sexual abuse policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Employee/Volunteer

Date(s) of Annual Review(s) (employee/volunteer to write date in his/her own handwriting)(Add additional sheets if necessary).

- |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| 1. _____ / _____ / _____ | 4. _____ / _____ / _____ | 7. _____ / _____ / _____ |
| 2. _____ / _____ / _____ | 5. _____ / _____ / _____ | 8. _____ / _____ / _____ |

3. \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 6. \_\_\_\_ / \_\_\_\_ / \_\_\_\_ 9. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

#### D. Closed Doors Policy – Updated 7-19-19

- Hopkins District Library does not currently have closed spaces available to the public for one-on-one interaction. As one-on-one interactions do arise within the public space, the following procedures must be followed.
  - o When meeting one-on-one with a patron or user, always do so in a public place where you are in full view of others.
  - o Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high-fives, and handshakes.
  - o If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
  - o Inform other staff and volunteers that you are alone with a patron or user and ask them to randomly drop in.
  - o Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

#### E. Complaints Concerning Library Staff Policy

- Patrons who wish to make a complaint concerning a Library staff member may do so via the following process:
  - o The patron must submit a written complaint detailing the reason for the complaint, name of the staff member, date, and contact details including: patron name, phone number, and address for follow up.
  - o The Director will contact the patron and make every effort to resolve the situation.
  - o If the patron does not feel that a satisfactory resolution was reached, he or she may request that the complaint be forwarded to the Board of Trustees.
  - o The Board of Trustees will review the complaint and determine whether a special meeting needs to be called, or whether the matter may be handled at the next scheduled Board meeting.
  - o The patron will be notified within fifteen (15) days when the meeting will be held.
  - o The patron is welcome to attend the meeting or the Board may request the person's attendance.
  - o The patron will be contacted within seven (7) days of said meeting regarding the Board's decision on the complaint.

# Hopkins District Library



- Leadership: Analyzes the Library's strengths and weaknesses. Recommends plans for the Library's growth and means for implementing plans. Initiates new services. Proposes improvements to Library services.
- Policy: Recommends and drafts policies on the direction of the Library Board. Works with committees on development of policies. Advises the Board on the merit of decisions being considered. Interprets policies to staff. Works at maintaining an up-to-date policy manual.
- Finance: Develops a recommended budget for the Board. Approves expenditures as authorized in the approved budget. Supervises the maintenance of financial records and arranges for an annual audit. Controls costs and meets the budgetary objectives through such methods as eliminating unnecessary operations, prudent use of resources, etc.. Works with Board members to maintain existing funding and to obtain new sources of revenue. Negotiates all Library agreements and contracts.
- Continuing Education: Orients new Library Board members. Keeps staff and board informed of developments in the library field. Provides opportunity for trustees and staff to attend workshops. Provides opportunity for staff to attend educational seminars.
- Grants: Writes grant proposals. Supervises successful completion of grants. Works with staff to write grant proposals and supervise completion.
- Personnel: Provides appropriate job descriptions for all staff and maintains personnel files. Has authority to employ, direct, evaluate, and terminate employees as appropriate after following the disciplinary policy with the approval of the Library Board.
- Recommends changes in working conditions, fringe benefits and salary/hourly pay scale when appropriate. Capitalizes on skills and initiative of all staff members.
- Representation: Represents the interest of the Library by participating in area library associations and in Lakeland Library Cooperative and State Library activities. Maintains membership in community service organizations if possible.
- Reports: prepares and presents reports including monthly financial and statistical reports. Prepares and files the annual State Aid Report and any other needed special reports.
- Knowledge, Skills, and Abilities: Thorough knowledge of public libraries and especially their goals and objectives. Experience with Library automation systems is essential.
- Excellent oral and written communication skills. Works effectively with others.
- Understanding of accounting and ability to prepare financial and other statistical reports.
- Valid Michigan Driver's License is required.
- Education and Experience: A college degree. At least 3 years professional experience in public libraries some of which must be at a managerial level. Experience with writing and supervising grants.
- Operation: Give reference and reader's advisory services to adults and children. Conduct library publicity program throughout the year, using: bulletin boards, web page, flyers, newspaper, other promotional techniques. Shelve books and other

materials. Register patrons. Assist patrons in locating materials and in using the library. Send over-due notices in accordance with library policy. Make monthly deposit of cash receipts taken in. Update computer programs as needed. Order and purchase supplies as needed.

ii. Library Assistant:

- Duties: Aids Library director in planning and conducting a library program to meet the community needs. Is responsible for the library program in the absence of the Library Director. Serves the public at the Circulation Desk by checking in and out library materials, collects money and overdue fines and lost and damaged materials, issues new/replacement library cards, registers new patrons and processes name and address changes. Responsible for collection maintenance duties: sorts and shelves library materials; empties book-drop(s); shelf-reading; shifts materials; cleans, dusts, and inspects library materials for damage; discards and repairs library materials. Ensures circulation policies and procedures are followed for the proper handling of customer and material records for an accurate library database. This includes data entry of late, lost, damaged, and claims returned items, and patron information including necessary notes. Sorts, packs, unpacks, and inspects library materials received from or being delivered to other libraries. Runs reports and lists for item hold information and interlibrary loan requests. Searches shelves for requests, retrieves items requested, and routes items appropriately. Contacts customers or other libraries as necessary. Provides informal reader's advisory service from the circulation function. Provides directional information to the public in person or by telephone. Assists with reference requests to the librarian staff. Provides information to customers regarding the Library's circulation policies, procedures and refers issues to management as appropriate. Counts, balances, and records monies received through the circulation function. Forwards reconciled funds and paperwork to the director. Provides assistance to customers and staff in the use of library equipment and machines (e.g., e-readers, copier, on-line catalog, word processing, etc.); performs routine maintenance and corrects minor malfunctions of library equipment, such as refilling paper and toner and assisting with paper jams. Performs other clerical tasks upon request, including materials order entry, supply ordering, word processing, filing, cataloging and materials covering, checking in new periodicals, etc. Sorts and distributes U.S. and inter-office mail. Provides training and guidance to less experienced circulation staff and may serve as a team leader on group assignments. Shelving and other duties as assigned are also included.
- Specific Functions as needed: Catalogs, classifies and prepares materials for collection. Keeps collection current and in good condition by weeding, binding or replacement. Orients groups in use of the Library. Offers reading and reference service. Coordinates library service with community and other adult groups. Keeps library materials in proper order and other duties as assigned by the Library Director.
- Required Knowledge, Skills and Abilities: High school diploma or GED. Basic clerical skills including computer and telephone skills. Basic mathematical skills

necessary for routine calculations. Ability to work with general supervision and adhere to established policies and procedures. Interpersonal and communication skills for interaction with staff and customers in an effective and courteous manner. Skills necessary to effectively provide leadership and guidance to less experienced staff. Visual acuity necessary to retrieve library materials from shelves or storage areas. Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials and delivery bags weighing up to 40 pounds. Hearing ability to answer telephone and customer inquiries. Manual dexterity, visual acuity and sufficient keyboarding/PC skills to effectively access information on the computer. Ability to operate a variety of equipment including computer, cash register, fax and copy machine. Ability to travel between work locations and related places of business as needed.

iii. Substitute:

- Same as Library Assistant

iv. Cleaner:

- Empty wastebaskets into one of the bigger black bags and take out to barrel
  - Bathroom – sink –toilet—mirror—floor
  - Change towel (when enough are dirty you can either take them home and wash them yourself or let director know)
  - Dust or wash – Furniture, tops of bookcases, counters
  - Brush or vacuum chairs (only as needed)
  - Wipe door knobs once and awhile (more when illnesses are going around)
  - Computers – screens and keyboards
  - Large table – clean weekly, polish when needed
  - Windows – once in a while or when needed
  - Door windows – more often because of use
  - Dust tops of high bookcases that you can reach
  - Straighten sofa, pillows, chairs, major book disturbances as needed
  - Floors in main areas
    - a. Vacuum
    - Mop entryway floors
  - Wipe anything that looks dirty
  - If have time – wipe down the kitchen set in the kid's area
  - In winter, clean entrances with vinegar water for salt deposits (or what you prefer)
  - Check for cobwebs in corners
  - Wipe between screens and windows when needed
- Required: High school diploma and 2 years work experience as a cleaner

## B. Paid time-off/Leave Policy

### a. Time off

- The following scale will be used to calculate hour of time off. Calculations are based on a 40 hour work week and hours off are prorated based on the percentage of 40 hours are worked (ie. If you work an average work week of 18.5 hrs, then  $18.5/40=0.4625$  or if you work an average work week of 32 hours, then  $32/40=0.8$ ). An average work week is based off of the average number of scheduled work hours over a 4 week period.
- All employees will work at the library a minimum of 3 months to be eligible for paid time off.

