Westfield Washington
PUBLIC LIBRARY

POLICY BOOK 10/2026

WESTFIELD WASHINGTON PUBLIC LIBRARY
ACCESS TO PUBLIC RECORDS

Access to public records is governed by Indiana Code 5-14-3. The official policy of the State of Indiana is that all persons are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees, subject to certain limitations. For a listing of the types of materials available to be examined, see I.C. 5-14-3-3.

In accordance with this policy, the records of the Westfield Washington Public Library are open to public inspection with the exception of the classes of materials specified by law as confidential.

1. Any person may inspect the public records of the library during the regular business hours of the library office.
2. Requests for materials on weekends or at night will be deferred until the following business day.
3. Public records that are stored in the library's basement or storage room shall be made available within one week of the request for such records.
    a. Requests for information may be made in writing and should provide the name, address, and telephone number of the requesting individual.
4. When deemed appropriate, the public records shall be copied by the requester at a cost of $.10 per page.
5. If it is necessary for the records to be copied by library staff, the requester shall bear all costs incurred in copying such material, including an initial deposit of $5.00 to be made at the time of the request.
6. Public records shall not, under any circumstances, be removed from the library.

Materials declared confidential by state or federal statute as outlined in I.C. 5-14-3-4 are exempt from disclosure. In addition, the following public records are exempt from disclosure and will not be made available for public inspection, unless access to the records is specifically required by a state or federal statute or is ordered by a court under the rules of discovery.

1. Personnel files of the library employees and files of applicants for employment, except for:
    a. The individual's name, compensation, education, job description, job title, training background, previous work experience, dates of first and last employment of present or former officers or employees of the library.
    b. Information relating to the status of any formal charges against an employee.
    c. Information regarding disciplinary actions in which final action has been taken and that resulted in the disciplining or discharging of an employee.

Westfield Washington
PUBLIC LIBRARY

ARTIFICIAL INTELLIGENCE POLICY

1. Purpose

Westfield Washington Public Library recognizes that artificial intelligence (AI) technologies are rapidly becoming part of the information, technology, educational, and workplace environment.

AI tools may provide opportunities to improve library services, accessibility, efficiency, creativity, research assistance, staff capacity, and digital literacy. At the same time, AI technologies present risks related to privacy, security, accuracy, bias, intellectual freedom, copyright, accessibility, equity, environmental sustainability, and public trust.

The purpose of this policy is to establish principles and expectations for the responsible, ethical, transparent, and human-centered use of AI by WWPL.

The Library will use AI when it provides a clear public-service benefit and when the Library can reasonably identify, evaluate, and mitigate associated risks.

2. Scope

This policy applies to:

- Library employees, volunteers, interns, contractors, and other individuals acting on behalf of the Library
- AI tools used for Library business or on Library-owned or Library-managed systems
- AI features incorporated into software, databases, discovery systems, catalog systems, productivity tools, or other services acquired or provided by the Library
- AI used in Library communications, marketing, programming, reference, research, collections, accessibility services, administration, and other Library functions
- AI systems acquired, licensed, developed, or piloted by the Library
- Patron use of AI when the Library provides, promotes, teaches, or incorporates an AI tool into a Library service

This policy supplements, and does not replace, existing Library policies concerning privacy, confidentiality, acceptable technology use, personnel, records retention, information security, intellectual freedom, copyright, accessibility, procurement, and public records.

3. Definition of Artificial Intelligence

For purposes of this policy, **Artificial Intelligence (AI)** means computer systems or software capable of performing tasks that may include generating, summarizing, classifying, predicting, translating, recommending, analyzing, creating, ranking, or otherwise processing information using machine-learning or related computational methods.

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Westfield Washington
PUBLIC LIBRARY

Generative AI refers to AI systems capable of producing new content such as text, images, audio, video, computer code, or other media in response to user input.

Because AI technology continues to evolve, this policy applies to AI technologies generally rather than to specific products or vendors.

4. Guiding Principles

4.1 Human Judgment and Accountability

AI will assist, not replace, human judgment.

Library employees remain responsible for work produced with the assistance of AI and must review AI-generated or AI-assisted material before it is used for Library business.

AI must not be the sole basis for decisions that materially affect a patron, employee, applicant, vendor, or member of the public.

Employees must have the authority to question, correct, reject, or discontinue AI-generated recommendations or results.

4.2 Privacy and Confidentiality

The Library will protect patron and employee privacy in accordance with applicable law and Library policy.

Employees must not enter the following information into an any AI system:

- Patron names or identifying information;
- Library card numbers or account information;
- Borrowing, reading, searching, or browsing histories
- Reference questions or confidential reference interactions that could identify an individual
- Personally identifiable information
- Sensitive employee information
- Confidential business information
- Passwords, authentication information, or security credentials
- Non-public Library records
- Any other information that Library policy or applicable law requires the Library to protect

Employees should assume that information entered into a publicly available AI service may be retained, reviewed, disclosed, or used for purposes beyond the Library's control unless the Library has verified otherwise.

Approved AI systems may be used with protected information only when the Library has specifically reviewed and authorized the system for that purpose.

4.3 Accuracy and Reliability

AI systems can generate inaccurate, incomplete, outdated, biased, or fabricated information.

Employees must independently verify AI-generated information before relying on it for:

- Reference or research assistance
- Public communications
- Library policies or procedures
- Educational materials
- Marketing materials
- Reports or official documents
- Collection decisions
- Public programming
- Recommendations to patrons
- Any other material where accuracy is important

AI output must not be treated as an authoritative source simply because it appears confident or professional.

4.4 Intellectual Freedom and Access

AI use will be consistent with the Library's commitment to intellectual freedom, equitable access to information, and viewpoint neutrality.

The Library will not use AI to unnecessarily restrict access to information or to make decisions based solely on automated rankings, recommendations, classifications, or predictions.

When AI substantially influences a public-facing Library service, the Library should provide appropriate information about its use and, when reasonably possible, maintain a meaningful human or non-AI alternative.

4.5 Equity, Accessibility, and Bias

The Library will consider whether AI systems may produce discriminatory, exclusionary, inaccessible, or biased results.

Before adopting an AI system for a significant Library function, the Library should consider its potential impact on:

- People with disabilities
- Children, teens, and older adults
- People with limited digital literacy
- People with limited English proficiency
- Historically underserved communities

- Other populations that may experience disproportionate impacts from automated systems

AI will not be used in a manner that discriminates against individuals or groups in violation of applicable law or Library policy.

4.6 Transparency

The Library will strive to be transparent about significant uses of AI.

When AI substantially contributes to public-facing content or services, the Library should disclose that AI was used when doing so would help patrons understand how the service or content was produced.

Routine uses such as brainstorming, outlining, spelling, grammar assistance, or similar low-risk assistance generally do not require public disclosure.

The Library will not knowingly use AI to impersonate a person, fabricate a source, deceive the public, or misrepresent AI-generated material as human-created when disclosure is appropriate.

4.7 Intellectual Property and Copyright

AI use must comply with applicable copyright, trademark, intellectual property, licensing, and contractual requirements.

Employees are responsible for reviewing AI-generated material before publication or distribution and should not assume that AI-generated material is free of copyright or other intellectual-property restrictions.

Employees should not upload copyrighted, licensed, confidential, or proprietary material into an AI system unless the Library has determined that doing so is permitted and appropriate.

4.8 Sustainability

When practical, the Library will consider the environmental and resource impacts of AI technologies.

AI should not be used simply because it is available when a conventional approach can accomplish the same objective effectively with substantially fewer resources.

When evaluating major AI acquisitions or implementations, the Library may consider available information concerning energy use, water consumption, hardware requirements, and other environmental impacts.

Westfield Washington
PUBLIC LIBRARY

5. Staff Use of AI

Employees may use Library-approved AI tools for appropriate work purposes.

Examples of potentially appropriate uses include:

- Brainstorming ideas
- Developing outlines
- Drafting or revising non-confidential material
- Summarizing non-confidential information
- Generating programming ideas
- Creating preliminary marketing concepts
- Translation or accessibility assistance, subject to human review
- Developing training materials
- Assisting with routine administrative tasks
- Exploring AI technologies for professional development or AI-literacy instruction

AI should be considered an assistive tool rather than an authoritative source.

Employees must review AI-generated work for accuracy, appropriateness, bias, privacy concerns, copyright concerns, and compliance with Library policies before using it.

6. Prohibited Staff Uses

Unless expressly authorized through a separate Library procedure and appropriate review, employees may not:

1. Enter confidential patron information into any AI system
2. Enter confidential employee or personnel information into any AI system
3. Use AI to make final employment decisions, including hiring, firing, promotion, discipline, or performance evaluations
4. Use AI as the sole basis for decisions that materially affect an individual's access to Library services
5. Use AI to intentionally create or distribute false, deceptive, or misleading information on behalf of the Library
6. Represent AI-generated information as verified when it has not been reviewed
7. Use AI to circumvent copyright, licensing, security, privacy, or other legal requirements
8. Upload confidential or proprietary Library documents to any AI system
9. Use AI to impersonate a patron, employee, public official, or other individual
10. Use AI for surveillance or behavioral profiling of patrons without specific authorization and appropriate legal and privacy review
11. Use AI in a manner inconsistent with Library values or existing Library policies

Westfield Washington
PUBLIC LIBRARY

7. Approved AI Tools

The Library may maintain a list of AI tools approved for Library use.

Approval may consider:

- Privacy and data protection
- Information security
- Data retention
- Whether user inputs are used to train models
- Vendor access to Library data
- Data storage and geographic location
- Accessibility
- Accuracy and reliability
- Bias and equity
- Copyright and intellectual property
- Contractual terms
- Cost
- Environmental considerations
- Availability of human or non-AI alternatives
- The overall benefit to Library users and staff

The Library may restrict or prohibit particular AI tools or uses even when the tools are publicly available.

8. Vendor and Third-Party AI

Before acquiring or significantly expanding an AI-enabled product, the Library should determine, to the extent reasonably possible:

- What information the system collects
- Whether prompts or user activity are stored
- How long information is retained
- Whether information is shared with third parties
- Whether the Library can delete its information
- What happens to Library data if the contract ends
- Whether information is used to train or improve AI models
- What subprocessors are involved
- Whether the AI feature can be disabled
- What security measures are provided
- What audit or oversight capabilities are available

The Library should not knowingly accept unnecessary loss of control over patron or Library data as a condition of obtaining AI functionality.

When a vendor's AI system materially affects patron access, discovery, recommendations, or other Library services, the Library should seek sufficient transparency to understand and evaluate those effects.

9. Patron Use and AI Literacy

The Library recognizes that patrons may use AI tools for education, employment, creativity, research, entertainment, and everyday information needs.

The Library does not prohibit lawful patron use of publicly available AI tools solely because those tools use artificial intelligence.

Patron use of AI on Library computers, networks, or devices remains subject to the Library's existing technology-use, Internet-use, privacy, and conduct policies.

The Library may provide programs, resources, and individual assistance that help patrons understand:

- How AI systems work at a basic level
- Strengths and limitations of AI
- Accuracy and misinformation concerns
- Privacy and data-collection practices
- Bias and discrimination
- Copyright and intellectual property
- How to verify AI-generated information
- How to recognize AI-generated content
- How AI affects employment and society
- How to make informed decisions about whether and how to use AI

The Library's AI-literacy efforts will be educational and nonjudgmental. The Library will support patrons who choose to use AI as well as patrons who choose not to use it.

10. AI in Reference and Public Services

Library employees may use AI as an aid in providing reference or other public services when the tool is approved for the intended use.

AI-generated information must not be presented as authoritative without appropriate verification.

Employees should use established Library resources, authoritative sources, and professional judgment when answering reference questions, particularly questions involving health, law, finance, government, safety, or other high-consequence subjects.

Patrons should be informed when an AI system is being used as part of a Library-provided service when that information would reasonably affect their understanding of the service.

Westfield Washington
PUBLIC LIBRARY

Patrons retain the right to request assistance from Library staff rather than relying solely on an automated system.

11. AI-Generated Library Content

AI may be used to assist with Library content when appropriate.

A staff member remains responsible for all final content published or distributed by the Library.

AI-generated or AI-assisted content must be reviewed for:

- Accuracy
- Tone and appropriateness
- Bias
- Accessibility
- Copyright and intellectual property concerns
- Factual claims
- Confidential information
- Compliance with Library communications standards

The Library will not knowingly publish fabricated citations, quotations, statistics, testimonials, or other factual material generated by AI without verification.

12. AI and Collections

AI may be considered in collection development, cataloging, metadata, discovery, recommendations, or other collection-related functions only when the Library has determined that its use supports professional judgment rather than replacing it.

Automated recommendations, summaries, classifications, or metadata should be reviewed for significant errors, bias, inappropriate language, and unintended effects on discoverability or access.

The Library will retain professional responsibility for collection decisions.

13. Training

The Library will provide appropriate training and guidance to employees regarding AI use.

Training may include:

- AI capabilities and limitations
- Privacy and confidentiality
- Information security
- Accuracy and verification
- Bias and equity

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- Copyright and intellectual property
- Appropriate disclosure
- Approved and prohibited uses
- AI literacy and patron assistance
- Changes to AI-related Library procedures

Employees are encouraged to report problematic AI outputs, privacy concerns, security concerns, or other issues to their supervisor or designated Library administrator.

14. Incident Reporting

Employees must promptly report suspected AI-related:

- Privacy breaches
- Security incidents
- Disclosure of confidential information
- Significant factual errors
- Discriminatory or harmful outputs
- Copyright or intellectual-property concerns
- Unauthorized AI use
- Other significant violations of this policy

The Library will evaluate reported incidents and take appropriate corrective action.

15. Human Oversight

The Library will maintain meaningful human oversight of AI systems used in Library operations and services.

No AI system may be treated as infallible or as a substitute for professional accountability.

Where an AI system produces a result that appears inaccurate, discriminatory, unreasonable, or harmful, Library employees are expected to question the result and, when appropriate, override or discontinue its use.

16. Governance and Review

The Library Director, or designee, is responsible for administering this policy and establishing procedures necessary for implementation.

Significant AI acquisitions or implementations may require review by appropriate Library departments, including technology, administration, legal counsel, privacy/security personnel, or other designated reviewers.

The Library will review this policy at least every 12 months and sooner when significant changes in AI technology, law, vendor practices, Library services, or community needs warrant review.

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Westfield Washington
PUBLIC LIBRARY

The Library may suspend, limit, or discontinue an AI system when its risks outweigh its benefits or when adequate safeguards cannot be maintained.

17. Relationship to Other Policies

This policy should be read in conjunction with all applicable Library policies, including those concerning:

- Patron confidentiality and privacy
- Internet and technology use
- Information security
- Personnel
- Public records and records retention
- Intellectual freedom
- Collection development
- Accessibility
- Communications and social media
- Procurement and contracting
- Acceptable workplace conduct

Where another Library policy provides a stronger privacy, security, confidentiality, accessibility, or legal protection, that requirement remains in effect.

18. Policy Statement

WWPL believes technology should serve people rather than replace them.

The Library will approach artificial intelligence with curiosity, caution, and professional responsibility. AI may be used to expand access, improve services, support employees, and strengthen community learning when its use is consistent with the Library's mission and values.

The Library will prioritize human judgment, patron privacy, intellectual freedom, equitable access, accuracy, transparency, accessibility, and public trust in all decisions concerning artificial intelligence.

Other Supporting Documents: AI Staff Use Procedure; Approved AI Tools List for Staff; AI Quick Guide for Staff
Maintained By: Assistant Director of Operations
Review Cycle: As needed

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Westfield Washington
PUBLIC LIBRARY

BACKGROUND CHECK POLICY

The Westfield Washington Public Library is committed to providing a safe environment for both patrons and employees, and reserves the right to investigate the information provided by applicants and new employees in an attempt to select the best qualified applicants for work in the library.

The intention of this investigation is to complete the hiring verification process and to confirm information provided by the applicant/employee. The required information may include, but is not limited to:

- education
- licenses, certifications, and degrees
- employment history
- Background Check

Beginning August 1, 2020, each potential new hire of the Westfield Washington Public Library must consent to a NCSI Background Check prior to employment.

The Library will bear the cost of this initial check. The results of this and any background checks, investigations or reference inquiries will be reviewed by the Director and the appropriate supervisor, and compared with information provided by the potential new hire.

The potential new hire may be asked to explain any discrepancies between the information gathered by the Library and information that individual provided. False information or omission may result in that potential new hire not being employed by the Library.

Information gathered by reference and background checks will be confidential, as per the Library's Public Records Policy.

Information which may be released are name, compensation, job title, business address, business telephone number, job description, education and training background, previous work experience, or first and last dates of employment.

Background checks will also be performed on all library volunteers working closely with Children, effective August 1, 2020

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Westfield Washington
PUBLIC LIBRARY

BAD DEBT POLICY

The purpose of this policy is to establish consistent procedures for identifying, recording, and writing off uncollectible library fees and other charges ("bad debts"). This policy ensures that the library maintains accurate financial records while recognizing that certain debts may become uncollectible after reasonable collection efforts have been made.

Annually, outstanding patron fees such as fees for lost and damaged materials may be designated as bad debt if the Executive Director determines the amounts are uncollectible.

An account and its debt must meet all of the following criteria:

1. Age of Debt: The debt was incurred more than seven (7) calendar years prior to the date of the review.
2. Account Inactivity: The associated patron account has been demonstrably *inactive* for a minimum of the preceding three (3) calendar years.
    a. Definition of *inactive*: An account is considered inactive if it has no documented circulation activity (check-outs, renewals) and/or has acquired no new debt.
3. Not belong to another Evergreen Indiana library.

The Executive Director will approve the accounts identified as uncollectible, and the amount will be reported in the library's annual financial report as a reduction to the Accounts Receivable. The total calculated write-off amount and a summary list of affected accounts, with Private Personal Information (PPI) removed, will be formally presented to the Library Board of Trustees in the form of a Resolution for review and official approval each calendar year.

Upon Library Board approval of the Resolution, the identified accounts will be cleared of the specified debt, and the balance will be formally written off from the library's financial records.

Writing off debt under this policy does not prevent the library from taking collection action or restricting borrowing privileges for new, uncollected debt incurred after the write-off date, should a previously affected patron return to active status and lose or damage materials again.

Adopted 05/13/2026

Westfield Washington
PUBLIC LIBRARY

BOARD OF TRUSTEES

ELECTRONIC MEETING POLICY

Westfield Washington Public Library (WWPL) Board Members may participate in meetings electronically as long as the library uses technology that permits simultaneous communication between board members, and also permits the public to simultaneously attend and observe the meeting. The library board, however, is not required to permit the public to attend executive sessions that are held electronically.

WWPL Board members attending electronically may be counted present for quorum purposes and may vote on matters presented before the board. However, the board members must be able to be both seen and heard in order to participate in any final action (vote). All votes taken during a meeting with electronic access **must be taken by roll call vote.**

At least half of the WWPL board members must be present at each session, and at least four members must attend the meeting in person. If a board member or a member of the public experiences technology failure during a meeting, it will not prevent the meeting from continuing, and won't invalidate board actions or votes, as long as there is still a quorum of members present, and the voting requirements of the board's bylaws and policies are met.

Board members may not attend more than half of their meetings during any given year electronically, **unless** the reason is due to:

- Military service;
- Illness or other medical condition;
- Death of a relative; or
- An emergency involving actual or threatened injury to persons or property.

Electronic participation in meetings is not permitted if the board is attempting to take final action to:

- Adopt a budget;
- Make a reduction in personnel;
- Initiate a referendum;
- Establish or increase a fee;
- Establish or increase a penalty;
- Use eminent domain authority, or
- Establish, raise, or renew a tax

The board cannot prohibit a member from attending consecutive meetings by electronic communication, but once two consecutive meetings have been attended by electronic communication, he or she must then attend at least one meeting in person before attending another meeting electronically, unless the reason for attending electronically is due to:

- Military service;
- Illness or other medical condition;
- Death of a relative; or
- An emergency involving actual or threatened injury to persons or property.

Board meeting minutes for a meeting where a board member attends electronically must state the name of each board member who was present at the meeting in person, who attended the meeting electronically, and who was absent. The electronic communication mechanism (ie. Zoom) should be identified.

Electronic Signatures

If a statute requires a manual signature for attesting or authenticating an obligation issued by the library (bond, note, warrant, or other obligation), an electronic signature will have the same force and effect as a manual signature.

During Disaster Emergencies Declared by the Governor or Local Government Officials

The board may meet completely electronically until the disaster or emergency is terminated.

During such disaster emergency, the board may meet using any form of electronic communication as long as the meeting meets the following criteria:

- At lease a quorum of the board are participating in the meeting electronically;
- The public is able to simultaneously attend and observe the meeting (unless it is an executive session); and
- Votes are taken by roll call vote.

Meeting minutes for an electronic meeting during a disaster emergency must:

- State the name of each board member who attended electronically and who was absent; and
- Identify the electronic communication mechanism used for the meeting.

Adopted: May 12, 2021

Westfield Washington
PUBLIC LIBRARY

BY-LAWS OF THE WESTFIELD WASHINGTON PUBLIC LIBRARY BOARD OF TRUSTEES

ARTICLE I
Identification

Section 1 Name.
The name of this board is the Board of Trustees of the Westfield Washington Public Library, hereinafter referred to as "the Board" and "the Library".

Section 2. Geographical boundaries of the Library and taxed library district are the boundaries of Washington Township, Hamilton County, Indiana, including the City of Westfield,.

ARTICLE II
Authority and Purpose

Section 1. The Board shall govern the Library, a municipal corporation and Class A library under the public library provisions, according to the purposes and authority set forth in the IC 36-12, as amended, and such other Indiana and federal laws as affect the operation of the Library.

Section 2. Members of the Board (Trustees) shall serve without compensation, except that the Treasurer may be paid, per UC 36-12-2-21. A Board member may not serve as a paid employee of the public library.

Section 3. Necessary travel and/or meal expenses of any Board member incurred in the interest and business of the library may be reimbursed out of library funds, per policy or board resolution. Such travel on behalf of the Library shall be approved by the Board.

Section 4. The Board may engage legal counsel as needed for legal advice. The President of the Board or the library director may request legal opinions of legal counsel for any matter which comes within the jurisdiction of the board and shall report the opinion to the Board.

ARTICLE III
Personnel

Section 1. The library board shall select a librarian who holds a certificate under IC 36-12-11 to serve as the director of the library. The selection shall be made solely upon the basis of the candidate's training and proficiency in the science of library administration. The board shall fix the compensation of the director. The director, as the administrative head of the library, is responsible to the board for the operation and management of the library, per IC 36-12-2-24(a)

Section 2. The director shall have the power to write and enforce administrative regulations or procedures governing the Library which logically stem from adopted and approved Board policies. Such regulations or procedures shall be consistent with the policies of the Board.

Section 3. The director shall be held responsible for the care of the building(s) and equipment, for the employment and direction of the staff, for the efficiency of the library's service to the public, for the administration of the long range plan and short term goals, and for the operation of the library under the financial conditions set forth in the annual budget.

Section 4. The director shall attend all library Board meetings, except those at which her/his appointment, salary, or performance is to be discussed or decided.

Article IV.
Conflicts of Interest

Section 1. Board members, in the capacity of trust imposed upon them, shall observe ethical standards with absolute truth, integrity, and honor.

Section 2. Board members shall promote a high level of service while observing ethical standards.

Section 3. Board members shall avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.

Section 4. Board members will not use the library for personal advantage or the personal advantage of friends or relatives.

Section 5. Board members will declare any conflict of interest between their personal life and their position on the Library Board and avoid voting on issues that appear to be a conflict of interest. It is incumbent upon any Board member to disqualify or recuse himself/herself from voting immediately whenever the appearance of a conflict of interest exists.

Section 6. If the possibility of a long-term conflict of interest exists, the Board member shall complete the Uniform Conflict of Interest Disclosure Form annually.

Article V.
Nepotism

Section 1. The Library will always hire employees based on their experience, skills, and merit. If a family member of a Board member or current staff member is interested in a position with the Library, that person should apply through standard channels.

Section 2. No immediate family member of a current staff member will be considered for a

position wherein one member would have supervisory duties over the other.

Article VI
Membership

Section 1. Members of the Board shall be appointed pursuant to IC 36-12-2-9, and as follows:

Class 1 library	Appointing Authority
Trustee 1 (IC 36-12-2-9(1) -	Hamilton County Commissioners
Trustee 2 (IC 36-12-2-9(2) -	Hamilton County Council
Trustee 3 (IC 36-12-2-9(3) -	Westfield Washington School Board
Trustee 4 (IC 36-12-2-9(3) -	Westfield Washington School Board
Trustee 5 (IC 36-12-2-9(3) -	Westfield Washington School Board
Trustee 6 (IC 36-12-2-9(4) 13(a)(1) -	Washington Township Trustee
Trustee 7 (IC 36-12-2-9(5) 13(a)(2) -	Westfield City Council

Section 2. Term. The term of a board member is four [4] years. However, a member may continue to serve until his successor is qualified as provided by law. Members of The Board may not serve more than four [4] consecutive terms of four [4] years each for a total of sixteen [16] years.

Article VII.
Officers

Section 1. Officers of the Board shall be a President, Vice President, Secretary and Treasurer, per IC 36-12-2-22 and IC 36-12-2-23.

Section 2. The officers shall be elected at the December meeting for a term of one year, per IC 36-12-2-23.

Section 3. Vacancies in office shall be filled at the next regular meeting of the Board after the vacancy occurs.

Section 4. Any officer may be removed by the Board at any regular or special meeting by a majority vote of the entire membership of the Board.

Section 5. The duties of the officers shall be such as by custom and law, including IC 36-12-2-22 et seq. and the rules of this Board usually devolve upon such officers in accordance with their titles.

Section 6. The President shall preside at Board meetings, appoint committees deemed necessary, certify all bills allowed by the Board, and oversees that the board sign the Accounts Payable Voucher according to the State Board of Accounts accounting requirements for the payment of money, enforce the observance of these rules, and perform such other duties as pertain to the office of the President and are necessary to carry out the wishes of the Board. [See IC 36-12-2-23 for more information.

Sec. 7. The Vice-President shall perform the duties of the President in the absence of the latter.

Sec. 8. The Secretary signs all documents requiring the Secretary's signature. Board minutes are recorded by a Library staff member designated by the Members and are approved monthly by The Board.

Section 9. The Treasurer shall be responsible for and keep a detailed account of receipts and expenditures and be responsible for monthly reports and an annual report of receipts and expenditures; shall sign all warrants approved by the Board and those duties outlined in IC 36-12-2-22.

1. Signature Stamp. The Library may provide a signature stamp for the Treasurer to be used in the Treasurer's absence. The signature stamp may only be used by authorized Board Members and shall be kept in the locked fire safe at the Library.

2. Electronic Signature. The Treasurer may use electronic and digital signatures.

Article VIII
Meetings

Section 1. The Board shall meet monthly. Regular meetings of The Board are scheduled on the second Wednesday of each month at 7:00 p.m. at the library. The date and time may be changed by the President to ensure a quorum or to meet special situations. The ___ meeting shall be the annual meeting, per IC 36-12-2-23.

Section 2. The full Board and its officers constitute The Board of Finance and shall meet annually in January, after the first Monday and on or before the last day of January, to review finances and depositories, per IC 5-13-7-5 et seq.

Section 3. Regular, special and executive session meetings will be publicized and conducted in accordance with the Open Door Law of Indiana (IC 5-14-1.5).

Section 4. Special meetings may be called by the President, or upon written request of two (2) members, for the transaction of business as stated in the call, per IC 36-12-2-23. Notice stating the time and place of any special meeting and the purpose for which called shall be given each member of the Board at least 2 days in advance of such meeting and to the local media 48 hours in advance, excluding holidays and weekends, per IC 5-14-1.5-5

Section 5. Four (4) library board members, who are present in person, constitute a quorum for the transaction of business.

Section 6. A Member, who is present at a meeting of The Board at which action on any matter is

taken, shall be conclusively presumed to have assented to the action taken, unless [a] his dissent shall be affirmatively stated by him at and before the adjournment of such meeting [in which even the fact of such dissent shall be entered by the Secretary of the meeting in the minutes of the meeting, or [b] he shall forward such dissent by registered mail to the Secretary of The Board immediately after the adjournment of the meeting. The right of dissent provided for by either clause [a] or clause [b] of the immediately preceding sentence shall not be available, in respect of any matter acted upon at any meeting, to a Member who voted at the meeting in favor of such matter and did not change his vote prior to the time that the result of the vote on such matter was announced by the chairman of such meeting.

Section 7. Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the Board.