	0-2yrs	3-5yrs	5-10yrs	10yrs and up
if working 40hr/wk	100	120	160	200
0.4625 (% of 40)	46.25	55.5	74	92.5
0.8 (% of 40)	80	96	128	160

- Time off includes the following categories: sick time, vacation time, personal days.
- Requests for time off will be given to the Library Director at least 1 week in advanced when possible.
- All unused Paid Time Off will be paid off to employees in December at the employee's hourly rate minus all applicable taxes.

### b. Holidays

- All employees except shelvers will receive pay for the hours they are normally scheduled to work when those scheduled hours fall on a holiday approved by the Library Board. The holidays already approved are: New Year's Day, Memorial Day weekend, Independence Day, Labor Day, Thanksgiving Day weekend, Christmas Eve, Christmas Day, and New Year's Eve. In addition, the Library Board may declare any other day an official holiday. If a holiday occurs during an employee's scheduled vacation, the holiday is not included in calculating the number of vacation days used.

### c. Jury Duty

- Employees who are called for jury duty, or as a witness in court, shall be paid their normal wage for the time so spent less any fees received, excluding mileage. Time off for jury duty will not be charged against any vacation or sick leave time.

### d. Leave

- Bereavement Leave: In the event of a death in an employee's immediate family, employees shall be eligible for 1 week of paid leave (according to the number of hours they normally work in 1 week). Immediate family being defined as: spouse, children, step-children, parents, sisters and brothers.
- Leave of Absence: Requests for a leave of absence shall be made in writing to the Board of Trustees stating the reason(s) for leave and the length of time requested. Each request shall be acted upon on an individual basis. There will be no pay for a leave of absence.

## C. Staff Rights Policy

### a. Hiring

- Ads will be placed by the Library Board in area newspapers for library staff positions. Openings for Library Director will be posted in both area newspapers and online (such as the Michigan Library Association, American Library Association, Lakeland Library Cooperative's job site).
- Applicants for library staff positions will be expected to have prior library experience (although not required). Applicants for library director will be either already certified with the Library of Michigan with a certification 2 or 1 or will be expected to become certified within a year of being hired. All applicants are expected to be able to do fulfill their job descriptions in their entirety.
- Applicants for library staff positions will be interviewed by the Library Director, who will then make recommendations to the Library Board for final decision. Applicants for the library director position will be interviewed by the Library Board and chosen by vote. If the votes is deadlocked, the library director, township supervisor, or village president will be asked to give the deciding vote.

### b. Background Check Policy for Staff and Volunteers - Approved 7/19/19

#### *Hopkins District Library Staff*

- The library will conduct a criminal background check of any final candidate who is being considered for employment. The library reserves the right to conduct other background checks every three years or at any time during someone's employment if evidence dictates its wisdom. Criminal background checks are conducted via the Michigan State Police's ICHAT (Internet Criminal History Access Tool), or another organization as appropriate. The results of the background check will be sent directly to the library director. The cost of the background check will be covered by the library. Failure to pass the background check may result in a job offer being rescinded.  
The library will conduct a driving record check of any candidate who is being considered for employment in a position where driving a library vehicle is one of the job duties. Annual checks will occur throughout employment. Failure to maintain insurability may result in the inability to retain employment.

#### *Volunteers (18 years of age and older)*

Volunteers 18 years of age or older must pass a criminal background check conducted via the Michigan State Police's ICHAT (Internet Criminal History Access Tool), or another organization as appropriate, prior to the start of volunteer service. The results of the background check will be sent directly to the library director. The cost of the background check will be covered by the Library. Documentation showing a prior background check within the past 12 months may

be accepted in lieu of a new check. Volunteers who are personally well-known to staff may be permitted service with prior consent of the library director. Volunteers 18 years of age or older who are volunteering via a community service group (i.e. Kiwanis, United Way, etc.), a local business, or a college program will be assumed to have been vetted by their group, business, or college program. Volunteers will be under staff supervision at all times.

*Volunteer Application*

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

How many hours would you like to volunteer?  
\_\_\_\_\_

What days and times are you available?  
\_\_\_\_\_

Are you volunteering for a specific purpose?  
\_\_\_\_\_

(Please note: We do not accept court ordered community service applications)  
Is there any specific area in the library you would like to volunteer?  
\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**IF OVER 18 Permission to Conduct a Background Check is Required.**

The following information is required by law enforcement agencies and for other positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Driver's License Number: State Issued: \_\_\_\_\_

Name as it appears on License: \_\_\_\_\_

- Have you ever been convicted of, plead guilty, or "no contest" to a crime that has or has not been expunged or removed from your record. Yes No

- If yes, please explain

-

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- The Hopkins District Library will consider the nature of the offence, relation to the position for which you are applying, time since conviction and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration. FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUE (S) NOTICE: In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, and any applicable state statue(s).
- All information provided is known to be true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### c. Termination

- Employees of the Hopkins District Library can be dismissed for failure to meet their job expectations and requirements. Employees will be given written notice prior to dismissal. A dismissed employee may request a hearing before the Library Board.

#### d. Expectations

-

#### e. Social Security Number

- Pursuant to Michigan state law, it is the policy of the Hopkins District Library (the "Library") to protect the confidentiality of social security numbers. No person shall knowingly acquire disclose, transfer, or unlawfully use the social security number of any employee or other individual unless in accordance with applicable state and federal law and the procedures and rules established by this policy.
  - o Social Security Number Defined: As used in this policy, the term "social security number" includes both the entire nine-digit number and more than 4 sequential digits of the number.
  - o Public Display: Social security numbers shall not be placed on identification cards or badges, membership cards, permits, licenses, time cards, employee rosters, bulletin boards, or any other materials or documents that are publicly displayed. Documents, materials, or computer screens that display social security numbers shall be kept out of public view at all times.
  - o Access to Social Security Numbers: Only persons authorized by the responsible department or other administrative unit head shall have access to information or documents that contain social security numbers.

- o Mailed or Transmitted Documents: Documents containing social security numbers shall only be mailed or transmitted in the following circumstances:
  - State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that a social security number appear in the document.
  - The document is sent as part of an application or enrollment process initiated by the individual whose social security number is contained in the document.
  - The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.
  - The document or information is a copy of a public record filed or recorded with the county clerk or register of deeds office and is mailed by that office to a person entitled to receive that record.
  - The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.
  - The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or his or her parent or legal guardian. Documents containing social security numbers that are mailed or otherwise sent to an individual shall not reveal the number through the envelope window, nor shall the number be otherwise visible from outside the envelope or package. Social security numbers shall not be sent over the internet or a computer system or network (e.g. through e-mail) unless the connection is secure or the transmission is encrypted. No individual shall be required to use or transmit his or her social security number over the internet or a computer system, or to gain access to an internet website, computer system, or network (e.g. through e-mail) unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.
- o Storage and Disposal: All documents or files that contain social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access. Documents or other materials containing social security numbers shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.
- o Information Collected: Social security numbers should only be collected where required by federal and state law or as otherwise permitted under the Michigan Social Security Number Privacy Act. If a unique identifier is needed, a substitute for the social security number shall be used.

- o Accountability: Any person who fails to comply with this policy shall be subject to discipline up to and including discharge.
- o Policy Guidance: If any questions regarding social security number privacy and security should arise, contact Human Resources for policy clarification and guidance.

f. Harassment

- Grievances: In the interest of quality communication, job performance and service to the community, communications between the Staff and Library Trustees regarding Library matters, shall take place primarily at regular board meetings. An employee who believes that she/he has a grievance, shall first discuss the matter personally with the Library Director within three working days after the occurrence. Both parties are urged to resolve this matter in an informal manner. If the grievance cannot be settled informally, the aggrieved employee shall submit a written statement outlining the complaint to the Library Director. The Library Director will direct the written complaint to the Library Board President. The Library Board President and Library Board will discuss the complaint at the next Library board Meeting and render a decision within seven working days. A written response to the employee will serve as official notification of the Library Board's decision.
- Harassment:
  - o Sexual harassment of any Library employee or officer is strictly prohibited.
    - Sexual Harassment defined: Sexual harassment is defined as an unwelcome sexual advance, request for sexual favors and other verbal or physical conduct or communication of a sexual nature when:
      - Submission to such conduct or communication is made or implied to be a condition of employment; or
      - Submission to such conduct or communication or refusal to acquiesce to such conduct or communication is used as a factor in the decisions affecting the individuals employment or position with the Library; or
      - Such conduct or communication substantially interferes with the individual's employment or creates an intimidating, hostile or offensive working environment.
    - Complaint Procedure for Sexual Harassment.
      - An employee may and should report, in writing or orally, any and all incidents of sexual harassment.
      - Complaints should be directed to the Library Director.
      - To the extent that the Library lawfully and reasonably can, it will attempt to keep such matters confidential.
      - The Library Director shall promptly investigate all complaints of sexual harassment.

- Violation of the policy against sexual harassment shall subject the offending employee(s) to appropriate disciplinary action by the Library Director up to and including immediate discharge from employment. The decision of the Library Director shall be communicated to both the complainant and the alleged offender. The decision of the Library Director may be appealed by either of these parties to the Library Board by filing with the Secretary of the Library Board a written request for a hearing pursuant to Step 3 of the Problem Solving Procedure within the time provided therein.
  - If the complaint for sexual harassment concerns conduct of the Library Director, then the complaint should be directed to the President of the Library Board, who shall report the complaint to the Library Board for investigation and action in such manner as the Library Board shall deem appropriate.
- o Racial and Other Harassment: Any employee who feels that he or she is a victim of racial harassment (or any other form of harassment or discrimination based on the employee's inclusion within a protected classification) by any supervisor, management official, other employee, customer, client, visitor, vendor, or any other person in connection with their employment, should complain to the same persons, and according to the same procedures, as is provided in the Sexual Harassment section of this policy. The Library will promptly investigate all allegations of improper harassment and will take the appropriate corrective action which is warranted.

#### D. Salary Policy (last updated 10-21-19)

- Each Library employee shall be paid wages on an hourly rate of pay or a salary as determined by the Library Board. Fringe benefits may be provided as determined by the Library Board.
- Each Library position has a cap for maximum pay. Wage caps are subject to change by the library board after consideration of Library financial situation. See below for hourly maximum wage amounts:
  - Library Director: \$25.00
  - Adult Services Librarian: \$19.00
  - Children's Librarian: \$19.00
  - Circulation Assistant: \$15.00
  - Substitute: \$13.50
  - Shelver: \$13.50
- v. Bonus: Employees of the Hopkins District Library (excluding custodian) will be paid an annual bonus of fifty cents per hour worked (no vacation or sick time) for the calendar year. The custodian will be paid an annual bonus of \$100. The bonus will be paid in December or

January for the previous year. Employees must be employed by the Hopkins District Library on December 31<sup>st</sup> of the current year. New employees are eligible for the bonus after six months of the date of hire. They will be paid from the sixth month anniversary until the end of the year. An employee who terminates his or her employment and returns at a later date will be considered a new hire. A budget committee will determine if bonuses can be paid.

## E. Employee Acknowledgement Form

### Employee Acknowledgment Form

(to be placed in employee's personnel file and a copy given to employee)

The Hopkins District Library Personnel Policy and Procedure Manual describes important information about this organization, and I understand that I should consult the Library Director regarding any questions not answered in this handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Hopkins District Library Board of Trustees has the ability to adopt any revisions to the policies in this handbook.

I have entered into my employment relationship with this organization voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the organization can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment, nor is it a legal document. I have received the handbook, and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

---

EMPLOYEE'S SIGNATURE

DATE

---

EMPLOYEE'S NAME (TYPED OR PRINTED)

# 5. Library Board

## A. Bylaws

Hopkins District Library  
BOARD OF TRUSTEES  
BYLAWS

ARTICLE I: NAME

Section 1. This organization shall be known as the Hopkins District Library.

ARTICLE II: MEMBERSHIP

Section 1. In accordance with Public Act 24 of 1989 (the "District Library Act") the Board of Trustees of the Library shall be governed by an appointed board (the "Board ") which shall consist of eight (8) members, each of whom shall be a qualified elector in the District. The term of each member appointed to the initial Board shall commence on January 1, 2012 (the "Effective Date"). The members shall be appointed as described below:

- a. The Hopkins Public Schools shall appoint 2 members who shall be qualified electors of the school district on the date the appointment is made.
- b. The Township of Hopkins shall appoint 2 members who shall be qualified electors of the Township of Hopkins on the date the appointment is made.
- c. The Township of Monterey shall appoint 2 members who shall be qualified electors of the Township of Monterey on the date the appointment is made.
- d. The Village of Hopkins shall appoint 2 members who shall be qualified electors of the Township of Hopkins on the date the appointment is made.
- e. At the end of the term of each member, the party which initially appointed that member shall appoint or reappoint a member whose term shall be for a period of four (4) years beginning in each case on January 1<sup>st</sup> and ending on a December 31<sup>st</sup>.

Section 2. In accordance with Section 8(2) of the District Library Act, the Governor of the State of Michigan shall have the power to remove a member for cause, pursuant to the provisions of Section 10 of Article V of the State Constitution of 1963, as amended.

Vacancies shall arise in the event of the removal by the governor, resignation, death, conviction of a felony, in the event a member ceases to be a resident of the District or otherwise as provided by law. In the event of a vacancy, the party which appointed the member whose position has become vacant shall appoint a replacement therefore within 2 months of the vacancy. In the event no such replacement shall have been appointed by the appropriate party at the end of such 2-month period, the Board shall have the power to appoint a replacement, whose term shall extend to the end of the term of the former member of the Board. Persons appointed to fill a vacancy occurring during a term shall be appointed for the remaining period of the term.

ARTICLE III: POWERS OF THE BOARD OF TRUSTEES

Section 1. The Board of Trustees may exercise any and all of the powers granted to it in the District Library Act. By resolution of the Board, the Board may delegate such powers to the Officers of the Board and/or the Library Director as it deems necessary.

Section 2. The Board of Trustees shall have the exclusive control of the budget of the Library. The fiscal year of the District Library shall be the annual period commencing January 1<sup>st</sup> and ending the following December 31<sup>st</sup>.

Section 3. The Library Board shall prepare and publish an annual budget and shall obtain an annual audit by an independent certified public accountant selected by the Board, all in accordance with the Uniform Budgeting and Accounting Act, being Act No.2 of the Public Laws of Michigan of 1968, as amended.

#### ARTICLE IV: OFFICERS

Section 1. Officers of the Board shall be President, Vice- President, Secretary, and Treasurer.

Section 2. The officers shall be elected for a term of one year at the annual meeting of the Board.

Section 3. Vacancies in office shall be filled by the Board at the next regular meeting of the Board following the occurrence of a vacancy, except for the office of President, in which case the Vice-President shall assume the duties of the office for the unexpired term. A successor Vice-President shall be elected to fill the vacancy so created in that office.

#### ARTICLE V: DUTIES OF THE OFFICERS

Section 1. The President shall preside at all library board meetings, appoint committees and committee members (with the exception of the Friends of the Library) with the approval of the Board, authorize calls for any special meetings and generally perform the duties of a presiding officer.

Section 2. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of the resignation, disability, or death of the President, the Vice-President shall assume the office for the unexpired term.

Section 3. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meetings are kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4. The Treasurer shall have charge of the funds of the Hopkins District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall control expenditures from the Library fund, through a system of vouchers presented by authorized personnel. A record of all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be reviewed by the Treasurer and reported monthly to the Board of Trustees at its regular meetings. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these bylaws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

#### ARTICLE VI: MEETINGS

Section 1. The Board shall follow the rules and guidelines of the Open Meetings Act, MI Public Act No. 267 of 1976,

Section 2. The regular meeting of the Hopkins District Library Board shall be held on the dates and at the times set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the dates, times, and places of all regular meetings scheduled for the ensuing year. Any

changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting.

Section 3. The annual meeting of the Library Board shall be the first regular meeting of the fiscal year, and shall be for the purpose of the election of officers and consideration of other organizational matters as may be required.