Article IX.
Committees

Section 1. Standing committees will be appointed by the President, with the approval of the Board, at the January board meeting, and will serve for one year. They may include but are not limited to:
Policy Committee
Personnel Committee
Building and Grounds Committee
Budget Committee

Section 2. Special committees for the study of special problems may be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed at a regular library Board meeting.

Section 3. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act. All committee reports and/or recommendations shall be submitted in writing upon request. Reports of committees shall be signed by at least two members thereof.

Section 4. Committees may have citizen members, as deemed appropriate for their purpose by the Board.

Article X.
Indemnification of Board Members

The Library shall carry Directors and Officers Insurance on Library Board Members and Director.

Article XI.
Policies, Plans, Rules, and Regulations

Section 1. In addition to operating in accordance with these Bylaws and the laws of the State of Indiana, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and

may affirm policies, plans, rules and regulations proposed by the Library Director for the management and administration of the Library, as required by 590 IAC 6-1-5(e) and 590 IAC 6-1-5(j).

Section 2. All of these policies, plans, rules, and regulations shall be compiled and organized in a manual to be known as "The Policies, Plans, Rules, and Regulations of the Westfield Washington Public Library."

Article XII
Amendments

Section 1. These bylaws may be amended at any regular meeting of the Board by majority vote of the members.

Section 2. Amendments shall be proposed one month in advance of voting, and a copy provided to each Board member at least 15 days before the meeting.

Section 3. Amendments may be proposed by any member of the Board.

Section 4. The amendments for each year shall be sent to the Indiana State Library upon submission of the annual report.

Article XIII
Review of Bylaws

Section 1. The bylaws will be reviewed at the January meeting. The secretary shall affix the date of review to the bylaws for audit as well as indicating the action in the minutes.

Approved January 13, 2003
Revised October 2009
Revised February 2011
Amended February 2020
Revised February 2026

Westfield Washington
PUBLIC LIBRARY

Capital Asset Policy

General Information:

This Capital Asset Policy will be used to provide accountability and to safeguard capital assets as defined herein.

Definitions:

Capital assets include such items as land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, infrastructure, books, periodicals, audio-visual materials, works of art and monuments.

Capitalization Threshold:

$5,000.00 for all library assets (real and personal property); including:

Land, buildings, equipment; valuable historical materials, art work, collection of library materials; aggregate listing of computers, aggregate of similar chairs or other furniture in a given room; and anything originally purchased for or currently valued at $5,000.00 or more will be listed on the library's Capital Assets Ledger.

Valuation of Capital Assets:

Capital assets should be recorded at actual cost. Normally, the cost recorded is the purchase price or construction costs of the asset, but also included is any other reasonable and necessary costs incurred to place the asset in its intended location and intended use, which can be directly related to the asset. Donated or contributed assets should be recorded at the fair market value on the date donated or acquired.

Asset Definition by Major Category:

It is important to the maintenance of accurate records that each asset category be precisely defined. This section further clarifies the asset definitions by major category.

- Land: specified by land, easements, rights or ways, lots parcels, or acreage owned by the library or its various departments, regardless of the method

(purchase or gift) of date of acquisition. The library must have the title before the item is capitalized.

- Land Improvements: Examples include parking lots, fencing, gates, athletic fields, and parking lot lighting.
- Improvements Other Than Buildings: Examples of unit assets in this category are bookcases, shelving, walks, parking areas, drives, fencing, retaining walls, fountains, planters, underground sprinkler systems, and other similar items.
- Infrastructure: All items such as streets, street lighting, roads, sidewalks, curbs, utility distribution systems, and storm sewers.
- Buildings: All permanently attached structures designed and erected to house equipment, services, or functions. This includes systems: i.e. plumbing, lighting, heating, cooling, elevator, etc., services, and fixtures within the building, and flagpoles, and all other such units that serve the building.
- Equipment: All other types of physical property within the scope of the Capital Asset Policy not previously classified. Items such as furnishings, machinery, communicating and data storing devices, computers, books, periodicals and similar items.
- Vehicles: Passenger vehicles, such as automobiles and vans, used for library business and promotion.
- Library Materials: Library books include hard and softcover books, newspapers, periodical subscriptions, and audio-visual material (music recordings, audiobooks, video recordings). The aggregate of all books and similar materials with a useful life of more than one year, regardless of the original cost, will be considered capital assets. For accountability and safeguarding of assets an inventory will be kept. (Form 369)
- Works of Art/Monuments: Asset that is used for public exhibition or education. Such an item is cared for, protected and preserved past the initial purchase.

Asset Transfers and Dispositions:

Property should not be transferred, auctioned, or discarded without prior approval of the library director. Removal of assets for any reason should be reported on the capital assets ledger.

Transfer is defined as any movement of an asset by virtue of a change in location or account. If an asset is stolen, the library director should ensure that a policy report is promptly field based upon value.

Periodic Inventories:

A physical inventor of capital assets will be conducted by the library director at lease every other year. If the condition of an asset has deteriorate to the point that its use is impaired, that fact will be noted. Adjustments to the capital assets ledger based upon additions and removals will be made.

Approved by the Westfield Washington Public Library Board of Trustees on

DocuSign Envelope ID: 4EDA5EAB-6F66-42FE-B4BA-248919B49972

Westfield Washington Public Library

Resolution to Establish a Capital Assets Threshold

Westfield Washington Public Library

WHEREAS, the Indiana State Board of Accounts requires public libraries to set a minimum threshold for the value of property that is to be listed on the library's Capital Assets Ledger;

THEREFORE BE IT RESOLVED, that the threshold for the library's Capital Assets Ledger is hereby set at $5,000 and that all library assets (real and personal property) including;

land;

buildings;

equipment;

valuable historical materials;

art work;

collection of library materials;

aggregate listing of computers;

aggregate of similar chairs or other furniture in a given room; and

anything else;

originally purchased for or currently valued at $5,000 or more will be listed on the library's Capital Assets Ledger.

DULY ADOPTED by the Board of Trustees of the Westfield Washington Public Library at its regular meeting held on the 14th day of October, 2020, at which meeting a quorum was present.

NAY	AYE
	Brian D Morales
	Frank L. Downey
	Kyle M. Pa
	Scott A Will.
	DocuSigned by: Valerie L Dickinson
	Nancy Knochel 5CE061A50EF748A...

ATTEST: Valerie L Dickinson
Secretary

333 WEST HOOVER STREET • WESTFIELD, INDIANA 46074 • (317) 896-9391
FAX (317) 896-3702 • WWW.WWPL.LIB.IN.US

Westfield Washington
PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

INTRODUCTION

This policy is intended to serve as a guide for library staff in building and maintaining a collection to meet the needs of the residents of the Westfield Washington Public Library ("Library") service area. Collection development includes the selection, acquisition, and removal of all print, nonprint and electronic resources.

MISSION & VISION STATEMENT

The Westfield Washington Public Library's mission is to foster exploration, discovery and growth. The vision is to be the cornerstone of lifelong learning in Westfield and Washington Township.

RESPONSIBILITY

Collection development is entrusted to the Director of the Library as directed by current policies that have been adopted by the Library Board of Trustees ("Library Board"). The delegation of responsibilities for selection in specific subject areas and formats regarding the evaluation, acquisition, retention and withdrawal of materials rests with the Library Director.

SCOPE

The scope of the collection is intended to meet the cultural, educational, informational and recreational needs of all residents of Library service area by offering a choice of level of difficulty, format and treatment within current budget guidelines and constraints. In October of 2009 the library became a member of Evergreen Indiana, a statewide library consortium. Member libraries share a combined online catalog, allowing their patrons access to hundreds of thousands of library materials owned by other member libraries. Most of these items may be placed on hold and borrowed via an inter-library courier service. In order to better serve the needs of its residents, the Library staff will encourage the use of Interlibrary Loan for those items that are not available from another Evergreen Indiana member library and are infrequently requested. The emphasis is on acquiring materials of wide-ranging interest and varying complexity for the general public. The collection is reviewed and revised on an on-going basis to meet the evolving needs of this community.

SELECTION CRITERIA & TOOLS

Library staff exercises judgment, experience, and professional expertise in the application of the following criteria for materials selection. The Library's existing collection, the interests and needs of the community, the individual merit of each item, the Library's budget and its services are the primary factors considered when selecting materials. Being a member of the Evergreen Indiana Library Consortium in no way removes the Library's responsibility to purchase library materials for its service area's taxpayers and the Library will continue to make purchases

suitable for its local users based on the following factors. Each title is judged as a whole; isolated passages in and of themselves are not used as selection/deselection criteria. As far as possible, the Library will provide materials providing various viewpoints about controversial issues that illustrate careful study, give evidence of a sincere desire to be factual, and are written in a fair manner. Acquisition of self-published works and works by local authors are subject to the same selection criteria as any other item.

Librarians use a variety of tools to aid in the selection of materials including, but not limited to the following criteria (not ranked in any particular order):

A. Popular demand and requests
B. Favorable reviews from professional library resources
C. Accuracy of information
D. Budget
E. Individual merit of each item
F. Availability of material
G. Relationship to existing materials in collection
H. Balance of diverse points of view
I. Core collection enhancement

WEEDING, DISCARDING & REPLACEMENT OF MATERIALS

In order to maintain a vital collection which meets the needs of our community, the examination of materials is an ongoing process. Weeding will be done with the same care and thought as selection. An item may be considered for discard when it is: obsolete or contains inaccurate information, is worn in appearance, is damaged beyond repair, no longer circulates, or is a multiple copy. Withdrawn materials may be donated to the Friends of the Westfield Library. Materials chosen for withdrawal may be replaced if they are still in print and are of continuing value to the collection.

FORMAT

Formats include print, audiovisual, non-print, multimedia materials and downloadable materials. Library staff monitor the development of new formats and, within budgetary and technical limitations, add these to the collection. Choice of new formats will be based on customer demand, community trends, new product development and positive critical reviews.

INTERLIBRARY LOAN

The Library cannot purchase all materials. Interlibrary loan is used for items that are not available through Evergreen Indiana, and will not be purchased due to limited budget, space, availability or being beyond the scope of the library’s collection.

DONATIONS

The library accepts gifts of materials but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. The library retains the authority to accept or reject gifts and to make all decisions as to their use, housing and final disposition.

Westfield Washington
PUBLIC LIBRARY

Materials not added to the collection may be donated to the Friends of the Westfield Library, with all profits benefiting the Library. A receipt for tax purposes is available upon request. By law, library staff are not allowed to assess a “fair market” value to the donation. Donations not accepted include but are not limited to: magazines, damaged items, outdated technical or medical books, or items which are damp or smell of mold or mildew. Donations that have been deemed appropriate for the collection will be cataloged and available to the public within 60 days of receipt.

GIFTS

Memorial gifts of materials or money are gladly accepted with suitable recognition placed in the item if requested. Specific memorial books can be ordered by request if the request meets the established selection criteria. The Library encourages and appreciates gifts.

CHALLENGED MATERIALS

The Library staff recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Patrons requesting that material be withdrawn from or restricted within the collection should first be given a “Statement of Concern About Library Resources” form to fill out. This will then be forwarded to the appropriate department manager. Upon request the department manager will contact the patron. The form is then given to the Library Director. If the patron is still unsatisfied the Library Director may take the request before the Library Board.

ELECTRONIC RESOURCES

The criteria and tools used to select printed materials also apply to the selection of electronic resources that include, but are not limited to, online services, online commercial databases and resources on the Internet. A link from the Library’s website to a third-party website does not imply endorsement of the contents of that site or of a particular point of view.

Westfield Washington
PUBLIC LIBRARY

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name_____ Date_____

Address_____ Phone_____

City_____ State_____ Zip_____

1. Resource on which you are commenting:

_____ Book: Adult Children Young Adult (please circle one)

_____ Audiovisual Resource

_____ Magazine

_____ Content of Library Program

_____ Newspaper

_____ Other

Title _____

Author/Producer_____

2. How was this material brought to your attention?

_____

_____

_____

_____

3. Have you read or listened to or viewed the entire content? _____

4. What objections do you have to the material? Cite specific pages and passages. Are your objections moral, political, religious, or aesthetic? (Use other side if needed).

_____

_____

_____

_____

_____

Your concerns are important to us. The library will carefully consider your comments and will notify you of its decision within 30 days. All challenged material will remain in the collection pending review.

This form is given to the department manager.

Westfield Washington
PUBLIC LIBRARY

CODE OF CONDUCT

Welcome to the Westfield Washington Public Library. Our goal is to offer the best service possible to all library visitors in a safe and pleasant atmosphere. Each person can help by following these rules:

WWPL welcomes children of all ages and strives to create a warm, inviting learning environment. The Library offers many programs and services that encourage children to develop a love of books, learning and reading. However, the Library is a public building, and the well-being of young children using the library rests with the child's parent/guardian or designated caregiver.

- Children under the age of eleven (11) must be accompanied by a parent/guardian or designated caregiver in the library.
- Children under the age of five (5) must be accompanied and directly supervised by a parent/guardian or designative caregiver at all times while in the library, including library programming.
- Parents/guardians/caregivers are responsible for the conduct of the children under their supervision. If the child's conduct is deemed a danger to themselves, disruptive to others, or is destructive to library property, this will be considered a violation of this code of conduct. The child and the caretaker will be asked to leave the building.
- The responsibility for the safety and behavior of children in the library rests with the parent/caregiver and not with library personnel. If children are unattended at closing time, every effort will be made to contact a parent/caregiver. If arrangements cannot be made for immediate pickup, local authorities may be contacted.
- Food and drink are allowed only in the approved areas.
- Shoes and shirts are to be worn at all times.
- Persons whose bodily hygiene is offensive as to constitute a nuisance to other patrons may be asked to leave the building.
- For everyone's safety running, rollerblading, skateboarding, and scooters are prohibited in the library and the parking lot.
- Sleeping, gambling, begging, soliciting, or sales are prohibited on library property.
- Alcohol, illegal substances, and weapons are prohibited on library property.
- Smoking is not permitted in the library building.
- Abusive, threatening or obscene language will not be tolerated on library property.
- Any form of sexual misconduct, including exposure, offensive touch or sexual Harassment of other patrons or staff is not permitted on library property.
- Inappropriate behavior, such as being disruptive, monopolizing staff time, or running, which disturbs other library users or staff is not permitted.
- Persons under the influence of illegal drugs or alcohol are not permitted on library property.
- Theft, damage, or destruction of library property is a crime and WILL be prosecuted.
- Striking another (battery) or threats to harm another (assault) will be cause to contact the Westfield Police Department.
- Pornography, tampering with computer security measures or emergency locks or systems is not permitted on library property and will be prosecuted.

WWPL reserves the right to withdraw library privileges, including being on the premises, from any person whose behavior is disruptive, is inappropriate for a library environment, or interferes with the use of the library by others. The library board of trustees authorizes the library staff and law enforcement officers to enforce this code of conduct. Uncooperative persons will be cause for the Westfield Police to be summoned. Thank you for your cooperation.

Approved 09/12/2007 – Revised 01/12/2022

CREDIT CARD POLICY

It is the intent of the Westfield Washington Public Library to follow accounting rules and procedures promulgated by the Indiana State Board of Accounts and hereby adopt the following policy regarding the use of corporate credit cards by authorized staff members.

1. The Library Director shall oversee issuing and keeping track of any credit cards that the library maintains.

2. Staff members wishing to use a library credit card must submit a request to the Library Director.

3. Statements will be paid in a timely manner to avoid any interest, carrying charges, or penalties due to late payments.

4. Claims filed in connection with the use of the credit card/s must be itemized before being approved and paid. The bookkeeper will make copies of thermal receipts and attach them to the original in case of fading.

5. Any interest or penalty that is incurred due to the late filing or furnishing of documentation by an employee will be the responsibility of the employee using the card. Employees should turn in the receipt(s) to the bookkeeper the same day or at the latest the next day they report to work after the purchase.

6. All charges incurred and charged with the credit card/s must be business related and not personal in nature. A reasonable “tip” or gratuity is allowable where service has been provided. Examples of library-related expenses are travel, lodging, meals, and registration fees related to library conferences or workshops.

7. In the case of the card being lost or stolen, the credit card issuing company must be notified immediately. Notice of this loss must also be presented to the Board of Trustees for inclusion in the monthly minutes for audit purposes.

8. The library currently has credit cards with the following companies:
    a. PNC Bank Visa

    The PNC Bank Visa card is in the possession of the director.

Adopted 8/2000; Rev. 3/03, 4/04, 9/05, 02/17, 06/25

WESTFIELD WASHINGTON PUBLIC LIBRARY

DISASTER PREPAREDNESS PLAN 2024

TABLE OF CONTENTS

Preface 3
Contact List 4
Disaster Response Team 7
Bomb Threat 9
Terrorism 10
Explosion 10
Medical Emergency 11
Internal Flood 11
Power Failure 12
Fire 12
Tornado/Severe Weather 13
Earthquake 14
Chemical or Gas Spill 15
Flood 15
Heating and Cooling 16
Rodents 16
Insects 16
Recovery and Assessment 17
Computers 18
Operation of the Library during the Interim Period 18
Blood borne Pathogens Exposure Control Plan 19
Air borne Pathogens Exposure Control Plan 22
Fire Extinguisher Instructions 23
Fire Alarm Reset 23
Floor Maps

Approved 8/14/2024

Preface:

In no way is this manual intended to be used in place of competent, professional advice from the insurance agent, local fire department, police, etc.

The overriding advantage of any planning of this sort is that a library director and all staff at least consider the factors involved in a disaster as it might impact on the library they serve.

The greatest advantage is that it may prevent a disaster from happening. If a library takes its responsibility seriously and confers with its insurance agent, civil defense director, etc., potential dangers may be avoided.

A careful survey of storage spaces should be made: examples of damage that could be avoided; rare books should not be stored near air-conditioning equipment, nor should any books be stored on basement floors at least not on bottom shelves.

There is no substitute for good maintenance of buildings, especially roofs and gutters; of equal importance is fire and water detection equipment.

DEFINITIONS

Partial disaster – A disastrous event has occurred which rendered the computers inoperable for up to a week, but access to the office is not affected.

Complete disaster - A disastrous event has occurred which has affected the office to the extent that the office will be inaccessible for an extended period of time or the computers must be replaced.

Approved 8/14/2024

CONTACT LIST

Telephone numbers of key library personnel:

Sheryl Sollars Library Director	765-404-6422 (Cell)
Sara Perry Assistant Director of Operations	317-677-6068 (Cell)

Disaster Team

Sheryl Sollars Library Director	765-404-6422 (Cell)
Sara Perry Assistant Director of Operations	317-677-6068 (Cell)

Other Emergency Numbers

Hamilton County Emergency Management Agency	317-770-3381 317-770-3382
Fire Department Non- Emergency	911 317-896-2704
Police Department (Non-Emergency)	911 317-896-5236
Allestek (Servers and Network) Al Pfedderer	 317-331-1906 (Cell) 317-863-4004 (Office)
Ambulance	911
American Red Cross	317-773-0380

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Duke Energy	317-867-4273
Outage Emergency	1-800-343-3525
Citizen’s Gas of Westfield	317-896-2582
Koorsen (Intrusion System)	
Monitoring Center	1-800-432-1429
Service	317-543-3043
Fire Systems (Sprinkler)	
Sercuritas (Fire Alarm/Elevator)	
Fire Extinguisher Recharge	1-800-997-8608
JTS	1-765-288-8770
Frontier	1-800-462-8188
Indiana State Police	1-800-527-4752
National Response Center Report Chemical/Oil Spills and Chemical and Biological Terrorism	1-800-424-8802
Westfield Utilities Office	317-896-5452
Heating and Air Conditioning Problems	
Perfection Group	317-228-3985
Electrical Problems	
Plumbing Problems	
Gordon Plumbing	317-845-1805

Approved 8/14/2024

OTHER EMERGENCY NUMBERS

FBI	317-639-3301
Insurance Agent Rocchio-Kiley Insurance	317-896-9775
Poison Information	1-800-222-1222
US Marshall (If no answer call)	317-226-6566 1-800-336-0102

Approved 8/14/2024

Disaster Response Team

Responsibilities

Responsible for training themselves, staff and volunteers who will work on recovering the collections and facility from the disaster.
Should survey the building and its collections for hazards and the identification of previous water leaks. Create simple floor plans to which collections and what is in various rooms; location of fire alarms; fire escapes; emergency doors and fire extinguishers.

Team Members and their Responsibilities

The Director, Assistant Director of Operations, Assistant Director of Public Services, and Library Board Building and Grounds Committee

Director

1. Assess the damage.
2. Determine if building needs to be closed.
3. Contact outside consulting.
4. Contact Insurance Agent.
5. Assess the status of contingency funds.
6. Arrange for alternative location to operate from.
7. Order supplies for packing up books.
8. Inform vendors, supplies, banks, etc. about hours.
9. Check First Aid kits and emergency kits.

Assistant Director of Operations

1. Organize staff to perform duties assigned.
2. Determine if work needs to be done in shifts
3. Coordinate with appropriate staff to send out press releases
4. Check computers for damage in coordination with IT Manager and Allestek
5. Restore date and operations as required in coordination with IT Manager and Allestek

Building and Grounds Committee/Director

1. Arrange for security and maintenance to secure premises
2. Arrange for removal of standing water and decrease humidity
3. Check first aid kits and emergency kits
4. Check batteries
5. Check fire alarm systems
6. Check fire extinguishers

Circulation Manager

1. Decide if volunteers are needed and where to use them
2. Work with Assistant Director to assign duties for staff
3. Arrange for breaks for food & drink

Approved 8/14/2024

Assistant Director of Public Services

1. Supervise packing of boxes of books
2. Work with Assistant Director of Operations to assign duties for staff.

List of Emergency Equipment and Supplies

- Radio
- First Aid kits
- Emergency kits
- Flashlights
- Old blankets

Procedures to follow in the event of an emergency:

When an emergency occurs, if the Director or no one on the Disaster Team is present, the person with Closing Responsibilities will be in charge and dispatch others to do various functions. If present the Building Manager will know where various shut off valves are located. If not there is a diagram in the Appendix showing where they are located.

Approved 8/14/2024

BOMB THREAT

Call 911: alert the Director or person in charge if present.

Evacuate the building immediately.

If phoned in, see Checklist/Written report in the Appendix of this plan try to fill in what you can at the time, when bomb will go off, etc.

After it is decided that evacuation is necessary:

1. The Director/Circulation Staff will use the PA system to alert the staff and the public.
2. Secure the money (if time warrants)
3. Staff should get flashlights and evacuate themselves and patrons from the library.
4. Secure all doors as though closing time
5. As the evacuation proceeds, staff should look for signs of anything unusual or ways that a bomb could be hidden. Information should be given to the person in charge once outside the library.
6. Once outside the Library, staff should gather in the Parking Lot to wait for further instructions. Each department should take a head count and report any missing staff members.

DO NOT RETURN to the library until the police say that the building is secure and safe.

Some thoughts pertaining to Bomb Threats:

1. It is suggested by some officials that you keep the person on the telephone as long as possible.
2. Check the telephone display for caller ID information.
3. Note any pertinent information, such as voice, sex, location if possible, use checklist provided.
4. Call 911
5. Report to the Director or person in charge.
6. Follow the directions of the police and the Director. (The decision to evacuate is not the responsibility of the police)
7. If decision is to evacuate the building, physically visit all rooms to make sure everyone is out.
8. Make sure everyone is a minimum of 350 feet from the building.

Mail Bombs:

The FBI suggests that the threat of terrorist action has increased markedly in recent years, and there have been a number of bombs placed in packages and letters. These are mailed or delivered to an unsuspecting target of the terrorist. If the item is not recognized as a potential explosive message, the recipient may be badly injured or killed. It is good to know the earmarks of parcel and mail bombs. Here are some clues:

- Parcel wrapped in reused brown paper
- Parcel with address handwritten directly on wrapping paper Parcel/letter from unexpected foreign address
- Parcel/letter with greasy marks
- Parcel/letter addressed with an illiterate hand Parcel/letter smelling of almonds or marzipan
- Parcel that sounds of loose metal when shaken **gently**

Approved 8/14/2024

- Parcel with wires or metal strip poking out Parcel with springing sides (press **gently**)

Approved 8/14/2024

- Parcel heavy for size
- Parcel packed lopsidedly
- Envelope with pinholes or perforations in odd places
- Envelope stiffened with a card or with metal (flex **gently**)

If parcel or letter is suspect:

1. Call the police at once
2. Never put a suspect packet/letter in water. Explosive devices are designed to go off when opened and water dissolves the gum holding the packet together.

TERRORISM

Terrorism is behavior that is violent and/or inspires fear in order to intimidate others into granting demands. There is always the possibility, no matter however remote, that someone may choose the library as a place to terrorize people. They could threaten with extreme violence, hold people at gunpoint, take hostages, or even kill.

Because of the assumed violent nature of terrorists, the situation should be handled delicately. Nothing should be done which might upset the person(s). Attempts to inform the person in charge of the library and the police (911) should be done discretely i.e. don't use the PA system. If you are able to engage the panic button at the Public Services Desks (Children's, Adult or Circulation) please do so, this goes directly to the police station.

The staff's objective would be to minimize the number of people under the terrorist's control.

Action to be taken:

1. When someone engages in terrorist activities in the library, staff should stay clear and try to do what the terrorist(s) tells them to do.
2. Employees who are aware of the activity, but are beyond the terrorist's own awareness, should attempt to call 911 or press the panic button.
3. If possible, an employee who is able should inform all departments. It may be difficult to determine which departments are affected; nevertheless, staff and patrons should not be left in ignorance to a potentially dangerous situation.
4. If possible to do so, without endangering lives, staff should evacuate themselves and patrons from the library.
5. Employees should not try to be heroes. We are not trained to handle this kind of a situation. Leave things to the police and other emergency personnel.
6. Once the danger has passed, it may be necessary to check for first aid treatment and/or call 911 for an ambulance.
7. The person in charge should see to it that an Incident Report and, if necessary an Accident Report are filed.

EXPLOSION

Explosions may result from leaking gas, faulty heating equipment, flammable vapors or a deliberately set explosive device.

Action to be taken:

1. If there is a warning, seek shelter immediately under a heavy table. Care must be taken to protect oneself from flying glass and debris.
2. Announce over the PA system that there has been an explosion and the location.
3. The Director or person in charge will call 911 and report the explosion. The fire department should determine the source of the explosion and verify whether the building is structurally sound.
4. At the same time, staff should get flashlights and evacuate themselves and customers to the outside of the building.
5. Staff should attend to seriously injured persons until medical help arrives without endangering their own lives.
6. If the explosion has ruptured water or gas pipes, the Building Manager or person in charge should turn them off where pipes enter the building (see diagram in the Appendix)
7. Once outside, staff should gather in the parking lot. Each department should take a head count and report any missing staff members.
8. Do not re-enter the building unless it has been declared safe. No one should interfere with the activities of emergency personnel.
9. If the explosion results in damage to library materials, follow procedures under the Recovery and Assessment section of this manual.

MEDICAL EMERGENCY

In a serious emergency, an ambulance should be called immediately. When in doubt, call the ambulance.

All injuries and accidents, even minor ones, should be reported on appropriate forms. Copies of the Incident/Accident Report forms are in the Appendix of this plan. What appears to be minor may turn out to be more serious than originally thought.

Care should be taken to avoid communicable diseases such as AIDS. All incidents involving presence of blood or potentially infectious materials must be reported to the person in charge before the library closes the same day. (See Blood borne Pathogens Exposure Control Plan)

Action to be taken:

1. When an employee becomes aware that a staff member or patron is seriously injured or ill, he or she should call 911 and ask for an ambulance.
2. Employees with First Aid and CPR training should be contacted and proceed to the location to see if they can assist until the ambulance arrives.
3. If the injury was the result of an accident or other incident, witnesses should be sought. Names, addresses and phone numbers of witnesses should be written down.
4. All employees who are not assisting with the emergency should continue their work unless impossible. Patrons should be kept out of the way.
5. The person in charge of the library should make sure that an Injury Report and/or an Incident Report are filled out promptly.
6. Special care should be taken if any body fluids are involved. Such incidents must be reported to the person in charge before the library closes the same day.
7. Make sure area is cleaned up and disinfected immediately following the incident.

INTERNAL FLOOD

Internal flooding can occur as the result of pipes bursting, overflowing or a leaking roof. The

flooding is generally confined to one area.