Section 4. Special meetings may be called by the President or upon written request of two Trustees, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Trustees not present at the time of announcement of such special meeting shall be notified by the Secretary.

Section 5. Notices of regular meetings with agenda shall be posted in a public place and shall be distributed to all members at least three days before the meeting.

Section 6. The following items will constitute the agenda for regular meetings:

- 1) Call to order and attendance
- 2) Approval of agenda
- 3) Citizen's comments
- 4) Friends' and other committee reports
- 5) Approval of minutes
- 6) Financial report
- 7) Library Director's report
- 8) Old business
- 9) New business
- 10) Adjournment

Section 7. A quorum for the transaction of business shall consist of a majority of the members of the Board.

Section 8. Any Board action, to be official, must be approved at an official Board meeting by a majority of the Board.

Section 9. Members connected by phone or video conference are included as being in attendance for the purposes of establishing a quorum and for all voting during that meeting.

Section 10. In case of emergency, if Board action is needed when the Board cannot meet, with concurrence of the President, members may be polled individually by a Board member or by the Library Director. An effort shall be made to contact all Board members. Official confirming action shall then be taken at the next Board meeting.

Section 11. The procedure for action at the meeting shall be as follows:

- a. All actions, whether by resolution or by motion, shall be moved and supported before discussion. If a motion is not supported, it shall not be taken up for discussion.
  - b. After an action is moved and supported, it shall be open for discussion by members of the Board.
  - c. Any motion or resolution under discussion may be amended prior to adoption by the following action:
    - (1) The proposed amendment is moved and supported.
    - (2) The proposed amendment is open for discussion.
- (3) Following discussion, or upon request by a member of the Board, the President shall call the amendment for approval.

- (4) If the amendment passes by majority vote, the originally proposed action shall be considered as amended.
- d. Following discussion, or upon request by a member of the Board, the President shall call the action for approval.
- e. Unless otherwise requested by a member of the Board, all actions shall be taken by voice vote signifying "Aye" or Nay".
- f. Proposed amendments to the agenda shall be by motion, support and vote.

#### ARTICLE VII: COMMITTEES

Section 1. The President shall appoint special committees of one or more members for such specific purposes as the functions of the Board may require. The committee shall be discharged upon the completion of the purposes for which it was appointed and after the final report is made to the Board.

Section 2. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

#### Section 3. Friends of the Library

- a. The Friends of the Library was established in 2012 by the Board of Trustees as a committee of the Board.
- b. The Friends were established to provide support for library endeavors.
- c. The Friends of the Library operate under their own set of bylaws.
- d. All officers and bylaws of the Friends of the Library are approved by the Library Board of Trustees.

#### Section 4. Policy Committee

- a. The Policy Committee shall be comprised of three members of the Board and the Library Director.
- b. The primary responsibility of the Policy Committee is to make recommendations to the full Board on new, outdated, and possible revisions to Library Policy.
- c. All policies shall adhere to the "Library Bill of Rights" and the "Freedom to Read" statements of the American Library Association.
- d. All Library policies must be approved by Board vote and made readily available to the public.

#### ARTICLE VIII: LIBRARY DIRECTOR

Section 1. The Library Director shall be appointed by the Board and shall be considered the executive officer of the Library.

Section 2. The Library Director shall have sole charge of the administration of the Library, under the direction and review of the Board. The Library Director shall be responsible for the care of the building and equipment; for the employment, development, and direction of the staff; for the efficiency of the Library's service to the community; for the annual preparation of a budget proposal; for the operation of the Library under the financial conditions set forth in the budget approved by the Board; and for submission of a written annual "State of the Library" report.

Section 3. The Library Director or the Library Director's representative is expected to attend all meetings of the Board.

#### ARTICLE IX: AMENDMENTS

Section 1. These bylaws may be amended at any regular meeting of the Board by a two-thirds vote of all members, provided the amendment was presented in writing at the previous regular meeting.

## B. Meeting Policy

- Meetings of the Hopkins District Library will be held at the same time on the same day of the week chosen by the Library Board. Meeting times and dates can be changed per Library Board vote. Meetings will be announced on the District Library website and members will be called or emailed with reminders the day before each meeting.

## C. Member Attendance Policy

- Attendance of District Library board meetings are mandatory barring unforeseen events. Library Board members as well as the Library Director are expected to meet at least once a month. Failure of the Board to meet could result in delays or missed funding opportunities or legal issues. Any Library Board members who will not be able to attend the regular meetings will be replaced.

## D. Committee Policy

- The Hopkins District Library Board will for committees when necessary to discuss special topics or to explore issues relevant to the library. The Library Director is expected to be a member of each committee if invited by the Library Board.

## E. Procedures for Remote Attendance - Approved 11-10-2020

- Hopkins District Library allows for the remote attendance of board members under the following circumstances.

Through December 31, 2020, a board member may attend a meeting remotely for any reason. From January 1, 2021 through December 31, 2021, a board member may attend a meeting remotely for the following reasons, according to 2020 PA 228: (1) military duty, (2) a health condition, or (3) when local or state authorities have called a state of emergency or a state of disaster affecting the area where the board trustee lives. Beginning January 1, 2022, a board member may attend a meeting remotely only for the reason of military duty.

If a board member joins remotely, those board members joining remotely must follow the following procedure.

1. A meeting constituting a quorum of the library board must be open to the public.
2. An agenda must be provided to the public at least 2 hours before the meeting.
3. The board must provide a means for two-way communication, either by telecommunication, digital communication, or both. A board member must be able to talk and be heard by the public, and the public must have the ability to speak and be heard by the board. The link or phone number or both for this communication must be provided on the library's website at least 18 hours before the meeting.
4. At the onset of the meeting, the member(s) joining remotely must announce their name and where they are joining from, except for those joining remotely because of military

duty (e.g. John Doe, joining from Hopkins, Michigan). Their name, place of joining, and that they are joining remotely must then be recorded in the meeting's minutes. When voting, the member(s) joining remotely must clearly announce their name and their vote, which will then also be recorded in the meeting minutes.

5. If a member intends to attend remotely, the public must be given the means to contact that member sufficiently ahead of time of the meeting in order to provide input for the business at hand. A phone number or email address will be provided for that particular member to be contacted. The entire board can be reached at [hopkinslibraryboard@gmail.com](mailto:hopkinslibraryboard@gmail.com).
6. The Hopkins Library board must follow all other procedures for allowing the public to participate in meetings as outline in 2020 PA 228 found here: <https://www.legislature.mi.gov/documents/2019-2020/publicact/pdf/2020-PA-0228.pdf>.

## 6. Library Building Policies

### A. Hours

- The Hopkins District Library will be open during the following hours (excluding holiday closures, emergencies, and other scheduled closures): Monday from 10am – 8pm, Tuesday from 10am – 5pm, Wednesday from 10am – 8pm, Friday from 10am – 5pm, and Saturday from 10am – 1pm. The Library will be closed Thursdays and Sundays. For special events the Library may be open additional hours.

### B. Petitions and Solicitations

- Solicitation of the public or the staff is not permitted on Library property by the public or members of the Library staff. Solicitation is defined as the sale or distribution of merchandise, sales materials, tickets, insurance, coupons, magazine subscriptions, political campaign material, and anything not connected with the work of the Library. The only exceptions to this policy are the following:
  - o When authorized and directed by the Board of Trustees, which benefit the entire community.
  - o Fundraising projects conducted by the Friends of the Ransom District Library

### C. Postings/Notices/Bulletin Boards

- The Library bulletin board is to be used for posting or notices:
  - o Library business or activities
  - o Public service items of educational or cultural interest to the community.
  - o Items that benefit patrons.
- All notices intended for posting on the Library bulletin board must contain the following:
  - o Name of organization or person requesting the posting.

- o Address and telephone number of organization or authorized representative.
- Notices may be removed after two weeks, when no longer timely or when space is required for more current notices.
- Notice size can be restricted if deemed necessary to maximize available space.
- The Library does not necessarily advocate or endorse the viewpoints of organizations permitted to post notices on the Library bulletin board. The Library accepts no responsibility for loss or damage to any item accepted for postings.

#### D. Use of Public Meeting Areas Policy

- The Library as a community center encourages community use of its meeting room. The Library does not charge a fee for the use of this room. If any group fails to abide by this policy, they may forfeit their right to use the library meeting room again. The Library reserves the right to refuse the use of meeting rooms at any time.
- Eligible groups: The meeting room may be reserved for use by educational, civic, cultural, community, professional, or government groups.
  - o In accordance with the Michigan Public Accommodations Act, these tax-supported facilities may be used only by those groups whose membership is open to all without restriction based on race, sex, religion, etc.
    - Religious Groups may use the room for non-sectarian or interdenominational meetings or programs. No religious ceremonies may be conducted in the Library.
    - Political Groups may use the room for non-partisan or bi-partisan programs of an educational nature.
    - Commercial or profit making organizations may *not* use the room except when sponsoring educational programs of a non-profit nature which are open and free to the general public. Reservations for such groups will be referred to the Library Director for approval.
- Reservations: Meeting room is only available during regular library hours. No more than forty (15) people may use the meeting area at one time. Library functions have priority over all outside groups. Reservations are on a first-come, first-served basis. Reservations may be made in person, by phone, or via e-mail. Rooms may be reserved for continued regular meetings at the discretion of the Director.
- Use of the meeting room/area: Those who reserve the room promise to provide adequate supervision of the group and any attendee's children. · Groups must converse quietly, so to not disturb others in the Library. Children who disrupt others in the Library proper must remain with their parents in the meeting room. Rooms and any library equipment must be left clean and the furniture and chairs returned to their original placement. Material on the shelves is for display only and should not be handled. The cost for replacement or repair of Library property will be the responsibility of the using group. Light refreshments are permitted. Smoking or use of alcoholic beverages is not allowed.

No fund raising or admittance fees are allowed unless pre-approved by the Library Board. (Such as sponsored activities of the Library, City or Townships).

#### **E. Competitive Bidding Policy**

- The Hopkins District Library will seek competitive bids for all projects/purchases/services anticipated to cost over \$2500. Purchases of standard library materials including books, media, periodicals, software, and office supplies are exempt from this policy.
- Advertising: Requests for bids shall be advertised in two general circulation newspapers located within the service area of the library. Bid advertisements must appear at least two weeks in advance of the bid deadline. Advertisements will include a brief statement of the project, submission deadline, instructions to obtain full specifications at the library, notification of public bid opening, and staff contact information.
- Bid Submissions and Opening: All bids must be sealed and delivered to the library by the posted deadline. Any bids that arrive after the posted deadline will not be considered. Bids must include proof of appropriate business license and appropriate insurance coverage. Bids will be publicly opened by the Library Director and/or a Trustee. Any bidder may attend the opening.
- Awarding of Contracts: The Board of Trustees will discuss the qualifying bids at the next scheduled meeting of the board following the bid opening. The Board of Trustees reserves the right to reject all bids and/or cancel a proposed project if costs are too high. When costs, qualifications, and other considerations are comparable the Board of Trustees reserves the right to give preference to bidders located within the Library's service area.

### **vi. Financial Policies**

#### **a. Budget Policy**

- The Hopkins District Library Board of Trustees and Library Director will establish an annual budget at its October meeting for the following calendar year. The Library Director will present the annual budget with historical data and future projections to the Board at its usual meeting in October.
- The budget is a working document. Changes in projections, projects, or unknown events are cause for variations from budget to actual numbers. During the course of the fiscal year (January – December) budget adjustments will be presented by the Library Director and/or the Library Board Treasurer to the Board as needed to keep the budget accurate.

#### **b. Fund Balance Policy**

- This policy has been adopted by the Hopkins Board to address the implications of Governmental Accounting Standards Board (GASB) Statement No. 54. The policy is created in consideration of unanticipated events that could adversely affect the financial condition of the Library and jeopardize the continuation of public services. This policy will ensure that the Library maintains adequate fund balances and reserves in order to:

- o Provide sufficient cash flow for daily financial needs;
  - o Offset significant economic downturns or revenue shortfalls;
  - o Provide funds for unforeseen expenditures related to emergencies; and
  - o Secure and maintain investment grade bond ratings.
- The following definitions of fund types will be used in reporting governmental fund activity. The Library may or may not report all fund types in any given reporting period based on actual circumstances and activity.
  - o General Fund – used to account for all financial resources not accounted for and reported in another fund.
  - o Special Revenue Fund – used to account and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specific purposes other than debt service or capital projects.
  - o Debt Service Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for principal and interest.
  - o Capital Projects Fund – used to account for all financial resources restricted, committed, or assigned to expenditures for the acquisition or construction of capital assets.
  - o Permanent Funds – used to account for resources restricted to the extent that only earnings, and not principal, may be used for purposes that support the Library’s objectives.
- The following categories will be used to report governmental fund balances in accordance with the definitions provided by GASB Statement No. 54:
  - o Non-spendable fund balance – amounts that cannot be spent because they are either not in a spendable form or are legally or contractually required to be maintained intact. *Classification* of non-spendable amounts will be determined before all other classifications and consist of the following:
    - The Library will maintain a fund balance equal to the balance of any long term outstanding balances due from others;
    - The Library will maintain a fund balance equal to the value of inventory balances and prepaid items unless those items are offset with liabilities and actually result in fund balance;
    - The Library will maintain a fund balance equal to the principal of any permanent funds that are legally or contractually required to be maintained intact; and
    - The Library will maintain a fund balance equal to the balance of any land or other nonfinancial assets held for sale.
  - o Restricted fund balance – amounts that can be spent only for specific purposes stipulated by the constitution, external resource providers, or through enabling legislation.

- o Committed fund balance – amounts that can be used only for the specific purposes determined by a formal action of the KDL Board. (*Authority to Commit*: a majority vote is required to approve a commitment and a two-thirds majority vote is required to remove a commitment.)
  - o Assigned fund balance – amounts intended to be used by the Library for specific purposes, but do not meet the criteria needed to be classified as restricted or committed. In governmental funds, other than the General Fund, the assigned fund balance represents the remaining amount that is not restricted or committed. (*Authority to Assign*: the KDL Board delegates to the Finance Director the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available [spendable, unrestricted, uncommitted] fund balance in any particular fund.)
  - o Unassigned fund balance – is the residual classification for the Library’s General Fund and includes all spendable amounts not included in the other classifications. In other funds, the unassigned classification is used to report a deficit balance from overspending amounts that have been designated as restricted, committed, or assigned.
- The following guidelines address the classification and use of fund balance in governmental funds:
- o Classifying fund balance amounts – Fund balance classifications indicate the nature of the net resources that are reported in a governmental fund. An individual governmental fund may include non-spendable resources and amounts that are restricted, committed, or assigned, or any combination thereof. The General Fund may also include an unassigned amount.
  - o Encumbrance reporting – Encumbering amounts for specific purposes for which resources have already been restricted, committed, or assigned should not result in separate display of encumbered amounts. Encumbered amounts not previously restricted, committed, or assigned, will be classified as committed or assigned based on the definitions and criteria set forth in GASB Statement No. 54.
  - o Prioritization of fund balance use – When an expenditure is incurred, when both restricted and unrestricted (committed, assigned, or unassigned) amounts are available it will be the policy of the Library to consider restricted amounts to have been reduced first. If an expenditure is made that is applicable to any of the unrestricted fund balance classifications, it will be the policy of the Library to reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.
  - o Minimum unassigned fund balance – The Board has designated a minimum unassigned fund balance for the Library’s General Fund of 15-20 percent of the subsequent year’s budget. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment. The Director and Finance Director will provide a report of the fund balance as part of setting the annual budget, approving budget adjustments, or as requested.

### **c. Credit/Debit Card Policy**

- The Hopkins District Library maintains debit card tied to your checking account. This cards are to be used for the purchase of goods or services for the official business of the Library. The Library Director is responsible for the debit card as well as the credit card if one is acquired. The purchases made through the Library's credit/debit cards will not exceed \$5,000 per month.
- The balance including interest due on an extension of credit under the credit card arrangement shall be paid within not more than 60 days of the initial statement date.

### **d. Petty Cash Policy**

- The Library Board of the Hopkins District Library authorizes individual petty cash funds to exist at the library up to \$35. The funds are to be used for small miscellaneous purposes. The Library Director will be responsible for the petty cash.