Action to be taken:

1. The employee who first notices the flooding should inform the Building Manager and the Director.
2. The Building Manager or the Director should determine the exact location and cause of the flooding.
3. Undamaged books and materials should be moved out of the cleanup area.
4. Steps should be taken to stop the flooding by turning off the water source or stopping the leak.
5. If necessary and possible, move all materials out of the flooded area.
6. All unnecessary staff should be evacuated from the flooded area.
7. The Building Manager or the Director should make sure all electrical circuits into the affected area are turned off. No one should come in contact with water until an electrician has declared the area safe.
8. The area should be drained and dried as soon as possible to prevent moisture damage to books.
9. If books or other library materials are damaged, see directions under the Recovery and Assessment Section of this plan.

POWER FAILURE

Electric power failure can be caused by severe winter storms, ice storms, heavy winds, thunder storms and heat waves when air conditioners use too much power.

Action to be taken:

1. Call Duke Energy to report the outage (using cell phone).
2. Evacuate areas of darkness as a safety precaution. Check all restrooms.
3. Staff should turn off all electrical equipment, especially computers (including servers), to prevent damage from a power surge when power is restored.
4. Call the Director who will decide whether or not to close.
5. Note: Emergency lights are only for the purpose of evacuation and can remain lit as much as one hour or as little as 15 minutes. The battery level for lights should be checked regularly. Push the test button at least twice a year.
6. Electrical failure will cause telephones, computers, etc., to be inoperable.

FIRE

The triangle of fire defines the three components, which must always be present for a fire to occur. Removal of any of the three will stop or prevent a fire:

1. Fuel. Any substance capable of burning
2. Oxidizer. Air is the most common
3. Ignition source. Flame or heat.

The library's fire detection system is connected to the Westfield Fire Department. In case of a fire, they should be alerted automatically; however the person in charge should also call 911.

Action to be taken:

1. When fire has been detected, help evacuate the indicated area and cooperate with fire department as to whether or not to clear the building.
2. If any kind of fire breaks out – other than simple waste-basket fire – **EVACUATE!**
3. Go to any exterior door and activate the fire alarm on the wall.
4. Staff should get flashlights and evacuate themselves and patrons from the library. If there is smoke it may be necessary to crawl.
5. As the evacuation proceeds the staff should close all doors
6. No one should attempt to extinguish the fire unless it is very small and self-contained, such as in a wastebasket. Only trained staff should use a fire extinguisher. (See fire extinguisher instructions in appendix.)
7. Once outside the library, staff should gather in the south end of the parking lot. Each department should take a head count and report any missing staff members.
8. If the fire is intense be sure everyone is a good distance away because there could be exploding windows.
9. No one should re-enter the building unless it is declared safe. No one should interfere with emergency personnel.
10. If the fire results in damage to materials in the library, see recovery and assessment section of this plan.

TORNADO EMERGENCY PROCEDURE

Action to be taken:

- If severe weather threatens, the supervisor on duty should listen to the weather alert radio for updates. 3 weather alert radios. 1 circulation manager office, 1 adult public service desk and 1 at children's public service desk.
- In the case of a tornado warning, the supervisor will use the PA System to notify the departments.
- ANNOUNCEMENT: A tornado warning has been issued. Please have all patrons proceed to designated areas as soon as possible.
    - 1st floor, stairwell between township and library
    - 1st floor bathrooms
    - Friends Room under the stairs
    - Janitors closet
    - Lactation Room
    - 1st floor staff lounge
- Supervisor will assign a staff person to check for patrons in restrooms on both floors and study room.
- The Supervisor will lock the front doors and attach the tornado warning signs.
- The Supervisor will stay at the Circulation counter to make sure no one goes out the front doors or into the restrooms.
- People must go to the designated areas or leave the building.
- Circulation Department/Manager is responsible for checking the following areas:
    - Friends Sale area
    - New book area
    - Café area
    - Makerspace

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        - All staff areas
    - Adult Department is responsible for checking the following areas:
        - Sumner Room
        - study rooms
        - 2nd Floor public restrooms
        - If necessary, a staff person will shut the public computers down.
    - Teen Department is responsible for checking the following areas:
        - Teen department
        - Parlor area
        - Board Room
    - Children's department is responsible for the following areas:
        - craft room
        - public restrooms
        - classroom
        - children's workroom
        - children's department
        - lactation room
    - The supervisor can take the weather radio with them or use their cell phone to find out when the danger has passed. If the tornado siren outside has stopped then it is ok to leave your designated area.
    - The supervisor and another staff person should leave designated area and assess the situation.
    - If there is damage in the building please return to the designated area and dial 911. Tell the authorities what you know.
    - If all clear is given the supervisor will announce on the PA system.
    - The supervisor on duty will unlock the main entrance doors and remove the signs.

EARTHQUAKE

Earthquakes are rare in this part of the United States. It is not the actual movement of the ground, which causes most injury and deaths. The danger comes from falling debris, flying glass, etc.

Preparations:

1. Be aware of surroundings – windows, walls and freestanding dangers.
2. Know location of nearest spot of relative safety – under a desk, table, etc.
3. Know location of most accessible exit along with several alternatives.

During the Earthquake:

1. Remain calm
2. Staff and patrons should stay indoors
3. Staff and patrons should immediately move to shelter either within a doorway, narrow corridor, or under a heavy table or desk.
4. No attempts should be made to use exits or stairwells as they may collapse
5. Use the PA system to announce that everyone is safest under doorways, to stay clear of possible falling objects – such as stacks and windows, if possible have them come to the

main desk and you can direct them to safety. Should instruct someone to get staff and patrons that are in inaccessible areas of the library.
6. Otherwise, it is best to stay where you are, await instruction on radio or in person from Civil Defense, Police or the Red Cross.
7. Be certain the tremor has ceased before moving from cover.
8. The supervisor on duty should notify the fire department if any fires have broken out. Staff with first aid training should assist those who are trapped or injured.
9. Evacuate the building if it is safe to do so. Staff should take the responsibility of leading patrons out of the building safely. Locate and use flashlights if necessary.
10. Staff should check for people still in the building as they are leaving. They should also check for shorting electrical circuits, leaking fuel or other hazardous materials, or anything else, which should be reported once outside the building.
11. Once outside, staff should gather at the south end of the parking lot. Each department should make sure its entire staff is present.
    Missing staff should be reported.
12. Do not reenter the building unless it has been declared sound.
13. Do not use the telephone. Leave telephones for authorized emergency personnel.
14. Do not run water until the sewage line has been checked.

Dangers:
1. Wall/ceilings collapsing.
2. Broken glass shards and glass explosions
3. Movements of large fixtures (book stacks, internal walls)
4. Fire, gas leaks, power lines
5. Water leaks.
6. PANIC
7. Looting, violence, etc.

After an earthquake:
1. Check yourself for injuries.
2. Check other employees for injuries and render first aid (if qualified).
3. Do not move an injured person unless further injury threatens them (Structural hazards).
4. Check for fires and fire hazards, especially gas leaks or electrical sparks.

CHEMICAL OR GAS SPILL

Action to be taken:
1. Call 911 or Westfield Fire Department 317-896-2704
2. Alert the Director or supervisor on duty
3. May have to shut off air conditioners and vents.
4. Do not let anyone leave the building, until instructed by the Fire Department or Civil Defense.
5. Civil Defense or Fire Department will send individuals with badges for identification, to instruct as to whether the building is safe and whether to shut off the air conditioning and vents.
6. Civil Defense / or the Hazardous Emergency Response Team of the Fire Department will call us with an "all clear."

FLOOD

The person in charge should see to the following, as time allows:

1. Evacuate anyone not helping to prepare the library for the flood.
2. Close off master electrical switches and gas. See maps in appendix.
3. Move high priority materials to the upper levels of the library.
4. Wrap unmovable valuable equipment in plastic.
5. Secure loose objects or move them away from windows and place them above the floor.
6. Evacuate the building.
7. If flooding occurs, follow directions under the Recovery and Assessment portion of this plan.

HEATING & COOLING

The library's heating or air conditioning (HVAC) may fail. If the problem lasts long enough, building temperatures may become too uncomfortable and the library should be closed.

Action to be taken:

1. When it becomes apparent that the HVAC is not functioning properly, the Director and should be informed.

RODENTS

Rodents are generally a seasonal problem. During cold weather, a warm building provides an attractive home. Not only are rats and mice a potential problem, pigeons, raccoons and snakes might move indoors.

1. Proper maintenance and housekeeping should provide evidence of rodents.
2. Eliminate all access points that rodents may use to enter the building. Plug holes in foundation walls, particularly around water, sewer and gas mains. Consultation with a pest control company may be helpful.
3. Eliminate Accumulation of waste and debris. Ensure that eating and drinking are not allowed in collection areas and that leftover food from other areas is disposed of promptly and properly.

Action to be taken:

1. An employee who notices signs of a rodent should inform the Library Director.
2. Library Director should see to it that the rodents are eliminated.
3. When necessary, call in a professional exterminator.
4. Ensure that dead rodents are located and disposed of.

INSECTS

A number of insects may find a library an attractive environment.

If at any time a staff member sees something that might be a sign of termites, it should be reported to the Director. Proper maintenance and housekeeping should provide early warning signs of infestation.

Action to be taken:

1. An employee who notices an insect should inform the supervisor of the affected area. The supervisor will decide if the director should be informed.

2. If the insect is unknown, try to capture a specimen and have it identified. Do not crush specimen. Note date and location of the find.
3. Immediately carry out an inspection to determine the extent of the infestation and transfer all infected materials to an isolated room or bag. Dispose of materials infested beyond use.
4. Identify the source of infestation and eliminate it.
5. Carefully vacuum the affected area and materials to remove dust, dirt, eggs, etc. before replacing the fumigated materials.
6. For minor infestation, use non-chemical means of control such as glue boards wherever possible. For major infestations, extensive chemical treatments may be required. A conservator must be consulted. Chemical treatments may be hazardous to collection materials and human health and life.
7. After treatment, check collection materials regularly for at least six months.

RECOVERY AND ASSESSMENT

In the case of damaged library materials where salvage efforts appear to be necessary, the first and foremost person to be contacted is the Library Director. Someone must be making decisions as soon as possible.

Once the Director, or whoever is in charge, determines that salvage is definitely necessary, recommended steps to be taken are outline below and should be used as they apply to the situation.

Do not attempt to separate wet pages if they are going to be freeze-vacuum-dried. If they were not going to be freeze-vacuum-dried then a sheet of wax paper would need to put between each leaf. Do not heat water-soaked books in an effort to dry them.

Action to be taken:

1. Contact and experienced conservator – Northeast Document Conservation Center – 978-470-1010 or www.nedcc.org.
2. Assemble a Recovery Team. This team is a decision-making body and should include the conservator, library Director, Assistant Director (s) and Manager(s) of the damaged collection.
3. Assess the damage. If necessary, be sure to get safety clearance from authorized emergency personnel before entering a disaster site. An examination of the damage must be made before a course of action can be determined. This should be done with as little handling of the materials as possible. It is a good idea to video or take pictures as you assess the building.
4. Stabilize the environment. Generally this means lowering the temperature and relative humidity to prevent mold growth.
5. Secure areas. It may be necessary to restrict access to the site to prevent theft or to keep curious people out of the way.
6. Set up work areas. An office with a phone near the site would be useful for people in charge of the salvage. A staff member or volunteer should be assigned to act as a secretary. A dry room also near the site can be used for drying, packing and cleaning materials.
7. Acquire supplies and services. Depending upon the particular situation, supplies not normally kept by libraries may be needed. For example: fans, milk crates, and freezer trucks. (See list of Resources and Services in Appendix).
8. Check on insurance.
9. Get cost estimates for Building, books, computers, other materials, furniture, etc.

10. Take care of media coverage. Assign someone to handle public relations and all media inquiries.
11. Arrange for auxiliary services. Workers will have needs which might be taken care of best near the site. Bring in food, provide a quiet place for breaks, and set up a first aid station.
12. The team needs to plan for cleaning the building.

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13. Make sure a log is kept of the recovery process.
14. Revise Disaster plan if necessary.

Computers

Once a disaster has been declared, immediately contact the Disaster Team members responsible for Computers (Information Technology and Library Director):

Sheryl Sollars 765-404-6422 (Cell)

Sara Perry 317-677-6068 (Cell)

Vendor Contacts:

Al Pfledderer 317-331-1906 (cell)
AVC – Bookkeeping Software 1-800-466-3539

Recovery Responsibilities

1. Retrieve latest backup
2. Contact AVC
3. Restore from backups when new computer is installed. Work with software vendors to restore all software.

Backup Procedures

Data Files

Each night the data is automatically backed up offsite to Allestek.

- Al Pfedderer 317-331-1906 (Cell)
  317-863-4004 (Office)

AVC Accounting Software

Each day the Accounting System is manually backed up. The backup is then put in the fireproof safe in the front office.

Operation of the Library during the Interim Period

The following is a list of critical applications ranked in the order they are to be brought up on a replacement computer:

1. Accounting System
2. Local Area Network

In the event the applications cannot be restored in sufficient time to continue library operations, critical library functions will continue as follows:

- Critical forms, which are needed for business operations: hand typed vouchers, accounts payable, deposits, and checks are located in the Front Office in the locked fire proof file cabinet.
- The Circulation of library materials can still be done by filling out handwritten forms. These forms are located at the Circulation Desk. This information can be entered back into the circulation system once the automated system is back up and running.

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Recovery Priorities

Indiana Room and Adult Services Area

1. Indiana files
2. Files in Adult Services Workroom and Department Head files.
3. Westfield Histories/Materials
4. Family Histories

IT Room

1. Servers, Routers, hubs and switches

Administrative Offices

1. Unaudited Financial Records
2. Personnel Records
3. Permanent Library Records
4. Library Director Files

Westfield Washington Public Library
Blood Borne Pathogens Exposure Control Plan

In accordance with the OSHA Blood borne Pathogens Standard, 29 CFR 1910, 1030, the following exposure control plan has been developed. This plan will be reviewed annually and updated accordingly.

Definitions

- **Blood** – means human blood, human blood components, and products made from human blood.
- **Blood borne Pathogens** – includes pathogenic microorganisms that are present in human blood. Human immunodeficiency virus (HIV) and hepatitis B are the specifically mentioned concerns.
- **Other Potentially Infectious Materials (OPIM)** includes: Semen, vaginal secretions, cerebrospinal, synovial fluid, Pleural, pericardial, peritoneal fluid, Amniotic fluid, Fluid visibly contaminated with blood, All body fluids in situations where it is difficult or impossible to differentiate between fluids, Any unfixed tissue or organ (other than intact skin) from a human (living or dead), HIV-containing cell, tissue organ cultures, HIV – or HBV-containing culture medium, blood, organs, tissues from experimental animals infected with HIV or HBV.

Under section (f) (2) of the standard, hepatitis B vaccination must be offered to all employees who have occupational exposure to blood or other OPIM. However, as a matter of policy violations will be considered de minims and citations will not be issued when designated

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employees who have occupational exposure are not offered pre-exposure hepatitis B vaccine if the following conditions exist:

1. The primary job assignment of such designated employees is not one where occupational exposure is anticipated.
2. The employer's Exposure Control Plan specifically addresses the provision of hepatitis B vaccine to all unvaccinated employees who have rendered assistance in any situation involving the presence of blood or OPIM, post-exposure evaluation, prophylaxis and follow-up.
3. The employer must implement a procedure to ensure that all the provisions are complied with if pre-exposure hepatitis B vaccine is not to be given.

Exposure Determination

The following employees may incur exposure to blood or OPIM:

1. Any employee providing First Aid to Staff or patrons Maintenance Staff
2. All reference to employees in this document shall mean the two categories above.

Compliance Methods

Universal precautions will be observed in order to prevent contact with blood or OPIM. All blood of OPIM will be considered Infectious regardless of the perceived status of the source individual. Work practices will be utilized to eliminate or minimize exposure to employees. For that purpose: Hand washing facilities are available After removal of protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible, with soap and water for at least 10 seconds.
If employees incur exposure to their skin or mucous membranes then those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

Personal Protective Equipment

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, OPIM, non-intact skin and mucous membranes. Gloves are to be replaced when torn, punctured or the ability to function as a barrier is compromised. Disposable gloves are not to be reused. Gloves used at the library will be provided without cost to employees. Gloves will be chosen based on the anticipated exposure to blood or OPIM. The gloves will be considered appropriate only if they do not permit blood or conditions of use and for the duration that they are used.

Gloves are available in drawers under the mailboxes.

Decontamination

All contaminated surfaces (i.e. carpet, shelf) will be decontaminated immediately or as soon as feasible after any spill of blood or OPIM.

Hepatitis B Vaccine

All employees who have been identified as having exposure to blood or OPIM will be offered the Hepatitis B vaccine at no cost to the employee unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees may go to their personal health provider if available to provide Gamma Globulin* within 4 hours after exposure. Otherwise, employees should go to a local emergency room within

4 hours of exposure. Services can be billed to the library or the employee can be reimbursed.

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Employees who decline the Hepatitis B vaccine must sign a waiver. Employees who initially decline the vaccine but who later wish to have it may then have the vaccine at no cost.

*Gamma Globulin provides immediate passive immunity and is not the same as the Hepatitis B vaccine.

Post-Exposure Evaluation and Follow-up

When an employee incurs an exposure incident, it should immediately be reported to the Director of the library using an Accident Report Form. Follow-up to an exposure incident will include through the aid of health care professionals:

1. Documentation of the incident of exposure and the circumstances related to the incident.
2. The employee will be offered post exposure HBV in accordance with the current recommendations of the U.S. Public Health Service within 24 hours following exposure.
3. The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident.
4. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

Interaction with Health Care Professionals

A written opinion shall be obtained from the health care professional who evaluates an employee in the following instances:

1. Whenever an employee is sent to a health care professional following an exposure incident
2. When an employee is sent to obtain the hepatitis B vaccine.

Health care professionals shall be instructed to limit their opinions to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine.
2. That the employee has been told about any medical conditions resulting from exposure to blood or OPIM.

Training

Training for all employees will be conducted where occupational exposure may occur. Training for employees will include the following explanations of:

1. The OSHA Standard for Blood borne pathogens.
2. Epidemiology and symptomatology of Blood borne diseases.
3. Modes of transmission of Blood borne pathogens.
4. The exposure control plan.
5. Procedures which might cause exposure to blood or OPIM.
6. Control methods to be used.
7. Post-exposure evaluation and follow-up
8. Where to go for professional health care

Record keeping

All records required by OSHA will be maintained in the Library Director's Office.

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3. Peterson, Robert D.; Cohen, Joel M. The complete guide to OSHA compliance / Robert D. Peterson and Joel

Approved 8/14/2024

4. M. Cohen. Boca Raton, FL: Lewis 1996.

Westfield Washington Public Library Air borne Pathogens Exposure Control Plan

The following airborne exposure control plan has been developed. A subset of this plan addresses the avian flu. This plan will be reviewed annually and updated accordingly.

I. Airborne pathogens

A. The workplace has long been identified as an exposure point for common communicable diseases, that is, one that can be passed from one human to another, directly or indirectly.

The respiratory pathogens, any disease-causing organisms, can be divided into 3 major groups: viruses, bacteria, and fungi.

The world of dangerous microorganisms is in a state of constant evolution and flux. Currently, several pathogens are gaining notoriety for the potential havoc they can wreak.

Respiratory infections can be acquired from exposure to pathogens contained either in droplets or droplet nuclei. When droplets are produced during a sneeze or cough, a cloud of infectious particles greater than 5μ m in size is expelled, resulting in the potential exposure of susceptible persons within 3 feet of the source *(resulting in direct contact transmission).* The influenza virus can be spread in this manner.

Coughing or sneezing by a contagious person disperses infectious droplets into the air which may then be inhaled by others. A single sneeze can generate a hundred thousand floating particles, and many may contain viable microorganisms. It is important to note that although sneezing produces a larger number of particles, coughing occurs approximately ten times more frequently.

Most large droplets will settle out of the air within a matter of minutes. Droplet nuclei particles can remain suspended for hours and spread by diffusion or air currents. These microorganisms can remain infective for hours and even days, depending on the environmental conditions. There is, typically, a rapid die-off of microbes due to dehydration in the first few seconds of dispersion. The remaining microbes may be influenced by the following factors:

- source strength *(# people/# people infected)*
- concentration of infectious agents
- spray factor
- route of infection *(inhalation, eyes, etc.)*
- virulence of infectious agents
- influence of air volume
- ventilation rate
- host-specific factors *(i.e. immunological status)*
- relative humidity
- duration of exposure *(period that organism remains airborne)*

Additional environmental factors that destroy airborne microbes include direct sunlight, high temperatures, freezing, oxygen, pollution, and adsorption.

B. Prevention

1. To date, most literature indicates that to reduce the transmission of communicable

diseases throughout a workplace, a properly installed and maintained ventilation

system should be utilized.
2. Frequent and proper hand washing—which should consist of washing with soap and water for 15-20 seconds.
3. Cover coughs and sneezes with tissues.
4. Cleaning and disinfecting surfaces that may have become contaminated with airborne secretions—using products that are EPA registered disinfectants.

FIRE EXTINGUISHER INSTRUCTIONS

1. Pull the Pin
2. Aim the nozzle at base of flame
3. Squeeze handle to activate
4. Sweep from side to side

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Westfield Washington
PUBLIC LIBRARY

DIVERSITY PLAN

Westfield Washington Public Library's Mission

Fostering exploration, discovery and growth

Westfield Washington Public Library's Vision

The cornerstone of lifelong learning in Westfield and Washington Township

Westfield Washington Public Library's Commitment to Diversity

One of the goals adopted by the library board in the most current Strategic Plan was to increase usage and knowledge of library services to the community as a whole. The investment to offer support for lifelong learning and educational needs of community residents will ultimately stimulate intellectual growth and development. Another investment used to meet this goal is to expand services to non-traditional library patrons which include by are not limited to non-English speaking culture, senior citizens and the homeschool population and culture.

The Westfield Washington Public Library will follow American Library Association Staff Diversity and Inclusion Acting Plan by "recognizing that in addition to race, color, religion, gender, disability and national origin, there are a multitude of differences (language origin, regional and geographic background, economic class, education, learning and communication styles, sexual orientation and personal lifestyle) that individuals bring to the workplace. It's this diversity that contributes a deeper level of understanding and competence to our daily work."

Westfield Washington
PUBLIC LIBRARY

DONATION POLICY

The Westfield Washington Public Library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. The library retains the authority to accept or reject gifts and to make all decisions as to their use, housing and final decision. Materials not added to the collection will be donated to the Friends of the Westfield Public Library, with all profits benefiting the Westfield Washington Public Library. A receipt for tax purposes is available upon request. By law, library staff is not allowed to assess a "fair market" value to the donation.

Since we cannot add these types of items to the collection or sell them through the Friends of the Westfield Library book sales, we will not accept the following:

- Items with water stains or mildew
- VHS tapes, music cassettes, records
- Audiobooks that are not in good working conditions

We will accept the following items to be sold through the Friends of the Westfield Library book sales (these items will not be considered for the collection):

- Books with missing or torn pages
- Books containing pages that are yellow or brittle with age
- Items with excessive writing
- Reader's Digest Condensed books
- Textbooks
- Encyclopedias more than 5 years old
- Music cassettes or abridged audiobooks
- Newspapers, Magazines, comic books
- Single volumes of sets or incomplete sets

EMPLOYEE HANDBOOK

WESTFIELD WASHINGTON PUBLIC LIBRARY

17400 Westfield Blvd.

Westfield, IN 46074

317-896-9391

Adopted: December 2003 | Revised: April 2026

Contents

INTRODUCTION 4

GENERAL INFORMATION & POLICIES 4

Equal Employment Opportunity Policy 4

Anti-Harassment Policy 4

Non-Retaliation Policy 5

Nepotism Policy 6

Conflict Of Interest Policy 6

Hiring of Staff 7

Library Certification 8

Personnel Files 9

Work Schedule 9

Evaluations 10

Grievance Policy 11

Compensation 11

Reimbursement 12

Emergency Closings 12

Jury Duty or Legal Summons 13

Resignation 13

Termination of Employment 13

Information System Policy 13

Safety/Workplace Accidents 15

BENEFITS 16

Vacation Time 16

Paid Sick & Caregiving Leave 17

Personal Time 18

Bereavement 18

Unpaid Leave of Absence 19

Holidays 21

Insurance Benefits 22

Birthdays 23

403(B) Retirement Plan 23

Public Employees' Retirement Fund (PERF) 23
Advanced And Continuing Education 24
Professional Activities 24
EMPLOYEE CONDUCT 24
Inappropriate Behavior & Disciplinary Policy 24
Personal Dress & Hygiene 26
Attendance Policy 27
Telephone Use 28
Break Room 28
Service to Patrons 28
Voting 28
Drug Policy 29
No Smoking Policy 30
Firearms 31
No Solicitation or Distribution 31
Representing The Organization 31
Workplace Violence 32
RECEIPT OF EMPLOYEE HANDBOOK FORM 33

INTRODUCTION

This handbook is intended to provide employees with information regarding the employment policies, benefits, and other general data about the operations of the Westfield Washington Public Library ("Library"). The handbook is a highlight of policies and benefits and is not intended to convey any specific promises or contractual rights to Library employees. No policy is a guarantee of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this manual. The Library adheres to a policy of employment-at-will.

The Library Board of Trustees ("Library Board") reserves the right to amend, supplement, or rescind any provisions of the Library Employee Handbook at any time, with or without notice.

GENERAL INFORMATION & POLICIES

Equal Employment Opportunity Policy

It is the policy of the Westfield Washington Public Library to provide equal employment opportunity to all individuals regardless of their race, religion, color, sex, age, national origin, disability, veteran status, or any other classification protected by Federal, state or local law. This equal employment opportunity refers to all applicable company practices including employee recruiting, hiring, transferring, training, promoting, disciplining, terminating, and all other conditions or privileges of employment. The selection of people for positions at the Library is to be based on the qualifications and abilities required to do the job.

The Library will provide reasonable accommodations to qualified individuals with disabilities so long as the accommodation does not cause undue burden on the Library. The Library also provides reasonable accommodation, upon request, to employees whose sincerely held religious beliefs and/or practices conflict with the employee's employment, provided that the accommodation does not cause the Library undue hardship. If you require reasonable accommodation for either a disability or religious belief/practice, please contact the Director.

Violations of the Library's EEO Policy will not be tolerated and will result in appropriate discipline, up to and including discharge**.**

If you believe this Policy has been or is being violated, you must report the violation(s) immediately to your supervisor, to the Assistant Director, or to the Library Director. Employees may report violations without fear of retaliation.

Anti-Harassment Policy

The Westfield Washington Public Library is committed to providing a workplace free of harassment of any employee because of the employee's race, sex, religion, age, national origin, marital status, sexual orientation, disability, or any other category protected under state or local law. To be

unlawful, harassing conduct must be sufficiently severe and pervasive to unreasonably interfere with an employee's ability to work.

Harassing conduct may include, among other things

- epithets, slurs, stereotyping, or threatening, intimidating, or hostile acts that relate to race, sex, age, religion, national origin, marital status, sexual orientation, or disability
- written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, sex, age, religion, national origin, marital status, sexual orientation, or disability.

The Library is committed to protecting employees from such harassment whether from other employees, or non-employees such as our customers, delivery personnel, etc.

Specifically included in this policy is a commitment to provide a workplace free of sexual harassment. Sexual harassing conduct may include, among other things: Unsolicited and unwelcome comments or conduct of a sexual nature or that are demeaning to women or men as a group (for example, offensive or vulgar jokes, name- calling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects that might interfere with a reasonable person's work);

- Unsolicited and unwelcome demands or requests for sexual favors, sexual encounters, or amorous social engagements
- Explicit or implicit promises of preferential treatment with regard to a person's employment in exchange for sexual favors, sexual encounters, or amorous social engagements; and
- The use of an employee's or applicant's submission to or rejection of sexual or amorous advances as the basis for making, influencing, or affecting an employment decision that has an impact upon the terms and conditions of the individual's employment (for example hiring, firing, promotion, demotion, compensation, benefits, or working conditions).

Given the nature of this type of conduct and the serious effects such conduct can have on the person harassed and the accused, the Library treats alleged violations of this policy seriously and, to the extent possible, confidentially. The Library expects all individuals to treat alleged violations in the same responsible manner. Violations of this policy will not be tolerated and will result in appropriate discipline, up to and including discharge.

Non-Retaliation Policy

The Library's Equal Employment Opportunity and Anti-Harassment Policies will have little positive effect unless the Library's employees can report violations of those policies without fear of retaliation from the Library or fellow employees. Consequently, the Library cannot and will not tolerate acts of reprisal taken against any employee for reporting what he or she, in good faith,

reasonably believes constitutes a violation of either policy, and no employee will suffer any adverse employment consequences because of such a report. Any employee of the Library who retaliates against or harasses another employee for making such a report, or encourages another to do so, will receive appropriate discipline, up to and including discharge.

Procedures for reporting unlawful discrimination, harassment or retaliation

Employees who believe they or any other employee are being subjected to conduct or comments that violate the Library's Equal Employment Opportunity (EEO), Non-Retaliation or Anti-Harassment policies have a responsibility immediately to report these matters to their immediate supervisor or the Director. In those limited circumstances when an employee may not feel comfortable reporting his or her concerns to any of those persons already listed, such as if the Director is believed to be violating these policies, s/he may report his or her concerns to any member of the Board of Directors.

Supervisors who become aware of any potential violation of this policy must report the potential violation to the Director. If the potential violations are being caused by the Director, however, supervisors should report potential violations to any member of the Library Board.

Any employee who fails to report potential violations of the Library's EEO, Non- Retaliation, or Anti-Harassment policies will be subject to appropriate discipline, up to and including discharge. It is the duty and responsibility of all employees of the Library to help maintain a comfortable work environment free from unlawful discrimination and harassment.

Nepotism Policy

Employment of relatives in the same organization may cause serious conflicts and problems with favoritism, scheduling and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Members of the immediate family of Library Employees will be ineligible for employment with the Library. Immediate family members can include but are not limited to husband, wife, father, mother, son, daughter, and extended family such as grandparents, nieces, nephews, in laws, stepfamily and persons living in the household as the same. If such a relationship exists after employment, one of the two employees may have to resign at the discretion of the director.

Conflict Of Interest Policy

Employees have an obligation to conduct business within the guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Library's business dealings. For the purpose of this policy, a relative is any

person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts or leases, it is imperative that they disclose to the Library Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the Library does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the Library.

Hiring of Staff

The administration and direction of the staff shall be the responsibility of the Director. Hiring of new personnel, promotions and dismissals shall be under the Director's jurisdiction. Working schedules, vacation schedules, job assignments and general Library functions shall be the exclusive responsibility of the Director.

In order to achieve its objective, the Library recognizes the necessity of having capable personnel working together; therefore, it shall be the Library policy to:

- Fill each position with the most capable applicant available, without regard to age, sex, race, creed, religion, disability or national origin, or any other classification protected by applicable law. The Library is an Equal Opportunity Employer. The Library selects and promotes staff members based upon education, experience, training, and general aptitude for the position desired.
- Schedule reasonable working hours for each employee, with due consideration of Library needs.
- Expect all employees to comply with all federal, state, and local laws in the course of their duties, including copyright laws.

EMPLOYMENT CLASSIFICATIONS

- Exempt vs. Non-Exempt
    - Exempt Employees – Employees who are paid on a salary basis and whose duties and responsibilities are of an executive, administrative or professional character, as determined by the Fair Labor Standards Act. Exempt employees are exempt from both minimum wage and overtime. Those positions considered to be exempt positions include: Executive Director, Assistant, and Bookkeeper.
    - Non-Exempt Employees – all employees, other than exempt, and are entitled to Federal minimum wage and overtime. Those positions considered to be exempt positions include any not listed in the Exempt section above.
- Professional vs. Professional Assistant vs. Support

    - Professional – Professional positions are those positions which require professional training, skills and/or experience in library science or field related to the specific position. Those positions considered to be professional positions include: Executive Director, Assistant Directors, Manager I, and Librarian II.
    - Professional Assistant – The Professional Assistant positions are those positions which require some library or job specific training, skills or experience. Those positions considered to be professional assistants include: Manager II and III and Assistant Librarians
    - Support Positions – Support staff are often termed paraprofessionals. These positions carry out the mechanical or clerical aspects of library related work. Those positions considered to be support positions include: Library Assistant I and II, and Student Pages.
- Staff vs. Hourly vs. Temporary vs. Volunteers
    - Staff Positions - consists of Professional, Professional Assistants and Support Positions who accrue vacation and sick leave.
    - Hourly Positions – consists of Professional, Professional Assistants and Support Positions who do not accrue vacation and sick leave. Employees who have been employed by the library for more than 5 years and work more than 20 hours per week may be changed to a staff position at the discretion of the Director and the Library Board.
    - Temporary Positions – consists of interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of limited duration. Employment, beyond any initially stated period, does not in any way imply a change in writing. Temporary employees receive all legally mandated benefits.
    - Volunteers – may assist Library staff with various auxiliary tasks throughout the Library. No compensation is involved with this category. No employee shall be permitted to volunteer for any duties or responsibilities that are part of the employee's regular or normal work duties or responsibilities.

Library Certification

In May of 2008 the Indiana Library and Historical Board adopted new librarian certification rules and they became effective on July 1, 2008. Librarian Certification will be required for certain positions at the Library (see individual job descriptions). Individuals wishing to be certified may do so even though certification is not required for their positions.

Attaining Library Education Units (LEUs) will be necessary for recertification. LEUs may be gained by the following:

- College or university courses – (credit and not for credit – 1 semester hour = 15 LEUs).
- Local, state and national library association or specialist-subject related conferences (1 hour = 1 LEU)
- Workshops, seminars, institutes, lectures, training by certified trainers (1 hour = LEU)

- Pay may be granted for time spent and costs involved attending the above items if it has been approved by the director and/or supervisor in advance.
- The five-year certification fee ($50.00) will be the responsibility of the employee.

Personnel Files

The Library is subject to the Immigration Reform & Control Act of 1986 which mandates that employment eligibility of all individuals be verified by the Employee Eligibility Verification form. The signed form (I-9) shall become part of the employee's personnel file.

Information in personnel files of Library employees and files of applicants for employment generally will not be disclosed to non-Library personnel except:

- The name, compensation, job title, business address, business telephone number, job descriptions, education and training background, previous work experience, or dates of employment.
- Information relating to the status of any legal charges against the employee.
- Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or to a representative who presents a written release signed by the employee. Thus, other employers seeking references for present or former employees would be referred to the Director/Assistant Director. Unless a written release from the employee in question has been received, the Director/Assistant Director will release only the above information. Upon receipt of a signed release, the Library will make available all evaluations, records of discipline, commendations or reprimands from supervisors, and other job performance data, all of which the employee has verified seeing.

Work Schedule

The Library will maintain work hours for its employees in accordance with federal and state regulations.

The Fair Labor Standards Act requires employers to maintain an accurate record of hours worked and to pay one and one-half times the regular rate of pay to every nonexempt employee who works overtime. Overtime will be defined as all hours worked over 40 in a work week.

- Work Week – the official work week for all employees at Library begins at 12:01 a.m. on Monday and ends at 12:00 midnight the following Sunday.
- Schedule: All employees will work according to the schedule arranged by the Director/Assistant Director/Supervisor. No one will be assigned more than 40 hours weekly. The

Director/Assistant Director/Supervisor will be responsible for scheduling the employees and preparing a basic work schedule which gives primary consideration to public service.

- Break Times – Employees earn break time as follows:
    - 4 hours worked: 15-minute break
    - Over 4 hours - 6 hours worked: 20-minute break
    - Over 6 hours worked: 30-minute break
- Deviations: Deviation and exchanged scheduled working hours or days should be submitted in writing for approval by their supervisor, using the *Time-Off Request* or *Times Traded/Changed* forms provided.
- Proper staffing of each department is essential for the smooth operation of the library. Therefore, each department has restrictions on the number of staff that can request vacation or time off at any one time. Adult Services – only 2 staff at one time. Circulation – only 2 staff at one time. Information Technology , Technical Services and Youth Services are not restricted at this time. Requests will be honored on a first-come, first-served basis.
- Holiday Compensatory time may be used Monday through Friday.
- Unpaid leave: no employee shall receive unpaid time off greater than the equivalent of 3 weeks of work within a calendar year unless they have filed for a leave of absence.
- Training Time: Any meetings, lectures, and training programs which an employee is required to attend will be considered compensable time.
- Compensatory/Lost Time: Employees working 25 or more hours may accrue compensatory time equal to the number of hours worked in one week. Use of compensatory time shall be submitted in writing for approval by the supervisor, using the time-off request form provided. Compensatory time will not be carried over into the following calendar year.
- Time Records/Recording of Hours Worked: It shall be the responsibility of each employee to keep a daily time log of when s/he starts and finishes each workday, accurately reflecting vacation days, sick days, and actual time worked. Time sheets shall be kept in folders in the employees' designated mail slots and are to be properly completed and signed at the end of each pay period.
- In the event the employee is absent at the end of a pay period the supervisor is to fill out the time sheet.
- Employees are required to sign out when leaving the Library premises and are not on library business.
- Under no circumstances are employees to sign in or out for another employee. This is grounds for disciplinary action.

Evaluations

All employees will be evaluated on at least a yearly basis which may result in a merit increase. New employees will be assessed on or about 30 days, 60 days and 90 days after hire. Completion of the 90 day evaluation ends the employee's probationary period. After the 90 day evaluation new staff will be evaluated in September along with the rest of the staff. If hired after June 1st, the new employee will not be evaluated in September of that year.

Grievance Policy

In any organization there can be honest differences of opinion about working conditions, disciplinary action, rules, methods of work performance and other personnel issues. Employees who have a grievance or complaint (other than one involving violations of the library's EEO, Anti-Harassment, or Anti-Retaliation policies, which have their own reporting mechanism) should report their grievance or complaint pursuant to the following procedure:

- Grievances must be reported within fourteen (14) calendar days.
- Orally discuss the grievance with your immediate supervisor.
- If the conflict is not resolved within 5 working days of the oral discussion, the employee may submit to the Director, within 10 working days of his/her oral discussion with the supervisor, a written grievance containing a brief description of the complaint and the remedy sought.
- If the employee does not receive an answer with an explanation from the Director within 30 days of the submission of the written grievance, or the problem remains unresolved to the employee's satisfaction, the employee may make a written request for a hearing with the Library Board. The Board will determine whether the hearing is necessary. The Board's decision will be final.
- Failure to follow the grievance procedure shall result in disciplinary action up to and including termination.

The preceding grievance procedure does not, in any way, alter the Library's or the employee's right to terminate their employment relationship at any time, for any reason, with or without cause or notice.

Compensation

- All pay increases are at the discretion of the Library Board and will become effective during the first pay period in January, unless the Library Board designates an alternative time in which pay increases become effective. No pay increases shall be retroactive.
- Employees shall be paid bi-weekly, by the Thursday following the 2nd Sunday of the pay period.
- All employees must have direct deposit. Payroll is processed the week following the close of a two-week pay period and pay stubs are sent by the following Thursday via the employee's work or personal email.
- In compliance with the Fair Labor Standards Act, no overtime work will be given without the Director's/Assistant Director's authorization. Employees who work unauthorized overtime may be subject to discipline, up to and including termination.
- The Library is required to deduct certain federal and state taxes from each pay. Employees wishing to make any changes in their deductions should obtain the appropriate form from the Library Director/Bookkeeper.

Reimbursement

- All employees shall submit mileage claims to the Director for approval. These claims must be submitted monthly.
- If mileage to be incurred exceeds 100 miles, the Director shall be informed of the anticipated overage before it is incurred.
- Mileage shall be reimbursed at the current federal rate per mile. Distances are to be determined by odometer reading when possible.
- Claims for reimbursement of out-of-pocket expenses must be submitted to the Director on a monthly basis.
- Reasonable expenses for lodging, transportation, and meals when attending library-related meetings are eligible for reimbursement when accompanied by receipts. The Library will not reimburse employees for unreasonable or excessive expenses, as determined by the Library Board, and any question as to whether a certain expense will be reimbursed under this policy should be cleared with the Library Director prior to the expense being incurred.
- Meal reimbursement for overnight meetings will be $42.00 per diem. WWPL will reimburse one meal per single-day meetings at the following maximum rate:
    - Breakfast: $8.00
    - Lunch: $12.00
    - Dinner: $22.00

Emergency Closings

- Library hours may be shortened in the event of severe weather at the discretion of the Director. The media will be notified of such closings.
- If the library is open and an employee who is employed in a staff position does not work because of inclement weather, s/he may:
    - Take a dock in pay
    - Take the hours as a personal day, or
    - Make up the time within the same pay period
- When the library closes in the event of a city or county weather emergency, the library will remain closed through that business day.
- In the case of emergency or weather-related closings, all employees will be paid for scheduled hours not worked. Employees not scheduled to work on such days shall not receive compensation.
- If the employee reports off because of illness or personal business or is on vacation and the Library closes due to a weather emergency, the employee will be charged with sick, personal business or vacation leave for the total hours scheduled.

Jury Duty or Legal Summons

- Any employee called for jury duty or subpoenaed as a witness in a civil or criminal trial will be granted leave with pay for up to two weeks of that required time. Jury duty lasting longer than two weeks may be reviewed by the Director and/or Library Board as necessary.
- Any compensation received for the employee's service as a juror or witness, except reimbursement for travel, will be subtracted from the employee's regular wages. The employee must submit pay vouchers from the court to verify such compensation.
- Upon dismissal by the court, the employee should report for work when the dismissal occurs during the employee's regular work schedule.
- The Director should be notified as soon as possible, after the subpoena or notice of jury duty is received, so that adjustments in staffing can be planned.

Resignation

- Resignations shall be submitted to the Director.
- Professional Assistants and Support positions with staff designations are expected to give at least two weeks of written notice in order to receive unused vacation pay.
- Professional personnel are expected to give at least four weeks of written notice in order to receive unused vacation pay. This may be shortened at the discretion of the Director.
- The final paycheck will include accrued vacation to the date of termination provided appropriate notice was given to the Director by the employee.

Termination of Employment

- The Library may discharge an employee at any time with or without notice or cause, according to the doctrine of employment-at-will.
- In the same manner, an employee can quit for any reason, with or without notice to the employer.
- "Any reason" does not include a statutorily prohibited reason, such as sex, race, national origin, age, etc.
- In the event of financial exigency, it may be necessary to terminate the services of employees. In such cases, the Library will strive to provide as much notice as possible to affected employees.
- As future openings occur, the terminated employees may apply for the positions and will be considered along with all other applicants for those openings.

Information System Policy

Because of the rapidly changing nature of the use of electronic information systems, this policy cannot lay down rules to cover every possible situation. Instead, it expresses the Library's

philosophy and sets forth general principles to be applied to the use of electronic information systems and other technical resources.

- Business Use Only – E-mail, computer, phone, photocopy, facsimile, and voice mail systems are the Library's property and are intended for business use only. The systems are not to be used for personal use unless specifically authorized.
- No Personal Right of Privacy – Because the Library is sensitive to employees' privacy concerns, it will make an effort to access electronic information systems in a respectful and responsible manner. **However, employees must be aware that they have no right of privacy as to any information or files maintained in or on the Library's property or transmitted or stored through the Library's electronic information systems or other technical resources.**
- Under certain circumstances, the Library may access information stored in its electronic information systems. While it is impossible to list all of the circumstances under which access may occur, some examples follow:
    - During regular maintenance of the system.
    - When the Library has a business need to access the employee's mailbox or computer files—for example, if the employee is absent from the office and the supervisor has reason to believe that information relevant to the day's business is located in the employee's files. While electronic systems may accommodate the use of passwords for security, confidentiality cannot be guaranteed. All passwords must be made known to the Library Director because the system may need to be accessed in the employee's absence.
    - When the Library receives a legal request to disclose electronic information.
    - When the Library has reason to believe that employees are using its electronic information systems or other technical resources in violation of the Library's policies.
- Computer Viruses – Employees must be extremely cautious about allowing computer viruses into the Library's computers or computer network or causing computer system problems. Thus, under no circumstances may an employee load unauthorized computer software onto any computer owned or leased by the Library. Further, an employee should never open any electronic mail or attachment thereto unless that employee is certain of the electronic message's source and content. All questions concerning computer software, the Library's computer network, or computer viruses should be directed to the Director or Assistant Director.
- Harassment – The Library strives to maintain a workplace free of harassment and is sensitive to the diversity of its employees. Therefore, the use of its electronic communication systems in ways that are unlawful, disruptive, offensive to others, or harmful to morale is prohibited. For example, the display or transmission of images, messages, and cartoons that may offend others because of their sex, race, age, national origin, disability, or religion is prohibited. Such misuse includes, but is not limited to, ethnic or racial slurs, racial or sexual comments or jokes, or any other communication that shows disrespect for others on the basis of sex, race, national origin, disability, sexual orientation, religion, or age.
- Communications with the Library's Legal Counsel – If any employee is using the Library's electronic information systems to communicate with legal counsel, all messages should be

marked with the following in capital letters at the top of the message: **"Confidential Attorney/Client Communication."** In addition, such messages should not be sent to a distribution list, should not be forwarded to anyone else, and should not be retained on the system.

- Violations – Violations of this policy may result in disciplinary action up to and including discharge. Employees learning of any misuse of the Library's electronic information systems or a violation of this policy must notify the Director or Assistant Director of such misuse or violation immediately.

Safety/Workplace Accidents

- The Library strives to provide a safe work environment for its employees. The Library provides information to employees about workplace safety and health issues through regular internal communication channels, such as supervisor-employee meetings, bulletin boards, memos, email or other written communications.
    - Each employee must obey safety rules and exercise caution in all work activities.
    - Employees must immediately report any unsafe or hazardous condition to their immediate supervisors, the Director, or the Assistant Director.
    - Creating, failing to report or (where appropriate) failing to remedy a hazardous or dangerous situation may result in discipline up to and including discharge. Failing to adhere to safety standards can also result in discipline up to and including discharge.
- All accidents (which include any event that is not expected, foreseen, or intended) must be reported immediately to a supervisor. The accident must be reported whether or not there is personal or physical damage involved. A near miss, where the potential for injury or damage exists, is to be reported as well. Accidents and near misses are investigated to eliminate unsafe conditions and unsafe acts. If the supervisor is not available, report the accident or near miss to the Director. Such reports are necessary so the Library can comply with applicable laws and initiate insurance or workers' compensation benefit procedures. Consequently, failing to report accidents and/or near misses may result in discipline up to and including discharge.
- An official accident report must be completed and given to the Director within 24 hours.
- Any injury that happens on the job, on the Library's property, or while conducting the Library's business, no matter how slight, must be reported immediately to a supervisor so the employee may receive prompt and proper medical attention. The supervisor must promptly report the accident to the Director. The employee may be required to go to a physician chosen by the Library for initial treatment and any follow-up examination required by the Library. If the supervisor or the Director determines medical attention is needed, the employee must comply with that decision.
- If an injury requires an employee to be absent from work or to incur medical costs, s/he must contact the Director for the appropriate forms to be completed and processed for worker's compensation.

BENEFITS

Any required qualifications set forth in this employee handbook for any benefit conferred to any employee of the library by an independent third party provider such as an insurance company or pension plan administrator, etc. ("Providers") is further limited to and controlled by such additional qualifications as are required or as defined by such Providers in their agreement with the Library of the application submitted by the employee to the Provider.

A copy of the Providers agreements setting forth requirements for an employee qualifying for such benefits and the limitations and terms of coverage are available at any normal business hour upon reasonable request of the Library Director.

It should be understood that the Library is free to amend its agreements or change Providers for such benefits from time to time without notice to employees even if such amendment or change may reduce or restrict the benefits received by those who may qualify for any or all such benefits. Benefits for the Library Director are determined by the Library Board and awarded at their discretion.

Vacation Time

Employees working in staff positions will earn vacation based on hours worked and length of employment. Vacation allocations are as follows:

Support Positions	Professional/Professional Assistant Positions
1st year – 1 week	1st year - 2 weeks
2nd year – 2 weeks	3rd year - 3 weeks
4th year – 3 weeks	5th year - 4 weeks
8th year – 4 weeks	

Staff will accrue vacation based on the number of regular hours worked as well as on sick, holiday and vacation time taken per week. No time will accrue for hours paid at the premium rate of 1 ½ times standard rate of pay. The accrual rates are as follows:

- 1 week accrual rate is .019/hour worked or credited
- 2 week accrual rate is .039/hour worked or credited
- 3 week accrual rate is .058/hour worked or credited
- 4 week accrual rate is .077/hour worked or credited

Accrual

- New employees in staff positions will begin earning vacation time from their first hour of employment. However, no earned time may be taken during the first 6 months of employment.
- Your accrual rate will change based on your date of hire. For example an employee in a support position that was hired on 7/1/2008 will begin accruing two weeks vacation on July 2, 2009.
- Only earned, accumulated vacation time may be taken. Employees may accumulate vacation time in an amount equal only to their annual allocation. Employees will cease to earn vacation time when their earned accrual equals the hours allocated to their position. When the

accumulation drops below the allocation, employees will resume earning time. The vacation weekly rate will change based on the date of hire.

- Vacation time is earned based on the number of hours worked each pay period. At the end of a pay period, the number of hours taken will be subtracted from the employee's accrual and the number of hours earned added to the total to provide a current, accurate balance. A minimum of ½ hour of vacation must be taken
- If an employee's status is changed from hourly to staff they will begin accruing vacation and sick leave effective on the date of the change (not the date of hire). The employee's accrual rate will change based on the date the employee's status changed, not date of hire.

Scheduling

- Employees are asked to submit requests for vacation time to their manager during the first quarter of each year. Managers will make every attempt to honor these requests to the extent that the schedule and the needs of the Library permit. A master schedule will be maintained by the Director.
- Requests for additional or rescheduled vacation time may be submitted at any time but must be considered in view of the existing vacation schedules. With the exception of emergency situations, a minimum of two weeks notice is required for a change or addition to the vacation schedule.
- If requests for additional or rescheduled vacation time are submitted after the two week notice deadline the request will not be approved, unless the employee provides a replacement for their shift.

Vacation Time upon resignation, termination or retirement

Vacation time due to an employee will be 100% compensated upon resignation, termination or retirement. No compensation will be given for employees using vacation during the 2 or 4 week notice of termination period.

Paid Sick & Caregiving Leave

- Employees in staff positions will earn sick leave at a rate of 1 day per month based on hours worked as well as on sick, holiday and vacation time taken. Accrual rate - .058 (Sick leave accrual rates are based on a 40-hour work week).
- Paid sick leave shall be earned effective the first completed month of employment and shall accrue to a maximum of 90 days for Professional Positions and 60 days for Support Positions.
- Paid sick leave can be used for: personal illness, personal dental, eye and/or medical appointments and illness of spouse, dependent children and/or relatives whose care is the ultimate responsibility of the employee.
- Employees are responsible for notifying the Director or supervisor, at least 1 hour before their shift begins, if they will be absent from the Library due to illness. However, non-emergency absences, such as those due to elective surgeries or medical, dental or optical examinations,

must be arranged prior to the day of the absence. Employees will not receive pay for a sick day used for a non- emergency absence if this pre-notification requirement is not met.

- In order to be eligible for paid sick leave benefits, an employee must call in daily to the Director or supervisor except under the following conditions:
    - Surgery or other hospital confinement
    - Broken bones
    - Parenting leave
    - Other serious illness, injury or medical confinement that will necessitate the employee being absent for a period in excess of five days
- An absence of three or more consecutive working days will require a doctor's certification. This certificate should contain the following information:
    - Employee's name
    - Statement to the effect that the individual was under doctor's care and unable to work regularly assigned jobs.
    - Time the employee is expected to return to work
    - Doctor's signature
    - Any physical limitations
    - A minimum of ½ hour of sick leave must be taken.
    - No compensation will be made for unused sick leave upon resignation, termination, or retirement.

Personal Time

- After completion of six months of employment, all employees in staff positions will be allowed two personal days with pay per calendar year on a prorated basis (based on a 40-hour workweek).
- This leave shall be in addition to vacation or sick leave.
- Personal time must be scheduled in advance with the Supervisor/Director.
- A minimum of ½ hour of personal time must be taken.
- Unused personal time shall not be carried over to the next calendar year and shall not be paid in the event of resignation, retirement, or termination.

Bereavement

Employees, working in a staff position, who wish to take time off due to a death in the immediate family shall receive bereavement leave. Such leave is to cover loss of worktime for the purpose of planning and/or attending a funeral.

- Immediate family is defined as a spouse, parent, sibling, child, grandparents, in-laws, step-parents, and step-children. For a death in the immediate family, eligible employees may receive up to five (5) days of paid bereavement leave with Director or Board approval.
- Non-immediate family members are defined as an aunt, uncle, cousin and similar immediate family in-law relationships. In the event of the death of a non-immediate family member,

eligible employees will be provided with up to one (1) day of paid bereavement leave with Director or Board approval.
- Special circumstances may be considered in the situations requiring additional time for bereavement and/or in situations for bereavement of an individual not specified in this policy or as approved by the Board.

Unpaid Leave of Absence

The Library provides an unpaid leave of absence to an employee upon written request.

- There are three types of unpaid leave of absence: a) personal, b) medical and c) family.
- An unpaid leave of absence is at the discretion of the Director and will be given to an employee only after that employee has worked at the Library for 12 months.
- During an unpaid leave of absence, vacation, sick, personal, or holiday benefits will not accrue.
- If at the end of an unpaid leave of absence the employee fails to return to work promptly, the Library will assume that the employee has resigned.
- An employee may only take one unpaid leave of absence in a twelve-month period.
    - The twelve-month period begins on the last day of unpaid leave.

Unpaid Personal Leave of Absence

- Requests must clearly state the reason for the leave and the amount of time requested.
- Requests should be made 30 calendar days in advance of the dates requested.
- Requests will only be granted for urgent and exceptional circumstances and cannot be requested because all available sick days have been used.
- An unpaid personal leave of absence will not exceed 4 weeks.
- An unpaid personal leave of absence will be granted based on the ability to locate a substitute for the position, or the ability to reschedule other staff to cover the period of absence.
- At the conclusion of the unpaid leave of absence of less than 4 calendar weeks the employee will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, the Library cannot guarantee reinstatement in all cases.
- At the conclusion of the unpaid leave of absence of more than 4 calendar weeks the employee will be considered for return to work on the basis of the employee's qualifications, prior performance and the Library's current business and personnel needs.
- An employee may not use personal leave to extend family leave or medical leave.

Unpaid Medical Leave of Absence

- The purpose of an unpaid medical leave of absence includes but is not limited to temporary disabilities associated with a serious medical condition, being incapacitated for more than 3 consecutive calendar days, pregnancy or childbirth.

- The employee will be required to produce a physician's statement which includes the employee's name, statement verifying the medical disability, the beginning and expected end dates, and the doctor's signature.
- Medical leave will be for a period of up to 60 calendar days.
- The Library reserves the right to:
    - Inquire of the employee as to the status of any medical condition
    - Require that the employee provide medical evidence from a physician concerning any medical condition.
    - Deny a request for medical leave if it determines, from medical evidence, that the employee is able to perform his/her work.
    - Place an employee on medical leave or extend an employee's medical leave if the Library determines, from the medical evidence, that the employee is not able to perform the essential functions of his/her job with or without reasonable accommodation.
- If the initial period of approved absence proves insufficient, consideration will be given to a request for a single extension of no more than 45 calendar days. The employee must notify the Director at least 5 working days prior to the expiration of his/her unpaid medical leave that the employee needs an extension. The employee must provide a new physician's statement confirming the need for an extension of the unpaid medical leave of absence.
- Subject to the terms, conditions, and limitations of the applicable plans, the Library will continue to provide health insurance benefits for the period of the approved unpaid medical leave.
- At the conclusion of the unpaid leave of absence of **less** than 60 days the employee will generally be restored to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. However, the Library cannot guarantee reinstatement in all cases.
- At the conclusion of the unpaid leave of absence of **more** than 60 days the employee will be considered for return to work on the basis of the employee's qualifications, prior performance and the Library's current business and personnel needs.

Unpaid Family Leave of Absence

- The purpose for an unpaid Family Leave of Absence includes the following:
    - Birth of or care for the employee's newborn child.
    - Placement with the employee of an adoptive or foster care child.
    - Care for the employee's spouse, child or parent (not in-laws) who has serious health conditions
- Unpaid family leave should be requested from the Director as soon as the employee is aware of the need.
- Employees requesting unpaid family leave for serious health conditions should provide a physician's certificate stating:
    - The patient's name
    - The date the condition commenced

- The probable duration of the condition iv) Medical facts regarding the condition v) Doctor's signature

- An employee is no longer eligible for unpaid Family Leave of Absence after the one-year anniversary of the event.
- Eligible employees may request up to 12 work weeks of unpaid family leave of absence. With the Director's approval the employee may take any available vacation, personal or sick days as part of the approved leave.
- Subject to the terms, conditions, and limitations of the applicable plans, the Library will continue to provide health insurance benefits for the period of the approved family leave.
- At the conclusion of the unpaid family leave the employee will return to the position held when the leave began or be placed in an equivalent position with equivalent employment benefits, pay and other terms and conditions of employment.