### **e. Investment Policy**

- This policy will govern the investment activities of the Hopkins District Library. It is the policy of the Library to invest public funds in a manner which will provide the highest return with the maximum security while meeting cash flow demands. All investments will conform to all applicable laws and regulations governing the investment of public funds.
- The primary objectives, in priority order, of the Library's financial investments are:
  - o Safety of Principal – Safety of principal is the foremost objective of the investment program. All investments shall be undertaken in a manner that seeks first to preserve capital and second to fulfill other investment objectives.
  - o Liquidity – The Library's investment portfolio will remain sufficiently liquid to enable the Library to meet all operating requirements which might be reasonably anticipated.
  - o Return on Investments (Yield) – The Library's investments should generate the highest available return without sacrificing the first two objectives outlined above.
- Management responsibility for the Library's investment program is hereby delegated to the Treasurer, who is the Library's chief fiscal officer. The Treasurer shall be responsible for the implementation of the investment program and the establishment of investment procedures consistent with this Policy. No person may engage in an investment transaction except as provided under the terms of this Policy and the procedures established by the Treasurer.
- The following investments are deemed to be suitable for inclusion in the Library's investment program. The Treasurer is authorized to invest Library funds in only those investments specifically delineated below.
  - o U.S. Treasury Bills and Notes for which the full faith and credit of the U.S. Government is pledged for the repayment of principal and interest. Bills are short term (one year or less) obligations issued and sold at a discount. Notes have fixed coupon rates with original maturities of between one and five years.

- o Demand deposit accounts (such as checking accounts) established with local financial institutions.
  - o Certificates of Deposit (CDs) issued by local financial institutions.
- No investment shall have a maturity date of more than ten years from its date of purchase by the Library. To the extent possible and prudent, the Library will attempt to match its investment maturities with anticipated cash flow requirements.

**f. Record Retention Policy**

- In order to meet the administrative, legal, fiscal and archival requirements of the State of Michigan, Hopkins District Library will manage its records in accordance with the general schedule 17 (GS #17), developed for Michigan public libraries by the Michigan Department of History, Arts and Libraries/Records Management Services and approved by the State Administrative Board.
- If and when the general schedule GS #17 is amended, Hopkins District Library will amend its procedures as necessary to remain in compliance.

**g. Check Policy**

- (added 1/8/13) The Library Board authorizes the Library Director to pay bills and print checks when needed. The Library Board will review a copy of all checks written each month at the monthly board meeting and may require that the receipt be presented to clarify what each check was written for.

**h. Capitalized Assets Policy: Circulation Collection -**  
Approved 09-08-2020

- Hopkins District Library considers its circulation collection to be a non-capitalized asset. In the next fiscal audit, the library will remove the collection from its financial records and merely expense materials when purchased.

# Emergency Preparedness Policies

## i. In case of Weather Emergency

### i. Tornado

1. In case of Tornado Warning: close building, unplug computers, put notices up on doors and evacuate the building if possible or seek shelter in the bathroom.
2. If there is time, evacuate the building and advise patrons to find shelter, lock the doors and make sure the windows are shut.
3. If there is no time, move patrons into either the bathroom or the backroom.
4. Call the library director so that any damage can be assessed.

### ii. Fire

1. Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building. The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.

### iii. Flood

1. In case of Flood Warning: close library, put up notices, evacuate building and elevate books and other items if possible.
2. Make sure that the water main/pump is shut off.

3. If there is a leak, call a plumber and the library director. If there is a leak in the ceiling move library materials away from the damaged area.
4. If there is an outside flood which threatens the library building, sand bag the building (time permitting), keep the doors closed, move materials off the floor, and unplug all electronics and shut off the breakers.

iv. Blizzard/Snow Storms

1. If there is a Blizzard Warning: close the library, put up notices, unplug computers, and evacuate building.
2. Closing will be at the discretion of the Library Director or an employee designated by the director.

**j. In case of Health Emergency**

- i. Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public

**k. In case of Power-outage**

- i. Close the Library to the public. Assist patrons in evacuating the building. Check all bathrooms to make sure that patrons are not trapped inside without light.
- ii. There are flashlights in the back room.
- iii. An AM/FM radio, which will operate on both electricity as well as batteries, is located in the back room.
- iv. If possible, do not run any water as the well pump will not be operating.
- v. Call Consumers Energy to report the power outage at the Library: 1-800-477-5050 Consumers Energy Account # 1000-2165-1854

- vi. If the Library Director is not in the building, call the Director to advise the situation.

### **l. In case of Bomb Threat**

- i. Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds, which may indicate where the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

### **m. In case of Terrorist Threat**

- i. Stay calm. Pay as much attention to the details as in the case of a bomb threat.
- ii. If possible escort the threatening individual out of the building and call 911. Try to clear the patrons and staff away from the area of the individual and wait for police response.
- iii. If you cannot escort the individual out of the building or call 911, stay calm and comply with the individual's demands as much as possible.

## **vii. Volunteer Policy**

- a. The Hopkins District Library welcomes members of the community serving as volunteers. The services volunteers perform are valued and valuable. Volunteer activities are governed by the following guidelines:
  - i. A volunteer represents the Library to the community while actively serving as a volunteer.
  - ii. A volunteer is expected to follow approved policies and procedures of the Library during the time of volunteering within the Library building and at library events elsewhere.
  - iii. The Library may decide to discontinue or change a volunteer's service assignment if it is determined that the assignment is no longer beneficial.

- iv. The Library cannot guarantee any specific amount of hours for individual volunteers.
- v. Preference for most volunteer activities is given to local students who must fulfill school requirements.
- vi. The Library will not accept any court-ordered volunteers who have committed crimes involving theft, assault, or danger to children or other felonies.
- b. The Hopkins District Library welcomes volunteers, but will not provide any compensation besides a letter of acknowledgement of service. Volunteers will be asked to check in before beginning work so that hours can be accurately logged.

**viii. Background Check Policy for Volunteers**

Approved 7/19/19

Volunteers (18 years of age and older)

Volunteers 18 years of age or older must pass a criminal background check conducted via the Michigan State Police’s ICHAT (Internet Criminal History Access Tool), or another organization as appropriate, prior to the start of volunteer service. The results of the background check will be sent directly to the library director. The cost of the background check will be covered by the Library. Documentation showing a prior background check within the past 12 months may be accepted in lieu of a new check. Volunteers who are personally well-known to staff may be permitted service with prior consent of the library director.

Volunteers 18 years of age or older who are volunteering via a community service group (i.e. Kiwanis, United Way, etc.), a local business, or a college program will be assumed to have been vetted by their group, business, or college program. Volunteers will be under staff supervision at all times.

**Volunteer Application**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

How many hours would you like to volunteer? \_\_\_\_\_

What days and times are you available? \_\_\_\_\_

Are you volunteering for a specific purpose? \_\_\_\_\_

(Please note: We do not accept court ordered community service applications)  
Is there any specific area in the library you would like to volunteer? \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**IF OVER 18 Permission to Conduct a Background Check is Required.**

The following information is required by law enforcement agencies and for other positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Driver's License Number: State Issued: \_\_\_\_\_

Name as it appears on License: \_\_\_\_\_

Have you ever been convicted of, plead guilty, or "no contest" to a crime that has or has not been expunged or removed from your record. Yes No

If yes, please explain

---

The Hopkins District Library will consider the nature of the offence, relation to the position for which you are applying, time since conviction and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration. FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUE (S) NOTICE: In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, and any applicable state statue(s).

All information provided is known to be true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **10. Friends of the Library Policy**

- A. The Hopkins District Library views the 'Friends of the Library' as an extremely worthwhile not for profit organization whose aim is to benefit the Hopkins District Library.
- B. The Library Board acknowledges that the Friends of the Library is an organization separate and apart from the Hopkins District Library, and that the Friends of the Library has its own Board and its own goals and purposes. In order to maintain open communication between the Library Board and the Friends group a liaison (the Library Director or other staff member) will attend both Library Board and Friends of the Library meetings.
- C. The Friends of the Library is distinct and separate from the Hopkins District Library, and neither the Friends of the Library as an organization nor any member or participant

thereof may assume any liability or take or authorize any act on behalf of the Hopkins District Library. Library trustees or staff acting within their capacities are exempted.