Holidays

The Library provides eight [8] paid holidays and one [1] partial holiday each year. The holidays are:

New Year's Day	January 1
Dr. Martin Luther King Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Day before Thanksgiving	Close at 5:00 p.m.
Thanksgiving	Fourth Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

Eligibility for Holiday Pay:

- Employees in a Staff position are eligible for holiday pay.
- Employees must work the last scheduled day before a holiday and the first scheduled day following the holiday to be eligible for holiday pay unless time off on these days has been excused with pay [e.g. vacation, personal business, or sick leave].
- If the holiday falls on an eligible employee's regularly scheduled day off, that employee shall receive another day off within the same period or no later than the following pay period. These days off must be scheduled in advance with the Library Director/Supervisor.
- All employees working in a staff position receive 3 hours holiday pay for the day before Thanksgiving. If the staff member is not scheduled to work 5PM to 8PM the day before Thanksgiving, they shall receive 3 hours of holiday pay earlier in the day or on another day within the same pay period or no later than the following pay period.
- If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day.

- If a holiday falls on an employee in a staff position's scheduled half day, the employee must designate another day within the same pay period as their half day and will receive a full day's pay for the holiday.
- The Library will be closed on Easter Sunday, The Sunday before Memorial Day and the Sunday before Labor Day. Those are unpaid holidays. Staff members who would have been scheduled to work on those Sundays will work those hours during the week proceeding those Sundays.
- Any additional days will be designated by the Library Board.

Insurance Benefits

Medical Insurance:

- Medical, vision, and dental insurance is optional for employees working at least 30 hours per week.
- The percentage of the premium paid by the Library is determined by the Library Board. The premium will be explained to the employee at orientation.
- Premiums are deducted before taxes are taken out and are taken out the month before the premium is due.
- This benefit is available once the employee has been employed by the library for 60 days.
- Upon termination, resignation, or retirement employees are eligible for COBRA benefits if they desire.
- When a full-time (30 hours) employee on the library's health insurance plan turns 65 that employee may or may not elect to remain on the library's health insurance plan. If the employee elects to go on Medicare the employee would be responsible for the full Medicare health care insurance premium, including any supplemental insurance.
- The employee may remain on the library's vision and dental insurance plan, even if they do not continue on the library's health insurance plan and are accorded the same previous benefits.

Supplemental Insurance:

- Supplemental insurance is provided through AFLAC at the employee's request.
- Premiums are 100% payable by the employee.
- The premium can be payroll deducted and will be deducted before taxes are taken out.
- This benefit is available once the employee has been employed by the library for 60 days.

Life Insurance:

- Life insurance is optional for employees that work 30 or more hours per week unless they have signed up for medical insurance coverage, then life insurance is mandatory.
- Premiums are 100% payable by the Library. The percentage is determined by the Library Board.
- This benefit is available once the employee has been employed by the library for 60 days.

Birthdays

- Employees are entitled to take a day off with pay for their birthday once they have passed their 90-day probationary period.
- The employee must take his/her actual birthday off if he/she works on that day. If the employee does not work on his/her birthday the employee must take the next working day off.
- The paid day off for the birthday should be scheduled at least one week in advance.

403(B) Retirement Plan

- New employees aged eighteen (18) and older may begin elective contributions to the 403(b) plan starting from the date of employment.
- Elective contribution limits may be changed twice a year in January and in July.
- Employees may contribute up to the amount allowed by federal law annually or 100% of their payroll whichever is the lesser amount.
- The Library will match employee contributions with the following requirements:
    - The Library may match $1.00 for $1.00 up to the first $100.00 per month of elective contributions.
    - Employees may receive matching contributions after being employed for one year.
    - Employees will be vested immediately after starting contributions.
    - Employees are always 100% vested in the amount deferred or contributed through transfers, rollovers, and IRA's.

Public Employees' Retirement Fund (PERF)

- All full-time employees in Staff positions are eligible
- Eligibility Date: first of the month following hire or promotion into eligible position
- Provider/Plan: State of Indiana *Public Employee's Retirement Fund* Highlights
    - WWPL contributes both the employer AND employee contributions. Employer contributions are decided by the State annually.
    - Employee contributions = 3%
    - Current Employer contributions = 11.2%
    - Employee Contributions vested immediately.
    - Employer Contributions vested after 10 years of (non-consecutive) service
    - Employee is responsible for maintaining accurate account information and beneficiary Designations. WWPL is not allowed to update contact information beyond initial enrollment.

Advanced And Continuing Education

The library encourages all employees to further educate themselves. Employees taking college courses or continuing education courses to improve their library skills will be given consideration to try to arrange work schedules to accommodate the class schedule.

Pay is granted for "approved" time spent at state, district, and national library meetings, workshops, or seminars. The Director will approve who may attend such meetings, workshops, or seminars.

Professional Activities

Staff members are encouraged to join professional organizations such as the Indiana Library Federation (ILF) and the American Library Association (ALA). The library is prohibited by law from paying dues for individuals to be members of such organizations.

The library will pay seminar, workshop, etc. costs only to the amount of cost for a member to that organization, additional costs may be covered by the library or the library may ask the employee to cover the additional costs if s/he is not a member of the sponsoring organization.

EMPLOYEE CONDUCT

Inappropriate Behavior & Disciplinary Policy

The work rules set forth below are intended to provide employees with fair notice of what is expected of them. It is not possible to provide an exhaustive list of all types of impermissible conduct and performance, and these work rules are only examples of behaviors that are specifically unacceptable and, if found to exist, can result in disciplinary action up to and including immediate discharge. Employees should, therefore, be aware that conduct not specifically listed below, but which adversely affects or is otherwise detrimental to the interests of the Library, other employees, or others may also result in disciplinary action, up to and including discharge.

Confidential Matters: Discussing or revealing confidential information with individuals outside of the Library or with individuals within the Library who are not authorized to have such information.

Criminal Activity: Being convicted of or pleading guilty to crime that reflects unfitness for the job or raises a threat to the safety or well-being of the Library or its employees or property.

Detrimental Behavior: Making false, misleading, or malicious statements about other employees, the Library, or its practices, or engaging in conduct which undermines, or is intended to undermine, the Library's reputation.

Dishonesty: Falsifying, altering, or making an omission on an employment application or any other business record; giving false information to management personnel or concealing defective work.

Fighting: Fighting, baiting, or other behavior that instigates fighting or other conduct that violates the Library's policy against workplace violence.

Inappropriate Language or Conduct: Using profane, offensive, or abusive language, or antagonistic, caustic or belligerent conduct, toward another co-worker or in the workplace generally.

Insubordination: Failing to follow or comply with instructions or work orders in a timely manner, or addressing a supervisor, Assistant Director, or the Director in a disrespectful, abusive, noncompliant manner.

Mishandling Library Property: Mishandling, misusing, stealing or improperly accounting for Library money, funds, or property.

Non-compliance with Laws/Regulations: Failing to comply with local, state and federal laws and/or regulations.

Failure to Cooperate: Failing or refusing to cooperate in an investigation conducted by the Library.

Poor Performance: Failing to produce quality and timely work or meet performance expectations.

Public and Coworker Relations: Mistreating, abusing, or intimidating co-workers or others with whom the Library has contact.

Safety: Failing to use equipment, materials, and supplies in accordance with Library policies and practices; violating safety or health rules or practices or engaging in horseplay or other conduct that creates a safety or health hazard.

Unauthorized Use of Library Time/Property: Using Library time or property for non-work related activities.

Employment may be terminated at will by the employee or the Library at any time with or without cause and without following any system of discipline or warning. Nevertheless, the Library may choose to utilize certain forms of discipline that are less severe than discharge in certain cases. These steps may be followed:

- First offense – documented verbal warning.
- Repeated offense(s) – written warning
- Repeated offense(s) – suspension (with or without pay, to be between 1 day – 2 weeks)
- Repeated offense(s) – termination of employment

Additionally, an employee may be placed on an investigatory leave to allow the Library time to review fully the circumstances related to a potential disciplinary matter. Investigatory leave is not disciplinary and will not be reflected in the employee's performance review or in the employee's personnel file. An employee who is placed on investigatory leave and found innocent of the matter investigated will be paid for the regularly scheduled time missed.

Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on an individual basis with the severity and frequency of the conduct being taken into

consideration. Although one or more of the steps described above may be taken in connection with a particular employee, no formal order or system is necessary. For example, the Library may also use forms of discipline for a particular problem in a progressive manner, such as oral counseling, then written counseling, etc. However, it is not required to do so, and each instance of discipline will be addressed on a case-by-case basis. If an employee knows, or should have known, that his/her behavior violates a rule, policy or practice, or violates a state or federal law, then that employee may be subject to immediate discipline, up to and including immediate discharge.

Whenever a disciplinary action is documented, the employee will be asked to acknowledge that s/he has been given a copy of the document by signing the original. The employee's signature will not signify his/her agreement with the contents of the document.

Personal Dress & Hygiene

The Library strives to present a positive, professional image to all patrons entering our building. As a public entity, the library's public image is very important and one aspect of that is employee dress and hygiene. For this reason, the following guidelines have been established

- Dress and grooming should be neat, clean, and appropriate and should express pride in an employee's job and in the library.
- Personal cleanliness and hygiene are required for all employees regardless of work hours and nature of work.
- The following are examples of clothing that is not allowed:
    - Anything revealing or excessively tight, including anything which exposes the midriff, bares the shoulder, or is immoderately low cut
    - Anything excessively baggy or loose
    - Anything with tears, excessive worn spots, or frayed edges
    - Any clothing that is visibly unclean or emitting an odor
    - Extremely short skirts or dresses
    - Shorts (exceptions are pages in the summer)
    - Athletic apparel or swimsuits
    - Thong-type sandals / flip-flops
    - Lettering or illustrations other than those on items issued by the Library although illustrations as part of a pattern (e.g. stars, flowers, etc.) may be acceptable
    - Inappropriate illustrations
- Body fragrances, such as perfume and cologne, are to be used sparingly, since some patrons and staff may have extreme sensitivity to airborne odors and scents.
- It is impossible to cover all contingencies of dress in a dress code, so questionable attire should be cleared in advance with the Director or Assistant Director.

In accordance with the state disciplinary policy of the Library, violations of this dress code policy may require an employee to return home on their own time to change into acceptable attire. The following will also occur:

- The first violation will result in a documented verbal warning.
- The second violation will result in a written warning.
- The third violation will result in a second written warning.
- Any further violations may result in suspension of duties pending review by the Library Board and may ultimately result in termination following review by the Board.

Attendance Policy

Occasionally, it may be necessary for an employee to be absent from work as a result of illness, injury, or for personal reasons. In such cases, an employee is expected to give his/her supervisor as much advance notice as possible before the beginning of his/her scheduled starting time. This advance notification is necessary in order that proper arrangements can be made to handle his/her work during his/her absence. If the absence cannot be predicted in advance, the employee should notify the Director or his/her supervisor at least one (1) hour before his/her shift begins on the first day of absence. If the employee must leave work, the Director or his/her supervisor should be notified as far in advance as possible.

It is the supervisor's responsibility to post notice of the employee's absence on the calendar in the circulation area.

Excessive absenteeism and tardiness adversely affect productivity, disrupts normal operating effectiveness, and overburdens other employees who must cover for the employee who is absent. Excessive absenteeism and tardiness will be grounds for disciplinary action, up to and including termination.

Punctuality – Being on time and working the entire assigned shift is most important to the efficient operation of the library. Tardiness and leaving early disrupts productivity and make it difficult to function effectively and to meet our customers' needs. It is the employee's responsibility to be at his/her workstation at the scheduled starting time and to return from lunch periods no later than the allotted time.

Occasionally unavoidable circumstances may cause an employee to be late or need to leave early. The employee is required to notify his/her supervisor immediately in this situation. Two or more occurrences of tardiness/leaving early within a 30-day period will result in disciplinary action up to and including dismissal.

Reporting Time Away from Work – Whenever an employee is off work for a period of more than one hour, a Time Off Request form must be completed and turned in to the supervisor. It is the supervisor's responsibility to see that this report is turned in complete and on a timely basis and signed by the supervisor. In the event an employee is not capable of submitting this report, the supervisor is to prepare the report.

Absences

Absences are classified into two categories, Excused and Unexcused.

Excused Absences – Excused absences are a result of factors beyond an employee's control, such as holiday, vacation days, work compensatory time, leaves of absence, and sick time. Should an employee need to be absent for more than three consecutive workdays, s/he must provide the Director or supervisor with a physician's statement indicating inability to work.

Unexcused Absences – Unexcused absences occur upon failure to report to work as expected. Any unexcused absence of any duration will be considered an occurrence. An employee receives a disciplinary warning for each occurrence. Two or more occurrences of unexcused absence within a 90-day period will result in disciplinary measures up to and including dismissal. Three or more occurrences of an unexcused absence within a 12-month period will result in dismissal. Two consecutive days in which an employee fails to report to work as expected or fails to call in at least one hour before his/her shift begins will be considered a voluntary quit on the part of the employee.

Telephone Use

- Library telephones are for library business. Personal calls should be kept to a minimum and should be very brief.
- Long distance calls must be made using the employee's home telephone, telephone calling card or personal cell phone.

Break Room

- The Library provides a kitchen-break room for the benefit of its employees.
- Employees shall be responsible for the general clean-up of the area, including the washing of dishes and utensils.
- All trash should be properly disposed of in the trash container.

Service to Patrons

Each employee is a representative of the Library and does much to form public opinion regarding the image of the institution. Employees should conduct themselves at all times with this in mind. Employees should endeavor to create a receptive and cordial atmosphere in which the user will feel welcome. Employees should always be alert and approachable. Patrons should not feel that employees are completely absorbed in reading, work, or conversation among themselves, and are thus too busy to help.

Voting

The Library encourages all employees to vote. Taking advantage of polling hours prior to the beginning or following the end of the employee's workday is encouraged. However, if this cannot

be arranged, the Director will approve time off to vote either at the beginning or end of the workday, provided that at least one day's notice is given. This time shall be counted against the employee's personal time.

Drug Policy

The use and abuse of drugs and alcohol can seriously impair an employee's ability to perform his/her duties safely and efficiently. Drug and alcohol use and abuse not only jeopardize the public's safety and co-workers' safety, they undermine the public's confidence in the Library itself. Because a drug or alcohol impaired employee can pose a significant threat to the safety of the public and co- workers, as well as the employee's own safety, the Library has established this policy as part of its ongoing efforts to maintain a drug and alcohol free workplace.

- All employees are expected to report to work free of alcohol and illegal drugs and not to manufacture, sell, distribute, dispense, possess, or use controlled substances except those prescribed by a licensed physician, in the workplace. Nor shall any employee conspire to manufacture, sell, distribute, dispense, possess, or use an illegal drug or alcohol on the Library's premises, during working time, or when engaged in the Library's business or an activity sponsored by the Library. The term "controlled substances" include but is not limited to: narcotics, cannabis, stimulants [cocaine, diet pills], depressants [tranquilizers], or hallucinogens [PCP, LSD etc.].
    - The only exception is for any employee attending Library sponsored events or attending events as representatives of the Library at which alcohol is served. In such instances, minimal consumption of alcohol is permitted (but not encouraged) so long as the employee's behavior remains acceptable to the Library and the employee's blood alcohol content remains under the legal limit for operating a motor vehicle, as defined by state law.
- Likewise, all employees are expected not to distribute, misuse, or abuse any prescription medications on the Library's premises. Employees must remember that distribution of prescription medication to co-workers not only violates this policy but is also a crime.
- The Library looks to all its employees to support this policy to better the overall safety, health, productivity, and welfare of all employees. Employees are asked to discourage co-workers from violating this policy and are expected to cooperate in the Library's efforts to enforce this policy and in any investigation of its violation.
- When there is reasonable cause to believe that an employee has inappropriately used drugs or alcohol, the employee may be required to submit to a drug and/or alcohol screening test. "Reasonable cause" testing may be based upon such things as:
    - Specific observations concerning the appearance, behavior, speech, or body odors of the employee, including observation of drug use, drug possession or possession of drug paraphernalia, physical signs or symptoms of being under the influence of a drug or alcohol, or signs and symptoms of chronic and/or withdrawal effects of drugs
    - A pattern of abnormal or erratic behavior as evidenced by the employee's work time actions, appearance, or conduct

    - Arrest or conviction for a drug-related offense
    - Having an on-the-job-accident requiring medical attention and/or involving property damage.
    - If practical, the employee's conduct should be witnessed by two supervisors. If not practical, one supervisor's observations are sufficient. Reasonable cause can also be based upon a report received from a third-party observer if the report is independently corroborated.
- An employee who is required to submit to a reasonable cause drug screen will be suspended until the results of the test are disclosed to the Library. If the test result is negative, the employee will be paid for the regularly scheduled time missed.
- In any reasonable cause situation, the Library will ensure that the employee is transported to an appropriate facility and then transported back to the work site, where a spouse, family member, or other individual will be contacted to transport the employee home. If the employee refuses to agree to any of these procedures and attempts to operate his/her own vehicle, the Library will make appropriate efforts to discourage the employee from doing so, up to and including contacting local law enforcement officials. Any employee failing to cooperate with any of the procedures described above will be subject to discharge.
- Any employee who voluntarily identifies him/herself as having a drug or alcohol related problem will not be subject to discipline for volunteering that fact. Rather, the employee will be permitted to take an unpaid leave of absence for the purpose of undergoing rehabilitation or treatment to permit the employee an opportunity to eliminate dependence on drugs or alcohol or to comply with other treatment plans as recommended by a substance abuse professional.
- Since the key to the Library's rehabilitative efforts is an employee's willingness to admit and seek to remedy the problem, this provision is not available to an employee who requests protection after being asked to submit to testing or after the employee's use of drugs or alcohol becomes a personnel issue based on direct observation or evidence obtained from an arrest or criminal conviction for a drug or alcohol related offense.
- If the employee has successfully completed the rehabilitation/treatment program as verified in writing by the program's administrator within the time allowed, the employee will be allowed to return to work when work is available for which the individual possesses the skills, qualifications, and experience. Return from rehabilitation may also be conditioned upon the employee's compliance with individual responsibilities, which may include obtaining follow-up counseling and/or treatment.
- Any costs associated with the voluntary rehabilitation/treatment program will be at the expense of the employee unless the charge is specifically covered under the Library's insurance policy and the employee is an active participant in the insurance program.

No Smoking Policy

The Library has a "No Smoking" policy. Smoking or vaping is not permitted anywhere in the Library building.

Firearms

The Library understands an individual's right to bear arms but does not believe firearms are appropriate in the workplace or on the Library's property. Any employee bringing a firearm to the workplace will be discharged.

No Solicitation or Distribution

- There shall be no solicitation for any activity (unless directly related to an activity sponsored by the Library) while either the employee(s) doing the soliciting or the employee(s) being solicited is/are on working time. "Working time" does not include scheduled breaks or meal periods.
- Non-employees are prohibited from soliciting or distributing literature on the Library's property at any time.

Representing The Organization

Because organizations such as the Library are, by nature, public organizations, employees are expected to have many contacts – with donors, community leaders, government officials, grant applicants, grantees, and a broad range of citizens involved in and knowledgeable about community issues. For the Library to be perceived as an upstanding, forthright community leader, an employee must, during each contact, consider how his/her actions and statements represent, and affect, the Library. Therefore, an employee should consider every contact between him/herself and the public as a representation of the Library and act accordingly, regardless of whether the contact occurs during the course of business.

Although an employee is expected to treat each contact with the public as a representation of the Library, no employee, other than the Director, has the authority, unless expressly given by the Director, to speak on behalf of the Library (including but not limited to speaking to any member of the media), or to bind the Library contractually (whether orally or in writing). If an employee is approached by any member of the media, or any organization or person seeking to enter into a business relationship with the Library, the employee must direct them to the Director. Anyone who, without express permission from the Director, speaks to the media on behalf of the Library or about Library business, or attempts to bind the Library to a contractual or business arrangement with another person or entity, may be disciplined up to and including termination.

Finally, from time to time the Library or a third party representing the Library may take pictures of employees engaged in work-related activities for use in advertising, Library brochures, etc. If an employee objects to this, that employee should notify his/her supervisor or the Director prior to the photographer taking the pictures. If an employee does not voice an objection, the Library will presume the employee has none.

Employees will not be compensated for use of their likeness in a Library photograph. Members of the news media may also take pictures of employees at Library- related events or other

newsworthy events. Any objections to the news media's use of an employee's picture must be directed to the organization taking the pictures rather than to his/her supervisor or the Director.

Workplace Violence

Nothing is more important to the Library than the safety and security of its employees. Threatening, intimidating, malicious, or violent behavior directed toward employees or other individuals by anyone on the Library's property, at an event sponsored by the Library, or during work time will not be tolerated.

- The purpose of this policy is to minimize the potential risk of personal injuries to employees or to others and to reduce the possibility of damage to the Library's property in the event someone, for whatever reason, may be unhappy with a decision by the Library or an action by an employee or member of management.
- The Library will initiate a decisive and appropriate response to inappropriate behavior. This response may include, but is not limited to, termination of a business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person(s) involved.
- All employees are responsible for notifying the Director of any possible violations of this policy. Possible violations include threatening, intimidating, malicious, or violent behavior of which an employee has been the target, has witnessed, or has heard about from another individual if the behavior is job-related or has been or might be carried out
    - on the Library's property. Employees are responsible for making this report regardless of the relationship between the individual who initiated the inappropriate behavior and the person who was the target of the behavior.
- If an employee receives or overhears any threatening communications from an employee or outside third party, that employee should report it to his/her supervisor or the Director at once. Employees are not to engage in either physical or verbal confrontation with a potentially violent individual. If an employee encounters an individual who is threatening immediate harm to another employee or anyone else on library premises, s/he should contact an emergency agency (such as 911) immediately.
- All reports of work-related threats will be kept confidential to the extent possible, investigated, responded to, and documented. Employees are expected to report and participate in an investigation of any suspected or actual cases of workplace violence.
- Violations of this policy, including an employee's failure to report or fully cooperate in the Library's investigation, may result in disciplinary action up to and including discharge.

RECEIPT OF EMPLOYEE HANDBOOK FORM

I have received my copy of the Westfield Washington Public Library Employee Handbook which outlines the policies, practices, and benefit guidelines of the Library.

Since the information in this handbook is necessarily subject to change as situations warrant, it is understood that changes in the handbook may supersede, revise, or eliminate one or more of the policies in this handbook. I accept responsibility for keeping informed of these changes.

I further acknowledge my understanding that this handbook does not constitute a contract of employment and that my employment with the Westfield Washington Public Library may be terminated by me or the Westfield Washington Public Library at any time, with or without prior notice or cause.

I have read and understand the policies, practices and benefit guidelines included in this handbook.

Employee's signature

Date

Please return this form to library administration within five (5) days of receipt of this handbook

_____

(Date to return form)

Westfield Washington
PUBLIC LIBRARY

EPIDEMIC/PANDEMIC POLICY

(Extension of the Westfield Washington Public Library Air-Borne Pathogen Control Plan included in the Disaster Plan 2017)

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 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

Westfield Washington Public 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:

1. A mandate order or recommendation for closure is issued by the Hamilton County Health Department, Indiana State Department of Health, or other local government officials.
2. If a Library employee has been diagnosed with the epidemic, WWPL will temporarily close the building.
3. At the direction of the Library Board of Trustees
4. At the discretion of the Library Director

In addition, Westfield Washington Public Library may temporarily close, reduce its operation 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:

1. Complete Closure: no staff in the building at any time
2. Library Closure with Essential Services Only: Essential library employees may be required to work from home or on site during closures to perform necessary duties, such as pay roll, bill paying, building maintenance, emptying book drop, etc.
3. Library Closure with Reduced Services – staff may:
    a. Be allowed to work inside the building, although the building is closed to the public
    b. Be assigned to provide services to patrons in newly determined ways
    c. Be assigned to clean the building

WWS Closures

In the event that Westfield Washington Schools close because of an epidemic, Westfield Washington Public Library will remain open unless one of the above conditions under the “Library Closure” section above are met.

Compensation in the an Epidemic/Pandemic

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

1. Contract the disease
2. Are required to care for a family member with the disease
3. Receive a mandated or doctor-directed self-quarantine

In the event of closure, the library will follow current emergency closure compensation policies per the Employee Handbook.

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. The library will also work with staff on teleworking and using FFCRA provisions if possible.

Communication

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

1. Notify Library staff and Board members via email, social media and the website.
2. Direct Managers to call or email scheduled program presenters, community room reservations, outreach sites, program attendees (if we have contact information)
3. Provide information regarding the epidemic/pandemic on the Library's website's homepage
4. Create signage for updating patrons inside the library
5. Notify local media and other government entities as deemed necessary.

Employee Absences

Westfield Washington Public Library Employee handbook outlies the regular vacation, sick leave and Personal time policy. This policy shall continue to be followed in the event of an epidemic/pandemic or public health emergency while the library remains operational. Pre-approved time off will be honored unless voluntarily cancelled.

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 building.

Additional Cleaning Measures

During the epidemic/pandemic, the Library will ask staff and contracted cleaning service to increase cleaning within the building. The Library Director/Assistant Director will devise new cleaning procedures for WWPL during the epidemic.

Responsibility of Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all Library operations shall be provided by the Assistant Director, with approval of the Library Board of Trustees.

EMERGENCY CLOSINGS (From Employee Handbook pg. 10)

1. Library hours may be shortened in the event of severe weather at the discretion of the Director. The media will be notified of such closings.

2. If the library is open and an employee who is employed in a staff position does not work because of inclement weather, s/he may: a. Take a dock in pay, b. Take the hours as a personal day, or c. Make up the time within the same pay period

3. When the library closes in the event of a city or county weather emergency, the library will remain closed through that business day.

4. In the case of emergency or weather-related closings, all employees will be paid for scheduled hours not worked. Employees not scheduled to work on such days shall not receive compensation.

5. If the employee reports off because of illness or personal business, or is on vacation and the Library closes due to a weather emergency, the employee will be charged with sick, personal business or vacation leave for the total hours scheduled.

FFCRA FAQ

1. **May I take my paid sick leave or expanded family and medical leave intermittently while teleworking?**

   Yes, if your employer allows it and if you are unable to telework your normal schedule of hours due to one of the qualifying reasons in the Emergency Paid Sick Leave Act. In that situation, you and your employer may agree that you may take paid sick leave intermittently while teleworking. Similarly, if you are prevented from teleworking your

normal schedule of hours because you need to care for your child whose school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, you and your employer may agree that you can take expanded family medical leave intermittently while teleworking.

You may take intermittent leave in any increment, provided that you and your employer agree. For example, if you agree on a 90-minute increment, you could telework from 1:00 PM to 2:30 PM, take leave from 2:30 PM to 4:00 PM, and then return to teleworking.

The Department encourages employers and employees to collaborate to achieve flexibility and meet mutual needs, and the Department is supportive of such voluntary arrangements that combine telework and intermittent leave.

2. **May I take my paid sick leave intermittently while working at my usual worksite (as opposed to teleworking)?**

   It depends on why you are taking paid sick leave and whether your employer agrees. Unless you are teleworking, paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It cannot be taken intermittently if the leave is being taken because:

   - You are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
   - You have been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
   - You are experiencing symptoms of COVID-19 and seeking a medical diagnosis;
   - You are caring for an individual who either is subject to a quarantine or isolation order related to COVID-19 or has been advised by a health care provider to self-quarantine due to concerns related to COVID-19; or
   - You are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

   Unless you are teleworking, once you begin taking paid sick leave for one or more of these qualifying reasons, you must continue to take paid sick leave each day until you either (1) use the full amount of paid sick leave or (2) no longer have a qualifying reason for taking paid sick leave. This limit is imposed because if you are sick or possibly sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, the intent of FFCRA is to provide such paid sick leave as necessary to keep you from spreading the virus to others.

   If you no longer have a qualifying reason for taking paid sick leave before you exhaust your paid sick leave, you may take any remaining paid sick leave at a later time, until December 31, 2020, if another qualifying reason occurs.

   In contrast, if you and your employer agree, you may take paid sick leave intermittently if you are taking paid sick leave to care for your child whose school or

place of care is closed, or whose child care provider is unavailable, because of COVID-19 related reasons. For example, if your child is at home because his or her school or place of care is closed, or child care provider is unavailable, because of COVID-19 related reasons, you may take paid sick leave on Mondays, Wednesdays, and Fridays to care for your child, but work at your normal worksite on Tuesdays and Thursdays.

The Department encourages employers and employees to collaborate to achieve maximum flexibility. Therefore, if employers and employees agree to intermittent leave on less than a full work day for employees taking paid sick leave to care for their child whose school or place of care is closed, or child care provider is unavailable, because of COVID-19-related reasons, the Department is supportive of such voluntary arrangements.

3. **May I take my expanded family and medical leave intermittently while my child's school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons, if I am not teleworking?**

   Yes, but only with your employer's permission. Intermittent expanded family and medical leave should be permitted only when you and your employer agree upon such a schedule. For example, if your employer and you agree, you may take expanded family and medical leave on Mondays, Wednesdays, and Fridays, but work Tuesdays and Thursdays, while your child is at home because your child's school or place of care is closed, or child care provider is unavailable, due to COVID-19 related reasons, for the duration of your leave.

   The Department encourages employers and employees to collaborate to achieve flexibility. Therefore, if employers and employees agree to intermittent leave on a day-by-day basis, the Department supports such voluntary arrangements.

4. **If my employer closed my worksite before April 1, 2020 (the effective date of the FFCRA), can I still get paid sick leave or expanded family and medical leave?**

   No. If, prior to the FFCRA's effective date, your employer sent you home and stops paying you because it does not have work for you to do, you will not get paid sick leave or expanded family and medical leave but you may be eligible for unemployment insurance benefits. This is true whether your employer closes your worksite for lack of business or because it is required to close pursuant to a Federal, State, or local directive. You should contact your State workforce agency or State unemployment insurance office for specific questions about your eligibility. For additional information, please refer to https://www.careeronestop.org/LocalHelp/service-locator.aspx.

   It should be noted, however, that if your employer is paying you pursuant to a paid leave policy or State or local requirements, you are not eligible for unemployment insurance.

5. **If my employer closes my worksite on or after April 1, 2020 (the effective date of the FFCRA), but before I go out on leave, can I still get paid sick leave and/or expanded family and medical leave?**

   No. If your employer closes after the FFCRA's effective date (even if you requested leave prior to the closure), you will not get paid sick leave or expanded family and medical leave but you may be eligible for unemployment insurance benefits. This is true whether your employer closes your worksite for lack of business or because it was required to close pursuant to a Federal, State or local directive. You should contact your State workforce agency or State unemployment insurance office for specific questions about your eligibility. For additional information, please refer to https://www.careeronestop.org/LocalHelp/service-locator.aspx.

OBTAINING A LIBRARY CARD

- The Westfield Washington Public Library is open to all residents and property owners of Washington Township. The library affirms the right to the privacy and confidentiality of every library user. First time library cards are issued free of charge. Adults 18 years of age and older must show proof of their current address plus photo identification.
- Children ages 0-17 must have a responsible adult's signature on their registration cards. The responsible adult must have a current library card and/or show proof of address. In addition, the responsible adult assumes all liability for items checked out by the minor child.
- Westfield Washington Public Library patrons become members of the Evergreen Indiana Consortium upon obtaining a library card. Evergreen library cards may be used at any other Evergreen library in Indiana.
- Library cards must be presented to check out materials. Library cards are not transferable to any other person for any reason. Replacement cards are issued at a cost of $2.00 per card in the event that a card is lost or stolen.
- Hamilton County residents from a library district outside of Washington Township may register for Reciprocal Borrower privileges if they have a library card from their home library and are in good standing.
- Residents from Indiana districts outside of Hamilton County not associated with the Evergreen consortium may obtain a library card with the Westfield Washington Public Library provided they have purchased a Public Library Access Card (PLAC). Residents from areas not served by any library may inquire at the Circulation desk about purchasing an annual non-resident card.
- Employees of a school corporation or nonpublic school located in Washington Township may be issued a blue Westfield Washington Public Library card. The blue WWPL Evergreen Indiana card is only valid at the Westfield Washington Public Library and may not be used at other Evergreen Indiana libraries.

FINES AND FEES

Westfield Washington Public Library is a fine-free library. No overdue fines are charged on materials checked out at WWPL. However, fees are charged for the following:

- Lost or damaged materials will result in the patron's card being charged an amount assessed by the library up to the price of the item.
- Patrons are charged $2.00 for each replacement library card.
- Patrons may accrue overdue fines or other fees from materials borrowed at other Evergreen libraries.

Fees on materials belonging to an Evergreen library can be paid at any Evergreen library.

OVERDUE NOTICES

- Patrons with no email address on file will be sent overdue notices by US mail.
- Patrons with accurate email addresses on file will be sent overdue notices by email.
- Patrons are encouraged to keep their email addresses current in order to receive timely email notices.

EMAIL NOTICES ARE NOT GUARANTEED!

LIBRARY HOURS

Monday-Wednesday	10:00 am - 8:00 pm
Thursday-Friday	10:00 am - 6:00 pm
Saturday	10:00 am - 5:00 pm
Sunday	1:00 pm - 5:00 pm

REVISED MAY 2024

EVERGREEN INDIANA
Open Source Integrated Library System

Westfield Washington
PUBLIC LIBRARY

RULES AND REGULATIONS

17400 Westfield Blvd
Westfield IN 46074
317-896-9391
www.wwpl.lib.in.us

email: librarian@wwpl.lib.in.us
www.facebook.com/wwpl46074
www.instagram.com/wwpl46074

WESTFIELD WASHINGTON PUBLIC LIBRARY POLICIES

CHECKING OUT & RENEWING ITEMS

Library materials have the following circulation periods and renewal limits:

ITEM TYPE	CHECKOUT PERIOD	POSSIBLE RENEWALS
Adult books	21 days	2
Teen books	21 days	2
Juvenile books	21 days	2
Audio books	21 days	2
Music CDs	21 days	1
Magazines	14 days	1
Video materials	7 days	1
Interactive Software	7 days	1
Pocket Wi-Fi devices	7 days	0
Library of Things kits	7 days	1
Launchpads	7 days	1
New video materials	3 days	0

Reference materials do not circulate.

RENEWING LIBRARY MATERIALS

All circulating items listed above may be renewed the designated number of times unless there is a hold on the item.

LIMITS ON CHECKING OUT MATERIALS

Patrons may have no more than 100 total items checked out on their library card at one time. In addition, the following items have these designated limitations per library card:

- 10 DVDs
- 5 Interactive Software items
- 1 Library of Things kit
- 1 Launchpad
- 1 Pocket Wi-Fi device

Patrons may be unable to check out any materials if either of the following conditions apply:

- There are 15 or more overdue items from one or more Evergreen library on the patron's card
- There are excessive fines or fees from one or more Evergreen library on the patron's card.

PLACING HOLDS ON ITEMS

- Patrons may have no more than 30 total holds at one time within the Evergreen consortium.
- Patrons may not be able to place holds on certain newly acquired library materials.

BORROWING FROM OTHER EVERGREEN LIBRARIES

Evergreen Indiana cardholders may visit any library within the consortium and check out materials. However, non-local EI patrons may not place holds on the following items:

- Reference materials
- Non-transiting materials

DOWNLOADABLE MATERIALS

- <u>Libby (Overdrive):</u>
  - ◊ Patrons may borrow up to 10 titles and have up to 10 titles on hold at one time.
  - ◊ Most lending periods are 21 days.
  - ◊ Upon receipt of their hold notification, patrons have 72 hours to borrow the title.
  - ◊ Titles will automatically become unavailable when the lending period expires.
  - ◊ Some titles are renewable if there are no holds on the item.
- <u>Hoopla:</u>
  - ◊ Patrons may borrow up to 5 Hoopla titles per month.
  - ◊ Lending periods are as follows:
    - ⇒ 21 days for Audiobooks, eBooks, Comics
    - ⇒ 7 days for Music
    - ⇒ 3 days for Movies & TV

RETURNING MATERIALS

- All materials may be returned to the Circulation desk or the outside return with the exception of Pocket Wi-Fi devices (Adult desk), and Library of Things kits and Launchpads (Children's desk). Any loss or damage to items while in the patron's possession or from the outside return will be charged to the patron.
- Materials checked out at WWPL may be returned at any library belonging to the Evergreen Indiana consortium. Participating libraries can be found on the library's website at www.wwpl.lib.in.us.

OBTAINING A LIBRARY CARD

- Residents of Hamilton County who wish to enter into a Reciprocal Borrower agreement with Westfield Washington Public Library should present a valid library card from their home library and a picture ID. The patron's existing home library card will be entered into WWPL's computer system if the patron is in good standing.
- Children ages 0-17 must have a valid library card from their home library, and a responsible adult's signature on their registration cards. In addition, the responsible adult assumes all liability for items checked out by the minor child.
- Library cards MUST be presented to check out materials. Library cards are not transferable to any other person for any reason.

LIMITATIONS ON LIBRARY CARDS

- Hamilton County residents may visit and borrow materials from any county library; however, interlibrary loans, homebound delivery, and Pocket Wi-Fi devices may only be requested through the patron's home library.
- Reciprocal borrowers of library systems within Hamilton County are limited to checking out materials that are physically located at the library at which they have registered for reciprocity, and do not receive privileges at all Evergreen Indiana libraries.
- Downloadable materials must be obtained from the patron's home library.

FINES AND FEES

Westfield Washington Public Library is a fine-free library. No overdue fines are charged on materials checked out at WWPL. However, fees are charged for the following:

- Lost or damaged materials will result in the patron's card being charged an amount assessed by the library up to the price of the item.

OVERDUE NOTICES

- Patrons with no email address on file will receive overdue notices by US mail.
- Patrons with accurate email addresses on file will receive overdue notices by email.
- Patrons are encouraged to keep their email addresses current in order to receive timely email notices.

EMAIL NOTICES ARE NOT GUARANTEED!

WWPL LIBRARY HOURS

Monday-Wednesday	10:00 am - 8:00 pm
Thursday-Friday	10:00 am - 6:00 pm
Saturday	10:00 am - 5:00 pm
Sunday	1:00 pm - 5:00 pm

REVISED MAY 2024

HAMILTON COUNTY LIBRARIES CONNECT

SHERIDAN · HAMILTON NORTH · HAMILTON EAST · WESTFIELD WASHINGTON · CARMEL CLAY

Westfield Washington PUBLIC LIBRARY

RECIPROCAL BORROWER RULES & REGULATIONS

17400 Westfield Blvd
Westfield IN 46074
317-896-9391

www.wwpl.lib.in.us

email: librarian@wwpl.lib.in.us
www.facebook.com/wwpl46074
www.instagram.com/wwpl46074

WESTFIELD WASHINGTON PUBLIC LIBRARY POLICIES

CHECKING OUT & RENEWING ITEMS

Library materials have the following circulation periods and renewal limits:

ITEM TYPE	CHECKOUT PERIOD	POSSIBLE RENEWALS
Adult books	21 days	2
Teen books	21 days	2
Juvenile books	21 days	2
Audio books	21 days	2
Music CDs	21 days	1
Magazines	14 days	1
Video materials	7 days	1
Interactive Software	7 days	1
Library of Things kits	7 days	1
Launchpads	7 days	1
New video materials	3 days	0

Reference materials and Pocket Wi-Fi devices do not circulate.

RENEWING LIBRARY MATERIALS

All circulating items listed above may be renewed the designated number of times unless there is a hold on the item.

RECIPROCAL BORROWER AGREEMENT

- Patrons entering into a Reciprocal Borrower agreement with another Hamilton County library agree to adhere to the policies of the particular library from which they are obtaining materials.
- Fines, fees and check-out periods are set by the Board of Trustees of each library system.
- There are no additional fees charged to borrow materials or to attend programs (unless applicable). However, patrons will be held responsible for any fees that accrue on their account.
- Materials must be checked out and returned at the lending library. Materials will not be sent from another Hamilton County library to the patron's home library.

LIMITS ON CHECKING OUT MATERIALS

Patrons may have no more than 100 total items checked out on their library card at one time.

In addition, the following items have these designated limitations per library card:

- 10 DVDs
- 5 Interactive Software items
- 1 Library of Things kit
- 1 Launchpad

Patrons may be unable to check out any materials if either of the following conditions apply:

- There are 15 or more overdue items on the patron's card.
- There are excessive fines or fees on the patron's card.

PLACING HOLDS ON ITEMS

- Patrons may have no more than 30 total holds at one time.
- It is not possible to place a hold from one library for items located at another library.
- Patrons may not be able to place holds on certain newly acquired library materials.

RETURNING MATERIALS

- Patrons must return all borrowed materials directly to the proper lending library. Any materials that are returned to another library will be subject to late fees, if applicable, until the materials are returned to the actual lending library. Libraries will not be responsible for notifying the patron or the lending library if an item from another library is returned by mistake.
- All materials may be returned to the Circulation desk or the outside return with the exception of Library of Things kits and Launchpads (Children's desk). Any loss or damage to items while in the patron's possession or from the outside return will be charged to the patron.

OTHER HAMILTON COUNTY LIBRARIES

Carmel Clay Public Library	www.carmel.lib.in.us	317-814-3900
Hamilton East Public Library	www.hepl.lib.in.us	317-773-1384
Hamilton North Public Library	www.hnpl.lib.in.us	317-984-5623
Sheridan Public Library	www.sheridan.lib.in.us	317-758-5201

OBTAINING A LIBRARY CARD

- The Westfield Washington Public Library is open to all residents and property owners of Washington Township. The library affirms the right to the privacy and confidentiality of every library user. First time library cards are issued free of charge. Adults 18 years of age and older must show proof of their current address plus photo identification.
- Children ages 0-17 must have a responsible adult's signature on their registration cards. The responsible adult must have a current library card and/or show proof of address. In addition, the responsible adult assumes all liability for items checked out by the minor child.
- Library cards must be presented to check out materials. Library cards are not transferable to any other person for any reason. Replacement cards are issued at a cost of $2.00 per card in the event that a card is lost or stolen.
- Hamilton County residents from a library district outside of Washington Township may register for Reciprocal Borrower privileges if they have a library card from their home library and are in good standing.
- Residents from Indiana districts outside of Hamilton County not associated with the Evergreen consortium may obtain a library card with the Westfield Washington Public Library provided they have purchased a Public Library Access Card (PLAC). Residents from areas not served by any library may inquire at the Circulation desk about purchasing an annual non-resident card.
- Employees of a school corporation or nonpublic school located in Washington Township may be issued a blue Westfield Washington Public Library card. The blue WWPL Evergreen Indiana card is only valid at the Westfield Washington Public Library and may not be used at other Evergreen Indiana libraries.

FINES AND FEES

Westfield Washington Public Library is a fine-free library. No overdue fines are charged on materials checked out at WWPL. However, fees are charged for the following:

- Lost or damaged materials will result in the patron's card being charged an amount assessed by the library up to the price of the item.
- Patrons are charged $2.00 for each replacement library card.

Fees on materials belonging to an Evergreen library can be paid at any Evergreen library.

OVERDUE NOTICES

- Patrons with no email address on file will be sent overdue notices by US mail.
- Patrons with accurate email addresses on file will be sent overdue notices by email.
- Patrons are encouraged to keep their email addresses current in order to receive timely email notices.

EMAIL NOTICES ARE NOT GUARANTEED!

LIBRARY HOURS

Monday—Wednesday	10:00 am - 8:00 pm
Thursday—Friday	10:00 am - 6:00 pm
Saturday	10:00 am - 5:00 pm
Sunday	1:00 pm - 5:00 pm

REVISED MAY 2024

EVERGREEN INDIANA
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

Westfield Washington
PUBLIC LIBRARY

TEACHER/STUDENT CARD RULES AND REGULATIONS

17400 Westfield Blvd
Westfield IN 46074
317-896-9391

www.wwpl.lib.in.us

email: librarian@wwpl.lib.in.us
www.facebook.com/wwpl46074
www.instagram.com/wwpl46074

WESTFIELD WASHINGTON PUBLIC LIBRARY POLICIES

CHECKING OUT & RENEWING ITEMS

Library materials have the following circulation periods and renewal limits:

ITEM TYPE	CHECKOUT PERIOD	POSSIBLE RENEWALS
Adult books	21 days	2
Teen books	21 days	2
Juvenile books	21 days	2
Audio books	21 days	2
Music CDs	21 days	1
Magazines	14 days	1
Video materials	7 days	1
Interactive Software	7 days	1
Pocket Wi-Fi devices	7 days	0
Library of Things kits	7 days	1
Launchpads	7 days	1
New video materials	3 days	0

Reference materials do not circulate.

RENEWING LIBRARY MATERIALS

All circulating items listed above may be renewed the designated number of times unless there is a hold on the item.

LIMITS ON CHECKING OUT MATERIALS

Patrons may have no more than 100 total items checked out on their library card at one time. In addition, the following items have these designated limitations per library card:

- 10 DVDs
- 5 Interactive Software items
- 1 Library of Things kit
- 1 Launchpad
- 1 Pocket Wi-Fi

Patrons may be unable to check out any materials if either of the following conditions apply:

- There are 15 or more overdue items on the patron's card.
- There are excessive fines or fees on the patron's card.

PLACING HOLDS ON ITEMS

- Patrons may have no more than 30 total holds at one time.
- Patrons may not be able to place holds on certain newly acquired library materials.

BORROWING FROM OTHER EVERGREEN LIBRARIES

Patrons who have been issued a blue Evergreen card from WWPL with a status of Teacher or Student are only eligible to use their card at WWPL and do not have privileges at other Evergreen libraries.

DOWNLOADABLE MATERIALS

- <u>Libby (Overdrive):</u>
  - ◊ Patrons may borrow up to 10 titles and have up to 10 titles on hold at one time.
  - ◊ Most lending periods are 21 days.
  - ◊ Upon receipt of their hold notification, patrons have 72 hours to borrow the title.
  - ◊ Titles will automatically become unavailable when the lending period expires.
  - ◊ Some titles are renewable if there are no holds on the item.
- <u>Hoopla:</u>
  - ◊ Patrons may borrow up to 5 Hoopla titles per month.
  - ◊ Lending periods are as follows:
    - ⇒21 days for Audiobooks, eBooks, Comics
    - ⇒7 days for Music
    - ⇒3 days for Movies & TV

RETURNING MATERIALS

- All materials may be returned to the Circulation desk or the outside return with the exception of Pocket Wi-Fi devices (Adult desk), and Library of Things kits and Launchpads (Children's desk). Any loss or damage to items while in the patron's possession or from the outside return will be charged to the patron.
- Materials checked out at WWPL may be returned at any library belonging to the Evergreen Indiana consortium. Participating libraries can be found on the library's website at www.wwpl.lib.in.us.

EVERGREEN INDIANA CIRCULATION POLICY

REGISTERING A PATRON

EVERGREEN INDIANA LIBRARY CARD

An Evergreen Indiana library card is required in order to check out materials at an Evergreen Indiana Library. Library directors and managers have discretionary ability in special cases. A digital replica of the library card is also an appropriate form of identification for a patron to check out materials. Patrons of the Evergreen Indiana Consortium libraries presenting Proper Identification are eligible to receive an Evergreen Indiana library card from their home library subject to certain limitations (*see below*, Loss of Privileges). An Evergreen Indiana library card is not transferable.

Patrons of Indiana public libraries not participating in the Evergreen Indiana Consortium may receive a library card at an Evergreen Indiana library pursuant to reciprocal borrower and other agreements. Users from non-participating Indiana libraries will not have the same privileges as Evergreen Indiana patrons and such cards may be suspended at any time without notice.

Resident and Outreach cards are valid for two years. Nonresident, Reciprocal Borrower, Temporary, PLAC and Student cards are valid for one year.

ELIGIBILITY FOR OBTAINING AN EVERGREEN INDIANA LIBRARY CARD

Residents of Indiana presenting Proper Identification (*see below* for definition of "Proper Identification") that establishes that the individual resides in or pays real property taxes on property owned in the library's service area (the "library district") are eligible to receive a green Evergreen Indiana *"resident"* library card.

Indiana residents not residing in a library district may be eligible to purchase or otherwise obtain an Evergreen Indiana Library card as a non-resident, PLAC, reciprocal borrower or township contract user subject to the laws and regulations covering these types of cards. Non-resident cards and PLAC cards are issued to those individuals residing outside the library district who purchase library cards with full access to library materials and services. All other card holders: student, computer usage and reciprocal borrower cards are given limited access to services and materials. Reciprocal borrowers, students, transitional, and computer users should be given a blue Evergreen Indiana card which indicates that their borrowing privileges are limited to the issuing library.

Applicants for an Evergreen Indiana library card must present the required Proper Identification in person at the Evergreen Indiana library that will issue the library card (*see below* for definition of "Proper Identification"). Property owners who do not reside in Indiana will be required to show proof of real property ownership, such as a tax bill or deed.

Signing and/or taking receipt of an Evergreen Indiana library card denotes acceptance of responsibility for all fines and fees and for payment for lost or damaged materials. Patrons are advised to contact their library to report a lost or stolen library card.

Patrons changing their home library designations will be asked to provide identification and proof of current address. Proof of current address may be satisfied by the presentation of Proper Identification and if necessary, one item from the Recommended List of ID which displays a current address.

MINORS

An adult showing Proper Identification may register a minor child for an Evergreen Indiana library card. Registering a minor child for an Evergreen Indiana library card denotes acceptance of responsibility for all fees, fines and payment for late, lost, or damaged materials charged on such minor's library card. Emancipated minors will be asked to present evidence of their status to void the necessity of the presence of a sponsoring adult.

Registering a minor child for an Evergreen Indiana library card denotes an acknowledgement and understanding that Evergreen Indiana libraries own and circulate videos, DVDs and unrated television series that may be geared toward a more mature audience and that a minor child will have access to materials for both adults and children and will be able to check out any of these materials. A "limited access" card, which prevents the user from checking out "R-rated" audiovisual materials, is available for minors.

PROPER IDENTIFICATION

Proper Identification must be presented to apply for an Evergreen Indiana library card. Proper Identification is one of the following:

- a valid Indiana Driver's License which displays a current address;
- valid Indiana State ID which displays a current address; or
- a current government issued photo ID (e.g., military ID, passport).
- valid identification issued by another State (e.g., Driver's License)
- valid current university or college identification (e.g., Student identification)

If the presented Proper Identification does not display a current address, the applicant must present one item from the Recommended List in addition to the Indiana Driver's License, Indiana State ID or other government issued photo ID presented as Proper Identification. The ID presented from the Recommended List must include a current address.

Recommended List of ID includes:

- valid voter registration card,
- computer generated bank statement issued in applicant's name within the last 30 days
- computer generated utility, credit card company, doctor or hospital bill, issued in applicant's name within the last 30 days and containing address of residence
- Medicaid or Medicare benefit statement issued in the applicant's name within the last 30 days
- Change-of-address confirmation from the United States Postal Service showing prior and current address of residence (a P.O. Box is not acceptable as a residence address)
- apartment lease signed within the last 30 days
- property tax receipt issued in applicant's name

PATRON ACCOUNT MANAGEMENT

My Account

Library patrons will be given a PIN upon registering for an Evergreen Indiana library card. Evergreen Indiana policy indicates that PINs may only be given in person at an Evergreen Indiana Library, upon presentation of appropriate identification. PINs may not be obtained via telephone or email.

Borrowing Privileges

A patron must present a card each time they wish to borrow materials and their account must be in good standing to borrow materials.

In most cases, a maximum of 100 items may be checked out simultaneously on an Evergreen Indiana library card. There is a maximum limit of 10 videodiscs, 10 videos, 5 equipment, 6 art, 2 ereaders, and 2 gaming software items per Evergreen Indiana library card. Borrowing-limits are calculated at the consortium level and not at the library level.

If a patron *forgets their Evergreen Indiana card*, they should:

- Return to the library after retrieving their library card (in this instance, materials may be held for a limited time pending the patron's return).
- Purchase a replacement library card for two dollars ($2). (See procedures above for issuing replacement library card.)

Collections: Exempt Patron

All member libraries are entitled to seek recompense for their materials when lost and/or damaged by a patron regardless of the patron's home library. The "Collections: Exempt" switch may be activated for patrons who exclusively access the collection of their home library (i.e., reciprocal borrower or student). Patrons borrowing materials from other libraries may be referred to a collections agency by the owning library in the case of lost or damaged items and may not have the "Collections: Exempt" switch activated. Exempt patrons are, by default, not accessible by the collections agency's search protocol.

Libraries should place an alert on patron accounts for whom extenuating circumstances would suggest alternate forms of recovery should be pursued. Libraries pursuing collections against another library's patrons should review affected patron accounts for such notes and give appropriate consideration prior to submission to Unique Management or any other collections agency.

Purging of Inactive Patron Records

Patron accounts will be automatically marked inactive when the patron's privilege expires. Patron accounts that do not reflect fines or fees, items checked out or claims returned activity will be deleted automatically three (3) years after being marked inactive.

CHECK-OUT

Loss of Privileges

A patron's access to materials may be limited due to overdue materials or fines and fees. A patron's card will be blocked, and no new circulation services may be obtained with it if the patron has 15 or more overdue items, or owes $10 or more in unpaid fines and/or fees. Patrons may renew overdue circulating materiasls until their account reaches the maxfine threshold of $10 or more in unpaid fines and/or fees. Outreach patrons will not be blocked until they have 50 or more items overdue. The number of overdue materials and/or amount of fines/fees that will result in a patron being "blocked" is calculated at the consortium level and not at the library level. A patron's card may be "blocked" if related group or family member cards are "blocked." A patron may also be "barred" if circumstances warrant.

Fines/Fees

To encourage the prompt return of materials, the Evergreen Indiana libraries have established a schedule of fines and fees as an encouragement for the timely return of materials by their due dates. Overdue materials incur fines of 25¢ per day per item with a fine cap of $10.00 or the cost of the item, whichever is lower. Materials with the circulation modifier of "equipment", "equipment-restricted", or "ereader" may incur fines of up to $5 per day per item with either a $225 or the cost of the item fine cap. Materials with the circulation modifier of "hourly" may incur fines of up to $5 per hour per item with either a $225 or the cost of the item fine cap. Materials with the circulation modifier of "special collection" may incur fines of up to $1 per day per item with a fine cap of $10 or the cost of the item.

Fine-free Libraries

Libraries may choose not to levy local circulation fines. This is an administrative setting which may be changed up to one time annually. Materials borrowed under this program will be set to lost once the items are overdue by 28 days rather than 45. To adjust your library's fine-free status, please submit a HelpDesk ticket.

Juvenile Fine-free Libraries

Libraries may choose not to levy local circulation fines for all juvenile cardholders at their library with the exception of materials classified as "equipment". This is an administrative setting which may be changed up to one time annually. Member libraries shall, however, pursue whatever measures are feasible and expeditious to recover monies related to materials classified as "lost" or "damaged" regardless of the cardholder's age. This policy shall only apply solely to those items borrowed on site at participating member libraries including items transited from other Evergreen Indiana libraries, IN-SHARE, or the Statewide Remote Circulation Service (SRCS). Items borrowed directly from another Evergreen Indiana library using a participating member card shall be subject to the policies of that library.

Paying Fines/Fees

Evergreen Indiana library fines and fees may be paid at any Evergreen library**.** Patrons may pay all or a portion of overdue fines. A patron's record will remain blocked or barred until the fines and fees are paid or the patron has resolved the matter with the particular library to restore his or her privileges. A patron may be (or remain) "blocked" if related group or family member cards are "blocked."

Overdue Notices

Overdue notices are sent as a courtesy from the Evergreen Indiana Libraries. Failure to receive notices does not exempt patrons from the responsibility for payment for library materials or overdue fines and fees.

Alternate ID Option

As an occasional courtesy, a patron's home library may offer to circulate materials to a patron by looking up the patron's account using a current driver's license. The current license must match the driver's license ID number and/or the complete combination of name, DOB, and address in the Evergreen Indiana system. Patrons traveling to Evergreen Indiana libraries other than their home library must present their official Evergreen Indiana library card at all times. Patrons who repeatedly fail to present their library card at their home library will be required to purchase a replacement card.

CHECK-IN

Lost Items

A patron may inform library staff that an item is "LOST." The price of the item and any outstanding fines and fees, plus a processing fee of $10.00 per item, will be assessed to the patron's card. A patron is encouraged to notify the library that an item is "LOST" to stop the accruing of additional overdue fines. On issuance of the 45-day notice or declaration of loss or damage, the associated circulation fees are reassigned to the owning library.

Some Evergreen Indiana Libraries have contracted with third party vendors for collection services. If third party collection services are used, a fee for collection services will be added to the patron's record.

Recovering Lost Items and Refunding Payment

No refund will be given to a patron for a "Lost" item for which a patron has paid. In addition, no fines/fees and third party collection fees will be refunded.

Paid-For Items

Materials which are billed to the patron at the full replacement cost of the item, e.g. Lost or Damaged holdings, become the property of the patron once the bill has been paid in full. Unpaid-for Damaged materials which are not a danger to the library or library staff may be held for 6 months pending payment; after 6 months, with payment still due, the item may be destroyed.