- D. Because Friends of the Library is an organization comprised solely of volunteers distinct and separate from Library personnel, no Library personnel shall be required to perform any duty or take any act on behalf of the Friends of the Library, except that Library staff members may act in an advisory capacity for Friends activities.
- E. Operating expenses of the Hopkins District Library are provided through allocation of tax monies which are audited by an independent auditor. Friends' funds and Library funds shall not be commingled or integrated, except that gifts from Friends may be accepted by the Library, whereupon said gifts shall become solely the funds of the Library but shall be subject to the Gift/Donation/Memorial Acceptance Policy below (although donations for specific items will be honored unless deemed unnecessary by the Library Board). In the event the Hopkins District Library becomes the custodian of any Friends funds, those funds shall be kept as separate "funds" for audit and bookkeeping purposes.
- F. Complete advance information regarding all Friends of the Library projects and public relations programs on behalf of the Hopkins Public Library will be provided to the Library Director and the Library Board of the Hopkins District Library. The Library Board acknowledges that it does not supervise the public relations programs of the Friends of the Library, but the Board reserves the right not to participate in any public relations project or program in which the Board does not believe the best interest of the Library is being served. Projects and public relations programs adopted by the Friends shall not be part of the budget of or funded by the Hopkins District Library.

## **12. Gift/Donation/Memorial Acceptance Policy**

- A. The Library is pleased to accept donations of cash and goods that will assist the Library to fulfill its mission and support Library programs as well as special projects. Any donation that comes with a stipulation must have written approval of the Library Board. Any donation that needs or might need more than minor maintenance or upkeep or would incur an expense must have written approval of the Library Board. In all cases, the final disposition of any donation is wholly in the purview of the Director or Library Board. The Library Board makes no warranty that any donated item will be displayed, added to the collection or kept permanently in the Library.

## **13. EPIDEMIC/PANDEMIC POLICY (approved May 12, 2020)**

### **Purpose**

To establish a protocol that will be used in the event of an epidemic/pandemic or other public health emergency.

The Library should plan for staff being unable to report to work in the event of a

serious infectious disease outbreak. In addition, during any public health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of county, state or federal health or government officials. It is important to ensure that core business activities of the Library can be maintained with limited staff and reduced hours as determined by the Library Director.

### **Continuity of Operations Plan—Epidemic/Pandemic**

This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

### **Library Closure**

Hopkins District Library may temporarily close or limit services because of a public health emergency such as an epidemic/pandemic in the event that any of the following occur:

- A. A mandate, order, or recommendation for closure is issued by Allegan County Health Department, Michigan State Department of Health and Human Services, or other state or local government officials.
- B. If a Library employee has been diagnosed with the epidemic, Hopkins District Library will temporarily close that location.
- C. At the direction of the Library Board of Trustees
- D. At the discretion of the Library Director

In addition, Hopkins District Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels or to reduce the possible spread of the contagion. In the event of closure, overdue fines will be suspended. The exterior book drop may be closed or kept open and cleared periodically.

### **Types of Library Closures:**

- Complete Closure: no staff in the building at any time.
- Library Closure with Essential Services Only: exempt and other essential library employees may be required to work from home or on site during closures to perform necessary duties, such as payroll, bill paying, building maintenance, emptying book drops, etc.
- Library Closure with Reduced Services – staff may:
  - o be allowed to work inside the building, although the building is closed to the public
  - o be assigned to provide services to patrons in newly determined ways
  - o be assigned to clean the building

## **School Closures**

In the event that Hopkins Public schools are closed because of an epidemic, Hopkins District Library will remain open unless one of the above conditions under the “Library Closure” section above are met.

## **Compensation in an Epidemic/Pandemic**

During library closure with reduced services:

the Library will compensate an employee their regularly scheduled hours if they:

- contract the disease
- are required to care for a family member with the disease
- receive a mandated or doctor-directed self-quarantine

In the event of complete or essential only closure, the library will continue to pay employees for their normal scheduled hours unless determined otherwise by the Director and Library Board.

## **Impact on Staff with Child Care Concerns**

In the event of school districts and day care closures due to an epidemic, staff may choose to use their accrued leave or take unpaid time off to stay at home if during reduced service operations.

## **Communication**

In the event of cancellation of services, programs, meeting room usage or Library closures, administration staff will:

- Notify staff, trustees, and Friends board members, custodial staff and public via email, social media and the website
- Call or email scheduled program presenters, room reservations, outreach sites, program attendees (if we have contact information)
- Provide information regarding the epidemic/pandemic on the Library's website's homepage
- Create signage for updating patrons inside the library
- Notify local media and other government entities as deemed necessary

### **Employee Absences**

Hopkins District Library Personnel Policy outlines the regular PTO policy. This policy shall continue to be followed in the event of an epidemic/pandemic or public health emergency while the library remains operational with reduced services. Pre-approved time off will be honored unless voluntarily cancelled.

### **Epidemic/Pandemic Symptoms in Staff**

- Stay home. If a lack of available leave time is preventing you from staying home, contact the director and we will facilitate additional leave time so that you can remain home and avoid spreading the contagion.
- Clean and disinfect work surfaces and frequently touched objects daily.
- Quarantine or clean the area of the sick staff member as recommended by local, state, or federal health officials.

### **Social Distancing**

If recommended by local, state or federal health officials, Library staff will follow suggestions and directions to implement social distancing within the Library buildings. This may include but is not limited to implementing standing or waiting spaces, the number of people allowed within the building, and the closing of facility areas that do not promote social distancing (e.g. community rooms, class sizes, etc.).

### **Supplies for Personnel**

The library will purchase the approved facemasks and have these on hand. In addition, disinfecting cleaners, gloves for protection, as well as disinfecting wipes or cleanser should be available as recommended by state and local health agencies. Instructions for how to maintain a sterile area or field should be discussed. Staff sharing common

phones and or equipment will be instructed in how to keep these clean and disinfected before use and between uses.

### **Additional Cleaning Measures**

During the epidemic/pandemic, the Library will ask staff and contracted custodians to increase cleaning within each location. The Library Director will devise new cleaning procedures for Hopkins District Library during the epidemic.

## **14. Opening Policy and Procedures - updated 11-10-2020**

### **Purpose**

The purpose of this policy is to illustrate the procedures surrounding opening the library after an epidemic/pandemic where the library was forced to close partially or completely to help prevent the spread of the disease.

### **Guidance on use and maintenance of this policy**

This policy is approved as a whole by the Hopkins Library Board. It will be updated regularly as this is a fluid situation, and new recommendations may be added or removed. The library director is given the prerogative to move between stages as the situation improves or deteriorates within guidelines provided by state and local government agencies, the Centers for Disease Control and Prevention, or the Allegan County Health Department.

### **Designated Supervisors**

The following employees are designated as workplace supervisors to implement, monitor, and report on the COVID-19 control strategies developed under this Plan: the Library Director.

### ***Requirements During All Phases.***

- A. Per the CDC guidelines, patrons with an infectious illness such as the flu must not enter the Library until at least twenty-four (24) hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.
- B. Patrons should not enter the Library with symptoms of an infectious disease.

- C. The Library shall provide notice on the Library doors of the patron responsibility requirements currently in effect. The Library Director has authority to approve the requirements and notices.
- E. The Library Director shall determine the cleaning protocols for all stages.

## **Phasing**

The library will open back up in phases which are informed by state and local government agencies, the CDC, and ACHD recommendations.