Renewals

Renewal requests may be made in person, by phone or via the online catalog "*My Account*" feature. Certain categories of materials are not eligible for renewal. If a "HOLD" has been placed on an item, it may not be renewed.

Holds and Intra-Evergreen Indiana Lending

Evergreen cardholders in the resident, non-resident, PLAC, outreach, temp and staffcard profiles have full access to the consortium and may place holds on any Evergreen library's holdable materials. Reciprocal borrower, student, transitional, or teacher profile cardholders may place holds only on the materials owned by the library that issued the library card.

Holds may be placed on most items in any Evergreen Indiana library (see list of exceptions below). Patrons will have one week after the hold is filled to pick up the held item. Some Evergreen Indiana libraries may impose a fee for failure to pick up a hold.

Patrons may have 20 unfilled holds in the system.

Evergreen Indiana does not allow holds to be placed on the following items by any patron:

- Reference materials
- Bestsellers with the no-hold designation

Evergreen Indiana does not allow Evergreen Indiana library patrons to place holds that would generate Intra-Evergreen Indiana [transiting] loans on the following item categories:

- Art
- Bestsellers
- CDs*
- Equipment
- ILL
- Kits
- Media
- New Books
- New videodiscs
- Realia
- Reference
- Software
- Software - Gaming
- Videocassettes

**There is a pilot in 2018-19 to allow limited transiting of music cds.*

These items *may* be borrowed by any Evergreen Indiana library card holder. It is the responsibility of the patron to proceed to the owning library and check out the material. The patron may return such materials to any Evergreen Indiana library for transit to the owning library.

A library may place a six-month or three-month age protection on new items. Local patrons may place holds on such items. Non-local patrons may place holds on such items, but the materials will not be transited until the age protection expires. Non-local patrons may place a hold on such an item, select the owning library as the pickup location, and proceed to the owning library to check out the item.

Patrons may place their own holds via the OPAC, and may select their pickup location and notification method. The software will refuse holds requests which do not conform to Evergreen Indiana policies. Patrons may choose any pickup location for holds.

Patrons whose Evergreen Indiana cards are “blocked” or “barred” will not be allowed to place holds until their card privileges are restored.

Exam Proctoring Policy
Westfield Washington Public Library

Westfield Washington Public Library (WWPL), as part of our commitment to the educational enrichment of the Westfield and Washington Township community, will proctor exams from an outside educational institution as staff and space permit. Exams for students who are non-residents of the WWPL service area will be conducted on a case by case basis; these students should contact their local libraries to find out if those libraries offer proctoring services

WWPL stipulations

- WWPL will proctor only online or written exams which take no longer than three hours to complete.
- Online exams may be restricted to hours of the day with lower demand for the public access computers, so as not to inconvenience general library users.
- It may be necessary for the student to test the library's computers in advance of the exam date, to determine that the Westfield School's firewall does not block the exam site.
- Exams which require the library to download and install test software onto public access computers will not be proctored by WWPL.
- If the exam contains an audio component, the student is required to provide suitable headphones (and in some cases, such as if the audio component is on cassette, etc., the playing device).
- It is recommended that online exams be scheduled well in advance of the deadline due to unforeseen downtime.
- WWPL will not proctor an exam which is not scheduled beforehand in person or via phone.
- The WWPL reserves the right to decline proctoring requests due to staffing issues or short notice.
- If a student needs to take an exam more frequently than three times a month, we encourage the student to contact another institution as a proctoring site back up and inform us of exam frequency at time of sign up.
- The Library is not responsible for unforeseen events such as network or equipment failure, lost or delayed mail, proctor absence or illness, or library closure.
- There are no options for complete privacy or total silence at the WWPL and the student must work with library staff to schedule the most appropriate time for an exam.
- WWPL will make good faith efforts to return the test materials as required by the educational institution within its general operating procedures.

Student responsibilities

It is the responsibility of the student to arrange for all test taking materials to be sent to the library location, call to confirm arrival, and schedule an appointment with the proctor to take the exam in person or via phone. If the student needs the proctor to be certified by their institution, they must have their institution send appropriate documents required for their certification. WWPL will not require its proctors to take any courses on proctoring.

Students are expected to arrive promptly for their appointment as scheduled. If the student is late, early, cancels the appointment, or fails to show up for the exam, it is up to them to reschedule at the convenience of the proctor.

All deadlines, including testing time, mailing time, are the responsibility of the student, who should take into account delays in mailing, scheduling a time with the proctor, or days on which the library is closed.

The student must obey all WWPL rules of conduct when taking the exam as well as any restrictions.

Any returned mail, FedEx, or UPS charges must be paid by the student.

It is the responsibility of the student to be sure that the test is taken within the time period that the educational institution requires.

Director approved 3/29/11

Westfield Washington
PUBLIC LIBRARY

17400 Westfield Blvd
Westfield, IN 46074
(317) 896-9391

Sun:	1pm-5pm
Mon-Wed:	9am-8pm
Thu-Sat:	9am-5pm

FACILITY RESERVATION POLICY & PROCEDURES

The Westfield Washington Public Library (WWPL or Library) provides public space for meetings of organized groups. All groups using the facility rooms will be required to abide by the rules governing the use of the library and its facilities. Failure to comply will result in an inability to use facilities in the future.

Granting use of the reservable meeting rooms does not constitute or imply WWPL endorsement or advocacy of the purpose(s), activities, expression, or policies of any individual, group, or organization.

This policy is for use of the Library for outside groups and does not apply to Library programs, Library-sponsored programs, or approved use by Library-affiliated groups.

Facility Rooms Available:

Room	Type	Seating	Floor	Features	Fee
Program 1A	Large Community Room	200	1	Large video wall + audio 200 chairs & 50 Tables Food allowed Sink and refrigerator	Non-profit: $0 For profit: $100/hr
Program 1B	Craft Room	24	1	No Audio/Visual* 32 small + 8 large chairs 6 low tables, 2 sinks Food allowed	Non-profit: $0 For profit: $50/hr
Program 1C	Classroom	24	1	TV + whiteboard 24 chairs and 12 tables Food allowed + sink	Non-profit: $0 For profit: $50/hr
Meeting 2A	Large Conference	24	2	TV + webcam + white board Food not allowed	Non-profit: $0 For profit: $50/hr
Meeting 2B	Small Conference	8	2	TV + whiteboard Food allowed	Non-profit: $0 For profit: $25/hr
Meeting 2C	Small Conference	8	2	TV + whiteboard Food allowed	Non-profit: $0 For profit: $25/hr
Sumner Room	Small Conference	14	2	No Audio/Visual* Food allowed	Non-profit: $0 For profit: $25/hr

Guest Wi-Fi available throughout the building. *Mobile audio/visual options may be available upon request.

Facility Availability:

- Use of Facility Rooms (except for Program 1A) is limited to the hours that the library is open
- Special arrangements may be possible for meetings outside of regular library hours at the discretion of the Executive Director.
- Availability may vary due to special or emergency closings.
- First priority is given to WWPL programs and sponsored events. All other reservations will be on a first-come, first-serve basis.
- Second priority is given to residents of and groups within Washington Township
- Reservations can be made up to 90 days in advance.
- All reservation requests must be submitted online and are pending until approval is received.
- Submitting the request form constitutes acknowledgement of this Facility Reservation Policy.
- Meeting rooms may not be used by profit-making entities to advertise, sell, or trade products or services or to recruit potential partners or customers.
- Events cannot be held in which admission is charged to attendees, unless approved by the director.
- The following not all-inclusive list are examples of activities for which they may not be reserved
    - those that interfere with the normal operation of the library.
    - personal or family parties, including bridal and baby showers.
    - religious services or instruction.
    - political rallies or political affiliation meetings.
    - activities that violate or encourage or support the violation of laws or harassment or discrimination in violation of applicable Board policies;
    - present a substantial risk of injury to a person or property damage greater than the normal risks arising from the use of Library facilities;
    - are sponsored or organized by persons or an organization that has not complied with this Policy or Rule when using Library facilities on other occasions.
- Reservation requests will be processed on a first-come first-served basis, however, to ensure equitable access, WWPL may restrict continuous ongoing reservations for any single group or individual if such reservations regularly deny other groups or individuals use of meeting rooms.
- For large special events, organizations will need to complete a *Special Event Rental Agreement*
- Final approval for use of a Library facility will rest with the WWPL Executive Director.

Facility Reservation Policy and Responsibilities:

- The use of the facilities and equipment shall be confined to the area designated in the agreement.
- Groups should start cleaning up 15 minutes prior to Library's posted closing time.
- Groups are responsible for setting up and restoring the room to its original condition.
- All set up and clean up must be conducted during the rental contract time
- Refreshments, including alcohol, are subject to approval and must be kept in reserved space.
- Alcohol is only permitted when provided by a caterer with a valid liquor serving license, a copy of which must be presented before reservation will be approved.
- All garbage and trash must be placed in the proper receptacles.
- Any spills or damage must be reported promptly to library staff.
- Use of candles, smoking, vaping, or any open flame is prohibited.
- Gambling is prohibited
- A responsible adult [18 years of age] must be present at all times.
- Children must be supervised by a non-library staff adult at all times.
- Signs, displays, or materials shall not be attached to the walls, window glass, woodwork, blinds, etc.
- Groups shall indemnify, defend, and hold harmless WWPL and its officers, directors, agents and employees from and against any and all claims, liabilities, losses, damages, costs, and expenses, including reasonable attorneys' fees, arising out of the groups breach of this Agreement or negligence.

Other Conditions:

- All reservation requests must be submitted online and are pending until approval is received
- Submitting the request form constitutes acknowledgement of this facility reservation policy
- WWPL reserves the right to have a staff member present at any meeting, program, or event to ensure adherence to library policies and/or to ensure rooms are being vacated at the proper time.
- In the event of a disaster or fire, immediately pull a red fire alarm, call 911 and exit the building.
- For inclement weather or tornado warnings, move to interior rooms or areas for protection
- Groups and individuals may not imply WWPL's sponsorship or endorsement of the activity being held on library property. The library's logo cannot be used in advertisements or announcements and the library's name may only be used in reference to the activity's location.
- Recurring reservations do not automatically renew for any period and it is the responsibility of the individual or the group representative to make additional reservations.
- Reservations may not be transferred for use to another individual, group, or organization.
- Regular rental of Library facilities does not imply the provision of storage facilities for supplies or equipment.

Fees & Cancellations terms:

- Deposits and Fees will be returned if cancellation is received one week in advance.
- For profit organizations will be charged $50/hour for cancellations not received within one week
- All entities will be required to submit a $50 deposit or have a credit card on file in their account*
- If Fees are not received within 72 business hours, reservation may be forfeited.
- Deposits and Fees will be returned if the reservation is canceled due to inclement weather.
- *Deposits may be waived for City of Westfield, Westfield Washington Township, District Schools including PTOs, and for all Westfield and Hamilton County Public Service Providers.
- WWPL, at its discretion, may change or cancel a reservation at any time for any reason.
- Additional fees will be assessed if the room is not left in clean and orderly condition or if library items have been damaged or lost

Insurance

As a condition of the use of a Library facility by a group not covered by the Library's liability insurance policies, the Library shall require that:

- the user by a fully authorized representative agree in writing to defend, indemnify, and hold the Library harmless for all claims arising out of the use of the Library facility, including claims by business invitees of the user and claims for the damage of Library property;
- at least five (5) days before the proposed use, the user submits a certificate of broad form liability insurance coverage in which the Westfield Washington Public Library, the Trustees of the Westfield Washington Public Library, and the WWT Library and Trustee Owners Association are made additional insureds for the activity with a minimum limit for coverage of at least $1,000,000.00.
- if the event will include provision of food, user must provide name of caterer and must submit proof of the caterer's food permit from the county health department and the caterer's certificate of liability insurance coverage in which the Westfield Washington Public Library, the Trustees of the Westfield Washington Public Library, and the WWT Library and Trustee Owners Association are made additional insureds for the activity with a minimum limit for coverage of at least $1,000,000.00. Note: users may provide pre-packaged food from unopened containers without utilizing a caterer but must indicate this at the time of the reservation.
- if the event will include provision of alcohol, the user must also submit a certificate of liquor liability coverage in which the Westfield Washington Public Library, the Trustees of the Westfield Washington Public Library, and the WWT Library and Trustee Owners Association are made additional insureds for the activity (either for the user or the user's caterer) with a minimum limit for coverage of at least $1,000,000.00 and the liquor permit.

Westfield Washington Public Library
Special Event Rental Agreement

Organization Requesting Facility _____

Room(s) Requested: Program 1A Atrium Parlor

Date to be used: _____ Building open from _____ (a.m./p.m.) to _____ (a.m./p.m.)

Type of Activity: _____

_____

_____

Number of Attendees anticipated: _____

Admission Charge / Participation Fee: Yes_____ No_____ Amount: $_____

For what purpose will proceeds be used? _____

_____

Will you need the Library to close to allow for set up? Yes ___ No ___ At what time? _____

Do you intend to place any signage? Yes ___ No ____ If yes, please describe what and where:

_____

Will you provide food? Yes ____ No ____ If using a caterer, list caterer's name and contact information: _____

Please note you will be required to provide a copy of the health department permit and proof of insurance for any external caterer.

Will you have alcohol available? Yes ____ No ____

Please note you will be required to provide a copy of the liquor license and proof of liquor liability insurance for any provision of alcohol on Library premises.

Please list all vendors, special services, or special equipment needed (i.e., generators, lights, etc.): _____

_____

_____

Name of your insurance company: _____

You, or your organization, are required to provide a certificate of insurance covering the event with this request. You should name the *Westfield Washington Public Library*, the *Trustees of the Westfield Washington Public Library* and the *WWT Library and Trustee Owners Association* as additional insured. Certificate Attached: Yes ___

The Library will require one (1) Library employees to be on site for building access, safety and operational oversight at a cost of $20.00/hour/employee for ___ hours. Total: $_____

Additional trash service: $ 250

Additional contracted cleaning service following the event: $ 24/hr/staff required

Other recognition or contribution to the Library (listing WWPL as a sponsor, providing complimentary tickets to the event, monetary donation, etc.): _____

_____

_____

READ <u>FACILITY RESERVATION POLICY & PROCEDURES</u>
AND <u>POLICIES, RULES AND REGULATIONS FOR THE</u>
<u>RENTAL AND USE OF LIBRARY FACILITIES</u> BEFORE SIGNING

We have read, fully understand and agree to abide by the Policies, Rules and Regulations governing the use of these facilities. We agree to be responsible for any damage to library property due to such occupancy and for the strict observance of the Rules and Regulations of the Westfield Washington Public Library Board of Trustees relative to the use of such facilities. We also agree to pay any designated fees to: Westfield Washington Public Library, Attn: Library Director, 17400 Westfield Blvd., Westfield, IN 46074, three (3) days in advance of the facility use.

Name (Please Print)	Address
Signature of Representative	City State Zip
Date of Application	(_____)_____ Representative's Telephone
Name of Contact Person	(_____)_____ Contact Person's Telephone

WESTFIELD WASHINGTON PUBLIC LIBRARY
POLICIES, RULES AND REGULATIONS FOR THE
RENTAL AND USE OF LIBRARY FACILITIES

I. Permitted Uses of Library Facilities

Library activities shall have priority in the use of Library facilities. Library facilities may be reserved for these activities on a first in time basis. Use of the Facility Rooms is limited to the hours the Library is open unless permission is granted by the Library Director.

II. Prohibited Uses of Library Facilities

Library facilities shall not be used for activities that:

1) violate or encourage or support the violation of laws or harassment or discrimination in violation of applicable Board policies;

2) present a substantial risk of injury to a person or property damage greater than the normal risks arising from the use of Library facilities;

3) are not accompanied by a written safety and supervision plan prepared by the user; or

4) are sponsored or organized by persons or an organization that has not complied with this Policy or Rule when using Library facilities on other occasions.

5) are personal or family parties, including bridal and baby showers.

6) are political rallies or political affiliation meetings.

7) are religious services or instruction.

Use of a Library facility is not prohibited by this Policy or Rule because the activity conducted is not open to the general public, or a fee is charged for admission if:

1) Library personnel necessary to provide services and determine compliance with this Policy are permitted to have free access; and

2) access or participation is not limited based upon a protected class criterion such as race, religion, national origin, national ancestry, or disability.

III. Procedures for the Reservation and Rental of Library Facilities

The Director is authorized to receive written applications for the rental and use of the Library facilities under his/her supervision.

If a Library staff member determines that an activity in a Library facility:

1) is being conducted in a manner that endangers persons or is likely to cause substantial damage to Library property or the property of others;

2) is not being properly supervised given the age and apparent maturity of persons present, or

3) is not being conducted as the user agreed to;

the staff member may immediately terminate the use of the Library facility and require that persons in attendance leave the premises immediately.

Use of a Library facility by an outside group shall be reserved for that use to the exclusion of all other uses if the facility is not scheduled for use for a Library activity at the time the facility is reserved.

As a condition of the use of a Library facility by a group not covered by the Library's liability insurance policies, the Library shall require that:

1) the user by a fully authorized representative agree in writing to defend, indemnify, and hold the Library harmless for all claims arising out of the use of the Library facility, including claims by business invitees of the user and claims for the damage of Library property;

2) at least five (5) days before the proposed use, the user submits a certificate of broad form liability insurance coverage in which the Westfield Washington Public Library, the Trustees of the Westfield Washington Public Library, and the WWT Library and Trustee Owners Association are made additional insureds for the activity with a minimum limit for coverage of at least $1,000,000.00.

3) if the event will include provision of food, user must provide name of caterer and must submit proof of the caterer's food permit from the county health department and the caterer's certificate of liability insurance coverage in which the Westfield Washington Public Library, the Trustees of the Westfield Washington Public Library, and the WWT Library and Trustee Owners Association are made additional insureds for the activity with a minimum limit for coverage of at least $1,000,000.00. Note: users may provide pre-packaged food from unopened containers without utilizing a caterer but must indicate

4) if the event will include provision of alcohol, the user must also submit a certificate of liquor liability coverage in which the Westfield Washington Public Library, the Trustees of the Westfield Washington Public Library, and the WWT Library and Trustee Owners Association are made additional insureds for the activity (either for the user or the user's caterer) with a minimum limit for coverage of at least $1,000,000.00 and the liquor permit.

IV. Procurement of Permit

A. The use of all library facilities for any purpose shall be initiated by a responsible member of the organization requesting the permit through the director or designee.

B. The Director or designee shall then notify the applicant of the denial or acceptance and the fees involved within ten (10) business days.

C. If approved, the estimated rental and custodial fees are payable to Library three (3) days in advance of the facility's use.

D. Proof of liability insurance is required prior to approval.

V. Rules & Regulations

A. At least one (1) library employee must be on duty during the hours the facility is used. When custodial fees are charged, the hours counted shall be from the time the custodian opens the door until clean-up is completed. The number of such personnel shall be determined by the Library.

B. The use of the facilities and equipment shall be strictly confined to the area designated or included in the agreement. Applicant and his or her organization will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt, library staff members officials or other representatives of the Library on duty shall have the immediate authority in any matter covering the use of the building.

C. Permit applications will be denied or cancelled if requested usage is determined by a Library official not to be in the best interest of the Library.

D. Gambling, use or possession of intoxicant drugs, open flames, candles, and obscene and profane language are prohibited anywhere on Library property. Use of tobacco in any form is prohibited in all facilities. Alcohol is only permitted when provided by a caterer with a valid liquor serving license, a copy of which must be presented with the Facility Usage Agreement.

E. No furniture or equipment, audio visual/technology equipment, shall be used or moved unless specifically requested on the Permit and approval received from the Library staff.

F. Liability: The User agrees that the Library shall not be responsible for any injury or property damage. The User agrees to release and hold harmless the Library and

its employees and agents from any injury or damages of any kind arising from the use of the facilities by the User, a participant in a program, or a third party associated with the User's use of the facilities.

G. The organization or individual wishing to use the facilities will be required to furnish proof of insurance coverage or self-insurance proof statement to the principal of the facility upon application. Consultation with the Library Director will determine dollar value of insurance required, or, in rare circumstances, if the insurance requirement may be waived.

H. Signs, displays, or materials shall not be attached to the walls, window glass, woodwork, draperies, blinds, stage curtains, grounds, drives, etc. without approval in the agreement.

I. When the attendance or other conditions require the use of police, firemen, parking lot attendants, or other types of personnel, these personnel shall be procured by the Library and charged to the applicant. These charges shall be evaluated prior to the rental by the Library Director and renters and lessees involved and shall be written into the agreement.

J. Fire Safety and Decorations – fire, health, and safety regulations and codes of the State Fire Marshall, Board of Health, local agencies, and the State of Indiana must be followed at all times. Any permits required shall be the responsibility of the applicant. All material used for decorative purposes must be approved in advance by the Library Director or designee.

K. Activities using Library facilities must be under competent adult supervision and/or leadership. The Library reserves the right to judge the adequacy of such supervision and immediately cancel any function judged not to be adequately supervised. Children must be supervised by a non-library staff adult at all times.

L. Damage or misuse of the facilities and equipment shall be paid for in full by the organization chargeable with use. The appraisal of the Library Director or his or her designee shall be the final determinant in all cases of damage or misuse.

M. Rental of Library facilities does not include the use of furniture, projection equipment, public address systems, any other special equipment, nor Library personnel trained to operate the aforementioned equipment, unless it is specifically provided for in the agreement.

N. Regular rental of Library facilities does not imply the provision of storage facilities for supplies or equipment. The Library is not responsible for personal belongings.

O. No sponsoring organization shall be extended continuous use of building rental privileges for a period exceeding one calendar year.

P. The sponsoring organization is responsible for the conduct of the group using the building and its representative shall be the responsible person in charge of the group. The person signing the rental contract is responsible for any damage caused by the sponsoring organization.

Q. A damage deposit may be required, based on the judgment of the Library Director, as a condition of usage.

R. All fees may be waived or altered at the discretion of the Library Director or designee.

S. Firm Date: A date requested by the user is not considered firm until the user has executed a Facility User Agreement, said agreement is approved by the Library, the user has submitted all applicable forms, and the user has provided an advance deposit.

T. User shall leave all areas of the facility in the same conditions as they were found in time for the Library to resume normal operations.

VI. Eligible Organizations

A. Preference will be given to local groups or organizations having the majority of their membership living in Westfield / Washington Township.

B. A responsible citizen is defined as a person, at least 21 years of age, who is a real property owner in Washington Township and who is financially responsible.

C. Facilities generally are not to be used for commercial or personal gain. The Internal Revenue Service listing of non-profit organizations will be used as a guide.

D. All rentals are restricted to temporary use only and no Facility User Agreement shall exceed one year.

VII. Charges for Use of Library Facilities

A. The Library Director shall determine any additional service necessary to protect Library facilities and equipment.

B. Unless otherwise indicated, the charges for facility use are “per session” which is considered to be approximately three (3) hours. Charges for additional services are as follows:

Building Monitor	$20/hr/employee
Cleaning Service	$24/hr/staff required
Trash Service	$250

Charges for estimated utility usage will also be levied for facilities used during periods when additional heating, cooling, or lighting may be required.

VIII. Cancellation Terms

A. Deposits and fees will be returned if cancellation is received via written notice 60 days in advance.

B. For profit organizations will be charged $50/hour for cancellations not received within one week.

C. All entities are required to submit a $50 deposit via cash or check

D. If fees are not received within 72 business hours of the reservation, the reservation may be forfeited.

E. Deposits and fees will be returned if the reservation is canceled due to inclement weather.

F. Deposits may be waived for City of Westfield, Westfield Washington Township, Westfield Washington Schools including PTOs, and for all Westfield and Hamilton County public service providers.

G. Westfield Washington Public Library, at its discretion, may change or cancel a reservation at any time for any reason.

Westfield Washington
PUBLIC LIBRARY

Interlibrary Loan Policy

I. Principles

Interlibrary loan (ILL) is a service that supports the mission of the Westfield-Washington Public Library (WWPL) by providing enhanced access to library materials and information. The purpose of ILL is to obtain materials not available in the library/Evergreen/SRCS system by borrowing from other non-Evergreen libraries. WWPL will loan materials through ILL to other libraries as part of resource sharing.

WWPL affirms that ILL is an adjunct to, not a substitute for, the library's collection. In meeting patron needs, the library will exhaust its own collection. Items in frequent or recurring demand will be considered for purchase.

WWPL will keep its ILL policy up to date and make it available to users and other libraries upon request.

II. Definition

ILL is a transaction in which WWPL borrows materials directly (or through a third party such as the State Library or ALA) from a non-Evergreen or SRCS library on behalf of a patron, or a non-Evergreen or SRCS library borrows materials from this library on behalf of its patron.

III. Conditions of Service

The library endorses the principles relating to ILL included in the Indiana Library Resource Sharing Policy, The ALA Interlibrary Loan Code, The US Copyright Law and US Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines, and federal and state laws governing confidentiality of records.

IV. ILL Borrowing

Users: This service is offered to any resident of, or property owner in, Washington Township, Hamilton County, Indiana, who is a WWPL cardholder in good standing. It is also offered to any Non-resident WWPL cardholder in good standing. PLAC card holders, Evergreen cardholders and Hamilton County Reciprocal Borrower cardholders for whom WWPL is not their home library should make their ILL requests through their home library. If the patron is attending a university or college, and they wish to borrow academic materials, the patron should borrow those materials through their academic institution's library system. The Westfield-Washington Public Library shall endeavor to borrow academic materials for those patrons who do not have access to an academic library (SRCS has lessened the need for ILL for this reason due to the membership of many of the colleges and universities in Indiana). Residents of the state of Indiana are allowed to have 'membership' access to the state's public research libraries (Indiana University, Purdue University, etc.). If the patron has a library card with one of these institutions, they should try to obtain their academic materials through those institutions.

Types of materials borrowed: ILL is an integral element in collection development. The ILL staff will request materials not owned by the library or missing from the library's collection. Borrowing through this service will be limited to hardback, paperback, large

sponsored InfoExpress, US Mail, Parcel Shipping (UPS, etc.) or direct pick-up by a representative of the borrowing library. WWPL allows one (1) renewal of an item by a borrowing library (if their policy allows for renewals), and retains the right to refuse a renewal.

Charges: WWPL will not charge for lending materials, except for insurance, photocopy, fax or mailing costs, if any. Overdue materials will be charged at $0.25 per day. Items which are returned without their book slip (which has the due date on it) will be charged a one-time fee of $1.00. WWPL will charge the borrowing library for materials that are overdue, damaged, or lost on ILL.

Westfield Washington
PUBLIC LIBRARY

INTERNAL CONTROLS PROCEDURES

The Westfield Washington Public Library receives tax dollars from the residents of the city of Westfield and Washington Township. The Westfield Washington Public Library Board of Trustees with the Library Director aim to make the most effective and efficient use of these resources in providing library services. The goal of this document on Internal Controls Procedures is to provide reasonable assurance that the Westfield Washington Public Library will accomplish its mission and objectives with accountability and transparency.

The Board of Trustees is the oversight body, and the Library Director is management, and responsible for the design and implementation of the internal control structure. The oversight body will approve and adopt the Westfield Washington Public Library Internal Controls. The oversight body will certify that library staff members have received training on the Westfield Washington Public Library Internal Controls.

- Internal Controls Policy/Procedures adopted by Library Board November 2016
- Library Staff trained and certified at Staff Meeting October 10, 2016
- Internal Controls Procedures reviewed September 2017 and December 2025

Budgeting, Accounting & Financial Reporting

Budgeting process

Tasks	Responsible	Document/Process
Gather data/feedback from Managers for next year's needs	Director	
Review Preliminary Budget with Budget Committee and Library Board – June-August	Director Budget Committee Library Board	
A financial report is prepared monthly for the Library Board – Includes a balance sheet for all funds and revenue and expenditures for Operating Fund	Director	
Cash flow projection is prepared monthly	Director	
Library Board reviews and the budget prior to advertising and submitting budget to Gateway or County Council (if necessary)	Director Budget Committee Library Board	
Library Board holds Public Hearing in September	Director Library Board	

Library Board adopts the budget in October	Director Library Board	
Budget is submitted in Gateway after the Adoption in a timely manner	Director	
1782 Notice – respond and share any changes from the Adopted Budget to the Department of Local Government Finance (DLGF)	Director	
Budget Order received and monitored	Director	
Financial reports prepared monthly comparing budget with actual expenses	Director Library Board	

Bank Reconciliation

Tasks	Responsible	Document/Process
Bank statements are received via email or online and printed	Bookkeeper	
General Ledger and Journals are printed and reconciled between GL cash balance and the bank balance – includes receipts and disbursements	Bookkeeper	
Final Bank Reconciliation is reviewed by the Library Director	Library Director	
Outstanding Checks are void after 2 years and reported to the Library Board	Bookkeeper/Director Library Board	

Board Reporting

Tasks	Responsible	Document/Process
A financial report is prepared monthly for the Library Board – includes a balance sheet for all funds and revenue and expenditures for Operating Fund	Director	
Cash flow projection is prepared monthly	Director	

Westfield Washington
PUBLIC LIBRARY

Banking/Investing Policy

Tasks	Responsible	Document/Process
The Library Board annually authorizes all bank accounts and check signers	Library Board	December – Officers are approved at regular board meeting
Investments are made per the Library Investment Policy reviewed annually	Director Library board	January – The Finance Committee meets annually and reviews the investment policy
All bank accounts and investments are signed by the Library Board Treasurer, President or Secretary. The Bookkeeper and Director are unable to open a bank account or purchase an investment.	Library Board	
Investments are kept in a locked and fireproof cabinet in Bookkeeper's Office	Bookkeeper	
The library carries Directors and Officers insurance and the Treasurer, bookkeeper and Director are bonded	Director	

Collections, Deposits & Cash Funds

Payments to library accounts and fees

Tasks	Responsible	Document/Process
Library damage, overdue and longer overdue notices are emailed or mailed to patron	Circulation Staff	
Library account fines paid via cash, check and credit card	Circulation Staff, primary all other staff able	
Cash, Check and credit cards (receipts) are recorded by a cash register	Circulation Staff, primary All other staff able	
Checks are endorsed "For Deposit Only" on the following day	Bookkeeper	
End of the Night – cash register is totaled and receipts placed in locked drawer	Circulation Supervisor	

Westfield Washington
PUBLIC LIBRARY

Credit Card Transactions

Tasks	Responsible	Document/Process
Credit Card machine is connected via a dedicated analog telephone line to minimize risk	Director	
Credit Cards are taken for fines, fees and for-profit meeting room use	Circulation staff Director All other staff able	
Merchant Copy is verified and signed by the patron, then recorded in the Cash Register	Circulation Staff, primary All other staff able	
Customer copy is given to the patron	Circulation Staff, primary All other staff able	
Credit card transactions are recorded on transaction sheet at time of payment	Circulation Staff, primary All other staff able	
Individual receipts are reconciled to the nightly summary	Bookkeeper	

Bank Deposits

Tasks	Responsible	Document/Process
Cash Register total is reconciled to cash, check and credit cards (receipt)	Bookkeeper	
Overage/Shortage recorded and attempt is made to discover error	Bookkeeper	
Bank Deposit prepared and deposited on a timely basis in accordance with the Indiana Code. If not deposited same day, bank deposit is secured in locked/fire proof cabinet in Bookkeepers office	Bookkeeper, Primary Director	
Daily Receipts are entered into the General Ledger on the day of the Bank Deposit	Bookkeeper	

Westfield Washington
PUBLIC LIBRARY

Asset Management

Fixed Asset Controls

Tasks	Responsible	Document/Process
The Library inventories all assets in the amount of $5,000 or more	Director Asst Director of Operations IT Manager Bookkeeper	
All assets are identified by a 6-digit library barcode	Director Asst Director of Operations IT Manager	
Records are maintained recording item, serial number, purchase date and amount and location	Asst Director of Operations IT Manager Director Bookkeeper	
The library does not have to depreciate but does record the balance to the Library Financial Report	Director	
A physical Inventory is done every two or three years	Director	
Disposal of assets is taken to the library board for approval. Assets may be disposed of and/or given to the Friends of the Library	Director Library Board	
Property & Liability Insurance is maintained, and review of the policy is conducted annually	Director	

Purchasing & Disbursements

Purchasing

Tasks	Responsible	Document/Process
Requests for Purchase	Anyone	Submit a Supply Requisition form to the director
Purchasing of materials, i.e. books, DVDs, supplies, etc.	Librarians Asst Director of Operations Asst Director of Public Services Director	Librarians submit carts to Asst Director(s) for approval
Items can be ordered online, in-person, by fax or by mail	Director, primary Others at direction of the Director	

Order confirmations are given to the Bookkeeper	Bookkeeper	
Items are unpacked and checked against the packing slip and delivered to appropriate department	Bookkeeper	

Disbursement

Tasks	Responsible	Document/Process
Packing list is checked against invoice prior to payment	Bookkeeper Technical Services	
Invoice is entered into accounting software for payment in a timely manner	Bookkeeper	
Claims reviewed for accuracy	Director	
Checks are written and signed by Library Board Treasurer	Bookkeeper Library Board Treasurer	
Claim and check amount is reviewed and presented for approval to the library Board	Library Board Treasurer Director	
Claims are approved for payment and delivery	Library Board	
Checks are mailed following the board meeting	Bookkeeper	
Voided checks are properly marked, retained and documented	Bookkeeper Director Library Board	

Disbursements by ACH or other electronic means

Tasks	Responsible	Document/Process
Payment is initiated online by checking account or with vendor	Bookkeeper Director	
Payment is approved in the checking account	Director	
Claim is prepared with supporting documentation	Bookkeeper	
Claims are reviewed for accuracy	Director	
Payment in excess of $50,000 should be by wire transfer	Bookkeeper	
Recipient of wire transfer is called to confirm invoice details/amount and wire instructions	Bookkeeper and Director	
Any payment in excess of $50,000 should be reviewed by the Director	Director/Board Treasurer	

or Board Treasurer before payment is sent.		
Claim and ACH is reviewed and presented for approval to the Library Board	Library Board Treasurer Director	
ACH Claims are approved	Library Board	

Petty Cash

Tasks	Responsible	Document/Process
$230.00 Petty Cash is secured in the locked/fireproof file cabinet in Bookkeepers office	Bookkeeper	
Approval from Director is required prior to purchase with reimbursement from the petty cash	Staff Director	
Cash may be received prior to purchase or staff member may be reimbursed. No taxes will be paid or reimbursed	Bookkeeper Staff Director	
Detailed receipts are required for all petty cash disbursements	Bookkeeper Staff	
Disbursement Voucher is completed and supporting documentation attached	Bookkeeper	
Replenishing the petty cash fund is by a claim approved by the library Board with the documentation and the check made out to the Director	Bookkeeper Library Board Treasurer Library Board Director	

Credit Card Purchases

Tasks	Responsible	Document/Process
Credit cards are authorized by Library Resolution for the Director and up to 3 other employees authorized by the Director	Library Board Director	Credit Card Policy
Credit cards will be kept with authorized staff	Director	
Credit Cards may be used for services, supplies and capital	Director Authorized staff	
Detailed receipts must be submitted and attached to the statement	Bookkeeper	

Westfield Washington
PUBLIC LIBRARY

Payroll

Human Resources

Tasks	Responsible	Document/Process
Authorization to interview is determined by The Director	Director	
Interviewing is performed by Managers or Asst Directors	Department Managers Asst Directors	
Hiring by Director	Director	
Background check is conducted on all new managers and librarians and all employees in the Children's Department	Director	
Personnel Folder is created – records of rate of pay, tax information and any other documents related to employment	Bookkeeper Director	
Ratifying employment by the Library Board	Library Board	
Terminations are conducted by Manager, Asst Directors, or Director	Department Manager Asst Directors Director	
The Library has an Employee Handbook that is reviewed annually by the Director, The Library Board Policy Committee and the Library Board. Occasionally by an outside HR consultant. Staff have access to the handbook and are required to acknowledge after any updates	Director Library Board Policy Committee Library Board Staff	

Approval of Salaries

Tasks	Responsible	Document/Process
Annually the Library Board Personnel Committee/Director reviews the Salary Schedule and recommends any salary raises for the Library Board to approve	Director Library Board Personnel Committee Library Board	
Salary raises are recorded on the employee personnel file and updated in the payroll vendor software	Bookkeeper	
Payroll vendor software input is verified at the first payroll by the director	Director	

Westfield Washington
PUBLIC LIBRARY

Payroll

Tasks	Responsible	Document/Process
Staff complete a digital timecard upon completion of shift	Staff	
Time off is requested and granted through the payroll company website or app	Staff Department Manager Director	
Payroll is bi-weekly. Timecards are reviewed and approved by employee and the Manager or Director prior to payroll preparation	Staff Department Manager Director	
Payroll is entered into the payroll software	Bookkeeper	
Prior to submission the Director reviews the payroll reports	Director	
Payroll is submitted to the Financial Institution and approved for payment by the Director	Bookkeeper Director	
Employees receive an emailed payroll stub	Bookkeeper	
Payment of HSA withholdings, PERF, and other payroll benefit withholdings are remitted in a timely manner	Bookkeeper Director	
Payroll reports are printed for auditing files and claim	Bookkeeper	
Any payroll adjustments will be documented and signed by the director	Department Manager Bookkeeper Director	
941 Federal Tax Return, Contribution and wage report to Indiana Department of Workforce Development are prepared Quarterly by the Bookkeeper and reviewed by the Director	Bookkeeper Director	
W-2's are prepared by the payroll company and reviewed by the Bookkeeper and/or Director	ADP Bookkeeper Director	

Information Technology (IT)

Tasks	Responsible	Document/Process
The Technology Plan is reviewed and updated annually	Asst Director Technology Committee (Staff) Director	

The library maintains backup and recovery systems for the network and ILS	Asst Director Allestek Evergreen Indiana	
Offsite Backups are maintained by our IT vendor	Allestek	
Universal Power Supplies are in place for all critical tasks	IT Manager, primary Asst Director of Operations	
New users are created in a timely manner, and old users are terminated promptly	IT Manager, primary Asst Director of Operations	
Permissions are granted on a need-to-know need-to-do basis	IT Manager, primary Asst Director of Operations Director	
Accounting software requires a password change every 30 days	IT Manager, primary Asst Director of Operations	
Multi-Factor Authentication is required for email accounts	IT Manager, primary Asst Director of Operations	

Westfield Washington
PUBLIC LIBRARY

INTERNET ACCEPTABLE USE POLICY AGREEMENT

In consideration of customers ("customers" or "patrons") use of internet access available through the Westfield Washington Public Library ("Library"), the patron acknowledges and agrees to the following terms, conditions and rules:

1. USE OF THE INTERNET IS A PRIVILEGE EXTENDED BY THE LIBRARY AND IS CONDITIONAL. ACCESS MAY BE DENIED OR WITHDRAWN in the event any library customer fails to meet the then existing rules and policy conditions. The Library Board of Trustees reserves the right to set and enforce rules concerning the use of and access to Internet stations. This policy agreement or rules may be modified or amended at any time and from time to time. Any modification, amendment or rule change shall become immediately effective upon posting and shall apply to all Internet use by the customers thereafter.
2. Internet access is available to all library customers, as well as non-residents, who read, agree to and follow the procedures outlined in this policy.
3. Due to the limited number of stations available, access will be granted on a first come/first served basis. Customers using a station for over 30 minutes may be asked to relinquish their station when other customers are waiting.
4. It is the responsibility of parents and other guardians to monitor and guide their own children in the use of the library computers and the Internet.
5. The Library and its staff reserve the right to inspect or observe the use of library equipment and resources for purposes of enforcing this Internet policy.
6. Staff will assist customers with Internet use only when staff time allows.
7. Although there is no charge for use of the Internet stations, there will be a printing charge of ten cents per page for black and white or twenty-five cents per page for color.
8. Any goods or services purchased via the Internet are the sole responsibility of the library customer.
9. Users must respect all copyright laws and licensing agreements pertaining to software, files, or other resources obtained via the Library's Internet connection.
10. The use of library computing resources is a privilege and is subject to the following rules and restrictions. The following intentional actions are considered unacceptable and may result in loss of computer privileges, library privileges and/or prosecution by local, state or federal authorities in the case of illegal acts.
    1. Accessing, transmitting, uploading, downloading, or distributing material or language that is pornographic, abusive, defamatory, sexually explicit, obscene, child pornography, harmful to minors or any material that is intended to harass or alarm another person.
    2. Engaging in any illegal activities using the library computers or networks.
    3. Violation of another person's privacy.
    4. Vandalizing, damaging, modifying or disabling library computers, networks, software, electronic resources or any property.
    5. Attempting to gain unauthorized access to any computing, information, or communication devices.
    6. Unauthorized copying of copyright or other protected material.

- Disrupting others' use of computer resources in any way.

11. The Library is not responsible for the reliability or quality of information found on the Internet. The Internet may contain material of a controversial nature, including sexually explicit material. The Library, including its officers, board members, and employees, is not responsible for any usage by customer or the minor child of any parent or guardian granting their child or ward permission to use the Internet from witnessing or exposure to such material, whether through inadvertence or otherwise.
12. The library assumes no liability for any loss or damage to the user's data or for any damage or injury arising from invasion of privacy in the user's computer account, programs, or files. The user agrees to hold harmless and indemnify the Westfield Washington Public Library, its directors, officers, employees or agents from and against all damages, costs, or expenses for the inappropriate use or violations of this policy by the user.
13. Any unauthorized use of Internet logons and passwords will result in indefinite loss of Internet and/or library privileges.
14. Library staff will comply with law enforcement when supplied with legal subpoena or warrant and customer shall be deemed to have waived any right to object or claim against the library for such compliance even though such subpoena or warrant is later found to be defective.
15. The Library Director shall make all initial determinations of what constitutes unlawful, indecent or malicious activities. Such determination shall be the Library Director's sole discretion; however, any customer or proper guardian of a minor user may appeal the decision of the Library Director to the Library Board for review. The decision of the Library Board shall be final. During any review process the customer shall be restricted from such use.
16. The Library's wireless network is available for patrons to use with their own devices. Users of the wireless network are subject to the terms of the Library's Internet Acceptable Use Policy. Technical support may or may not be available to users subject to the current staffing.
17. The library cannot guarantee the privacy or safety of data and communications while using either wired or wireless services. Patrons need to be aware that an open wireless network is inherently insecure, and it is strongly recommended that they make use of security software and procedures. By connecting to the Library's wireless network, the user acknowledges the risks associated with public access to the Internet and the wireless network and hereby releases and indemnifies the Library, its officers, board members, and employees from any damages that might occur as a result of such use.
18. The Library specifically disclaims any liability for unauthorized third-party security breaches or the results thereof.

Westfield Washington
PUBLIC LIBRARY

MAKERSPACE POLICY

Annie Gotwald Makerspace and STEM Lab (the Makerspace) has been provided to promote creativity, innovation, and technology education in Washington Township. A makerspace is defined as "an area and/or service that offers library patrons an opportunity to create intellectual and physical materials using resources such as computers, 3-D printers, audio and video capture and editing tools, and traditional arts and crafts supplies." Westfield Washington Public Library (WWPL or the Library) encourages patrons to learn new skill sets in this space but does not promote running cottage industries due to extensive use and wear and tear on community equipment.

ACCESS

- Open hours and workshop times will be posted on the Library's website
- During designated periods, the Makerspace will have *open hours* during which members of the public are welcome to come in, ask questions, use the equipment, or work in the space. Makerspace personnel will make their best effort to assist and supervise as needed but may make judgment calls based on current traffic and the needs of the public generally.
- Patrons must check in with the designated WWPL staff member on duty and sign the guestbook each time they use the Makerspace.
- The Makerspace will offer workshops to demo and explore educational tools at specific times, however adult patrons can also request access to these tools during open hours to use with their children, at the discretion of Makerspace staff based on considerations like current traffic, available time, age of the children, etc.
- The Makerspace closes 30 minutes before the Library closes.
- When reserving Makerspace equipment, scheduled Library programs have priority, followed by patrons who have made a reservation ahead of time.
- If the equipment is not reserved, it will be made available on a first-come, first-served basis, subject to staff availability.
- A WWPL library card is not required for access to the Makerspace
- Reservations are required for the Recording Studio
- Reservations may be extended at staff discretion if there is no waiting list.
- There is a 15 minute grace period before reservations are canceled.
- The Makerspace and Recording Studio will be locked when not in use.
- When machines are out of order, staff will attempt to contact patrons with reservations. This courtesy cannot be guaranteed.
- Some files can be submitted to makerspace@wwpl.lib.in.us and picked up at the library upon completion.

Westfield Washington
PUBLIC LIBRARY

SAFETY & LIABILITY

- The Makerspace may only be used for lawful purposes. The public is prohibited from using the Makerspace equipment to create material that is:
    - Prohibited by local, state, or federal law
    - Unsafe, harmful, dangerous, or poses an immediate threat to the wellbeing of others (such use may violate the terms of use of the manufacturer)
    - Obscene or otherwise inappropriate for the library environment
    - In violation of another's intellectual property rights. For example, the equipment may not be used to reproduce material that is subject to copyright, patent, or trademark protection
- WWPL reserves the right to halt, delete, or disallow the creation of items that violate Library policies, including the creation of weapons, obscene materials, or illegal items.
- Food and drink are not permitted in the Makerspace.
- Appropriate attire (no loose clothing, jewelry, etc.) should be worn at all times in the Makerspace along with safety equipment as needed.
- Staff must approve all patron-supplied materials before they are used on machines to reduce the risk of damage to machines or harm to patrons within the Makerspace.
- WWPL is not responsible for personal property or files or the loss thereof.
- Any accidents, including damage to WWPL property, must be reported immediately.
- WWPL reserves the right to take and display photographs or videos on the library's website and social media. Special consideration for patent or copyright reasons will be considered by the Library Director.
- WWPL is not responsible for any injuries caused by the improper use of equipment.
- Patrons will not modify the Makerspace's hardware or software, or install new programs onto the computers.
- Library equipment cannot be removed from the Makerspace.
- WWPL reserves the right to deny Makerspace access if a patron violates any part of the Makerspace Policy or any other WWPL policy, or for any other misuse of the space, as determined by library staff, either temporarily or permanently.
- Patrons are expected to clean up after themselves, including returning WWPL hardware and supplies to the proper storage area.
- Patrons must save their files to an external storage device or online storage location. Any work saved on Library computers will be deleted once the computer is turned off and cannot be recovered.
- WWPL is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by the library.
- The Makerspace does take donations of consumables such as 3D printer filament, Glowforge-printable materials, etc., as well as equipment or anything else that might be useful to the space. We reserve the right to decline or discard donations.
- Patrons aged 13 and up may use the Makerspace independently. Patrons aged 12 and under may use the Makerspace if supervised by an adult at all times.
- Patrons aged 8 and up may attend a workshop, led by library staff, without an adult. Patrons 7 and under must be supervised by an adult during library led workshops.
- Makerspace equipment may not be left unattended while in use; a patron aged 13 or older must stay with it at all times.
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Westfield Washington
PUBLIC LIBRARY

FEES

The library seeks to recoup material costs by charging fees based on material and machine maintenance costs plus Indiana sales tax. These fees are subject to change. Please consult the fee schedule on our website for current rates.

- The patron is responsible to pay any costs for use of machines, materials, and supplies provided by WWPL, and for all loss or damage to WWPL property or clean-up expenses.
- A current fee schedule will be posted on the Library's website.
- Users are still responsible for purchasing materials used in failed projects due to user error or inferior files.
- Projects that fail due to library equipment error, poor quality provided material, or staff error will be retried once. If successful upon the second attempt, patrons will be responsible for previously agreed upon fees.

Approved 10/08/2024

Materiality and Process for Reporting Material Items Policy

IC 5-11-1-27(j) requires erroneous or irregular material variances, losses, shortages, or thefts of political subdivision funds or property shall be reported immediately to the State Board of Accounts. State Examiner Directive 2015-6 directs each political subdivision to determine its own policy on materiality.

The Board of Trustees for the Westfield Washington Public Library does not condone any erroneous or irregular material variances, losses, shortages, or thefts of Library Funds or property, but recognizes that relatively small items may not justify the cost of the involvement of the State Board of Accounts.

To that end, the Board of Trustees of the Westfield Washington Public Library has determined that:

All erroneous or irregular variances, losses, shortages, or thefts of Library funds or property, or funds or property the Library holds in trust, shall be reported to the Library Director or his/her designee promptly.

As directed by this Policy, the Director his/her designee shall report to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of cash in excess of $500.00, except for inadvertent clerical errors that are identified timely and promptly corrected with no loss to the library.

As directed by the Policy, the Director his/her designee shall report promptly to the State Board of Accounts any erroneous or irregular variances, losses, shortages, or thefts of non-cash items in excess of $2,000.00, estimated market value, except for those resulting from inadvertent clerical errors or misplacements that are identified time and promptly corrected with no loss to the Library, and except for losses from genuine accidents, which would be covered by the Library's insurance.

Notwithstanding the above, pursuant to IC 5-11-1-27(l), if the Library Director or the Board of Trustees has actual knowledge of or reasonable cause to believe that there has been a misappropriation of public funds or assets of the Library, including information obtained as a result of a police report, an internal audit finding, or another source indicating that a misappropriation has occurred, they shall immediately send written notice of the misappropriation to the State Board of Accounts and the local prosecuting attorney. Misappropriation occurs when an employee or in-house contractor of the Library wrongly takes or embezzles public funds. When there is a known misappropriation or embezzlement of public funds by an internal actor, materiality is irrelevant.

Westfield Washington PUBLIC LIBRARY

Mobile Hotspot Borrowing Policy

Who Can Borrow a Mobile Hotspot Kit?

Patrons must be 18 years of age or older and have a WWPL card in good standing. At time of checkout, the borrowing patron must present their library card and state issued ID, must read the Mobile Hotspot Borrowing Policy and sign the Borrowing Agreement. Only one (1) Mobile Hotspot Kit may be borrowed per one (1) household at any time. Each Mobile Hotspot has the capability to support 15 devices.

*Reciprocal borrowers are **not** able to check out Hotspot Kits.*

Holds

Mobile Hotspot Kits are hold-able. Patrons will be notified when their hold is ready for pick-up and will have 7 days from the time of the notification to check out the Hotspot Kit. After such time it will be made available to other patrons.

Loan Period

Mobile Hotspots Kits check out for 1 week (7 days)

There is **1 grace day** for borrowers to return the Mobile Hotspot Kit, after which it will be considered "**Lost**" and deactivated. Once service is deactivated the Hotspot will not be functional, and the **replacement fine of $226** dollars will be charged to the patron's account. The account will be frozen until the Hotspot Kit and all of its components are returned.

Returning Hotspots Kits

Mobile Hotspots Kits **must** be returned directly to Reference staff, and **CANNOT** be returned in the book drop. The Hotspot Kit will **not** be considered returned until **all** components of the Hotspot Kit are returned, or paid for.

Lost and Damaged Mobile Hotspot Kit Fines

The borrower assumes full responsibility for the cost of repair or replacement in the event that the Hotspot Kit is lost, stolen or damaged. The assessment of damages is to be made by the WWPL and charges shall not exceed the cost of the Hotspot Kit ($226.00). The borrowing patron's account will be frozen until the Hotspot Kit and all of its components are returned, or until the replacement fine for the Kit (or its components) has been paid. **Missing parts will result in the following charges:**

Verizon Jetpack Hotspot: $200
Connection Guide: $1
Charging Adapter/Cable: $20
Carrying Box: $5
Lost Kit will be charged a replacement fine of the full amount: $226.00

Loss of Privileges

The WWPL reserves the right to refuse service to patrons who abuse equipment or are repeatedly late in returning the Mobile Hotspot Kits.

Damaged and lost Hotspot Kits will result in borrowing privileges being permanently revoked for all Mobile Hotspot Kits. Three (3) late returns for any Hotspot Kit checkout may result in a borrower's privileges being temporarily revoked for 2 months from the date of the 3rd late return. Continued late returns may result in the borrower's privileges being permanently revoked from all Mobile Hotspot Kits.

Westfield Washington
PUBLIC LIBRARY

Mobile Hotspot Borrowing Agreement

By borrowing and initiating use of the Westfield Washington Public Library's Mobile Hotspot Kit, I agree to abide by the Library's policies and rules and agree to hold the WWPL and its agents harmless from any claims, losses, damages, obligations, or liabilities, directly or indirectly, relating to the use of WWPL Mobile Hotspot Kits and internet access provided by the Library.

I understand that if I am a parent or a guardian of a minor, that I am responsible for the minor's use or access to the internet while borrowing the Mobile Hotspot Kit.

I understand that the WWPL is not responsible for personal information shared over the internet or for information or websites accessed while borrowing and using the Mobile Hotspot Kit.

I _____, have read the Mobile Hotspot Borrowing Policy and agree to the terms of use for borrowing WWPL Mobile Hotspot Kits. I understand that if a Hotspot Kit is lost, damaged or returned late, replacement fines will be charged to my account. I understand that my account will be frozen until I return the Mobile Hotspot Kit or pay the replacement fine.

Signature _____ Date _____

For Staff Use Only:

Last Name: _____, First Name: _____ Patron barcode _____

Email: _____ Phone # _____

Late Returns: _____ Date: _____ Staff Initials: _____ Patron Resumes Checkout:

_____ Date: _____ Staff Initials: _____ Date: _____

_____ Date: _____ Staff Initials: _____

Contacted for missing or damaged Hotspot: _____

_____

_____

Notes

_____

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Westfield Washington
PUBLIC LIBRARY

NONSUFFICIENT FUND CHECK POLICY

It is the intent of the Westfield Washington Public Library Board of Trustees to follow accounting rules and procedures promulgated by the Indiana State Board of Accounts and hereby adopt the following policy regarding charges relating to NSF Checks.

The Westfield Washington Public Library will collect from the patron any NSF fee charged to the library by the Financial Institution. The Westfield Washington Public Library will only accept cash from the patron to cover the check and any other fees relating to NSF Checks.

Approved by the Library Board 5/13/09

Policy on Photography, Videotaping, and Use of Other Recording Devices
Westfield Washington Public Library

The Library's *primary* mission is to provide library services to the residents of Westfield and Washington Township. Photography, videotaping, or use of other recording devices may not interfere with the provision of library services. Staff will terminate any photography, videotaping, or recording session that appears to compromise public safety or security.

Individual Photography/Videotaping

Persons photographing, videotaping, or recording on library premises have the *sole* responsibility for obtaining the necessary releases and permissions from persons who are to be photographed, videotaped, or recorded. Taking photographs or videotaping of a minor requires the permission of the minor's parent or guardian. The library undertakes *no* responsibility for obtaining these releases.

Commercial Photography/Videotaping

The library does not permit commercial photography or filming. Any exception requires the express written permission from the Library Director or the director's designee.

Community organizations holding scheduled events or meetings in the library may arrange for their own commercial photography or videotaping/recording of their event. Such commercial photography and videotaping is *restricted* to the space reserved by the group, and the group is responsible for any necessary releases and permissions.

Library Staff Photography/Videotaping

The library reserves the right to document its services and the public's use of the library. Official representatives of the library may take photographs, videotape, or use other recording devices within the library and at library-related events and activities for library purposes. These photographs and video may be copied, displayed, published (including on the library's website), and telecast for such purposes as promotion, publicity, and news to inform the public about the library. All such photography/videotaping will be in accordance with library procedures.

This policy extends to photographs and filming by library staff at Friends of the Library events and at library booths and programs at public events in the community.

Adopted by WWPL Board of Trustees 10/10/2012

Westfield Washington
PUBLIC LIBRARY

SMALL PURCHASING POLICY

The Westfield Washington Public Library Board of Trustees is a governmental body that is authorized to enter into contracts under the Indiana Public Purchasing Law. The Westfield Washington Public Library board is the "Purchasing Agency".

The "Purchasing Agent" of the Westfield Washington Public Library is the Library Director. Others who may be authorized by the Purchasing Agency to make routine purchases are the Assistant Director, the Information/Reference Services Manager (for Adult Programming), the Children's Services Manager (for Children's programming), and the Building Manager (for operating and maintenance supplies).

The Purchasing Agent may purchase supplies costing up to and including $1,000.00. Any supplies costing greater than $1,000.00 requires the approval of the Purchasing Agency. This provision excludes "library materials", those items purchased for the use of the library clientele. All purchases under $50,000.00 will be made on the open market. All items costing between $50,000.00 and
$150,000.00 will be purchased only after inviting three quotes from persons known to deal in the lines or classes of supplies to be purchased unless another procedure is authorized by statute.

In accordance with state statutes, all items costing $150,000.00 or above will be purchased following competitive bidding procedures unless another procedure is authorized by statute. The Westfield Washington Public Library will follow all the proper steps for competitive bidding procedures or the inviting of quotes as required by statute or by the guidelines of the appropriate state agency.

The Board of Trustees or the Purchasing Agent will purchase services on the basis of provisions of