1. Phase One - Staff only
2. Non-essential staff may return to the Library. However, the Library Director will determine who may return and according to the schedule adopted by the Library Director.
  - A. Inform and train staff on health and safety precautions
    - a. Walk staff through the “Covid-19 Workplace Health Screening” form which they will be required to walk through before each work day. See Appendix A for ACHD’s recommended screening form.
      1. If an employee develops symptoms of the Covid-19, ACHD recommends that employees self-quarantine for a minimum of 7 days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory symptoms
      2. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19
      3. An employee should self-quarantine for 14 days if the employee has traveled internationally or domestically via airplane.
      4. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.
      5. If an in-person worker tests positive for COVID-19, the director will take the following additional measures:
        - a. Closing the affected building (or part of the building) to all workers;
        - b. Having the affected building (or part of the building) cleaned and sanitized in a manner that is CDC compliant;

- c. Notifying all workers (including contractors and suppliers) who may have come into contact with the infected person of the potential exposure; and
    - d. Notifying the local public health department.
  - b. Provide COVID-19 training to employees that covers, at a minimum, all of the following:
    - 1. Workplace infection-control practices.
    - 2. The proper use of personal protective equipment.
    - 3. Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
    - 4. How to report unsafe working conditions.
    - 5. Appropriate cleaning procedures.
    - 6. How to manage symptomatic members of the public upon entry or in any public building.
- C. All employees will be required to wear a non-medical face covering when in the workplace.
  - 1. In person training will be provided on the first day in the workplace.
  - 2. Guidelines for proper use will also be posted in employee areas
- B. Thorough cleaning of all areas and a new look at what areas are usable under potentially new restrictions
- C. Remove all toys for the time being
- D. Take measures to promote social distancing in spacing between computers, chairs, lounge areas, etc.
- E. Post signage on floors and doors to detail safe interacting procedures
  - a. Door signage includes a number of documents provided from the CDC and the Allegan County Health Department
  - b. Signage includes requirements for staff and public to self evaluate for symptoms before entering our building
  - c. Signage includes notice for EO requirements for mask wearing
- F. Order personal protection supplies and sanitizing supplies
  - a. Designate cleaning responsibilities and times
  - b. Rework and orient opening and closing procedures and daily routines to allow for cleaning and sanitizing to happen multiple times a day
- G. Quarantine returned books and create quarantine spaces
  - a. Each day's books are quarantined for the recommended time (CDC, Allegan County Health Department, studies)

- b. Quarantined books are stored in designated areas and labeled containers
  - c. Staff wear masks and gloves when filling and unfilling these containers
  - d. Create quarantine areas for those showing symptoms of being sick until they can go home if they cannot immediately do so
- H. Prepare for curbside
- e. Provide designated parking spots and block of spots to maintain social distance
  - f. Designate hours for curbside pickup and post these times on sign and on doors
    - 1. These hours will be Tuesdays and Wednesdays from 12-6pm but may be changed by the library director as needed.
  - g. Create a scheduling document that we can use for hold pickups
  - h. Assign curbside tasks to staff
3. Phase 2 - Limited opening
- A. Continue use of the "Covid-19 Workplace Health Screening" form daily upon entering the workplace. (Appendix A)
    - a. If an employee develops symptoms of the Covid-19, ACHD recommends that employees self-quarantine for a minimum of 7 days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory symptoms.
    - b. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19
    - c. An employee should self-quarantine for 14 days if the employee has travelled internationally or domestically via airplane.
    - d. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.
  - B. Curbside for hold pickups
    - a. Scheduled pickups during designated times
    - b. No returns for this interaction. Returns must be returned through dropbox.
  - C. Curbside for limited services, like printing and faxing
    - a. 10 page/day limitation
    - b. No contact donation jar only
  - D. Curbside for summer reading and take/make crafts

- a. Allow for scheduled pickups of summer reading materials and take/make crafts and activities
  - E. No donations accepted at this time.
  - F. All curbside policies and times posted to the library website, Facebook, and doors. These hours will be Tuesdays and Wednesdays from 12-6pm but may be changed by the library director as needed.
- 4. Phase 3 - Full opening with restrictions
  - A. Continue use of the "Covid-19 Workplace Health Screening" form daily upon entering the workplace. (Appendix A)
    - a. If an employee develops symptoms of the Covid-19, ACHD recommends that employees self-quarantine for a minimum of 7 days since symptoms first appear and for a minimum of 3 days without fever and with improvement of respiratory s
    - b. An employee should self-quarantine for 14 days if the employee has been in close contact with an individual diagnosed with Covid-19
    - c. An employee should self-quarantine for 14 days if the employee has traveled internationally or domestically via airplane.
    - d. If an employee exhibits symptoms during the workday, they will immediately be sent home and their workspace will be closed temporarily for deep cleaning.
  - B. All employees will be required to wear a non-medical face covering when in the workplace.
    - a. In person training will be provided on the first day in the workplace.
    - b. Guidelines for proper use will also be posted in employee areas.
  - C. Continue curbside for an appropriate amount of time
  - D. Continued scheduled limited interactions
  - E. Open the library to the public
    - a. If space limitations are required, limit the amount of people entering the library.
    - b. Designate a staff member to keep track of this number.
    - c. Require public to wear face coverings according to MiOSHA and health department guidelines. Provide the appropriate notification to the public that this will be required.
    - d. *"Traffic" Directions.* The Library will mark places where people are likely to gather in line to identify the proper social distancing. This includes "traffic." The Library will design the spaces and markings to encourage people in the Library to maintain six (6) feet distance.

- e. *Computer Terminals.* Computer terminals will be located six (6) feet from any other computer or work station. The Library will use its best efforts to clean computer terminals between uses.
  - f. *Food and Beverage.* Food and beverage is not permitted unless necessary for medical reasons.
  - g. The library will maintain signage that patrons should not enter the building if they have been recently sick.
- F. No toys or computer in the kids area.
  - G. Regular sanitizing taking place
    - a. This will be part of staff's daily routine.
    - b. Schedules may be moved to accommodate time for this during the day.
  - H. Limited cash transactions.
  - I. Allow for limited computer use.
    - a. Keyboard and mouse sanitized after each use
    - b. Enforcement of time limits if at capacity. Reduction of time limits if significant use makes it necessary.
  - J. Limit group gathering in the library.
  - K. Conduct summer reading virtually this year. Paper copies will be provided in packets upon request.
  - L. Suspend physical programming for the time being.
  - M. No donations accepted at this time.
  - N. Hours of Operation adjusted to make necessary changes for having multiple on staff for certain services.
4. Phase 4 - Full opening without restrictions
- A. The need for daily screening is no longer necessary.
  - B. Return seating to normal.
  - C. Remove social distance requirements (i.e. marked spaces for waiting, quarantine spaces, etc.)
  - D. Stop quarantining of returned materials.
  - E. Return toys and computer to the children's area.
  - F. Return to normal cleaning schedules.
  - G. Begin in library programming in limited or full capacity.
  - H. Return the computer spacing to normal and reinstate policies regarding time limits and guidelines from before restrictions were placed.
  - I. Accept book donations.

## Appendix A

This appendix contains required and optional materials provided by the ACHD and CDC for the information of staff and public related to Covid-19.

## Appendix B

This appendix provides a number of links that helped inform the creation of this opening document. These were not the only information referenced in it's creation, and the fluidity of this situation means that these resources may be replaced or updated with new information that creates a stronger and more meaningful policy. Again, this is not a complete list.

1. Allegan County Health Department. May 2020. "COVID-19 Health Screening Tools."  
<http://cms.allegancounty.org/sites/Office/Health/SitePages/COVID19.aspx>
2. Allegan County Health Department. May 2020. "COVID-19 Workplace Toolkit."  
<http://cms.allegancounty.org/sites/Office/Health/SitePages/COVID19.aspx>
3. American Library Association. "Handling Library Materials and Collections During a Pandemic." <http://www.ala.org/alcts/preservationweek/resources/pandemic>
4. Berendes, Dr. David and Dr. Catherine Raspberry. April 02, 2020. "Mitigating COVID-19 When Managing Paper-Based, Circulating, and Other Types of Collections." Webinar.  
<https://www.ims.gov/webinars/mitigating-covid-19-when-managing-paper-based-circulating-and-other-types-collections>
5. Centers for Disease Control and Prevention. May 2020. "Cleaning and Disinfecting Your Facility."  
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
6. Navsaria, Dipesh. May 13, 2020. "COVID-19: Safety Tips for Reopening Your Library." Webinar. <https://bit.ly/363UCUk>
7. Peet, Lisa. April 08, 2020. "IMLS, CDC: On Staff Safety, Handling Paper In COVID-19 Pandemic."  
<https://www.libraryjournal.com/?detailStory=ims-cdc-on-staff-safety-handling-paper-in-covid-19-pandemic>
8. Streigel, Mary. March 25, 2020. "Covid-19 Basics: Disinfecting Cultural Resources." Webinar.  
<https://www.ncptt.nps.gov/blog/covid-19-basics-disinfecting-cultural-resources/>

9. U.S. Department of Labor Occupational Safety and Health Administration. March 2020. "OSHA 3990-03 2020: Guidance on Preparing Workplaces for COVID-19." <https://www.osha.gov/Publications/OSHA3990.pdf>
10. Whitmer, Gretchen. May 07, 2020. "Governor Whitmer's MI Safe Start Plan." [https://www.michigan.gov/documents/whitmer/MI\\_SAFE\\_START\\_PLAN\\_689875\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf)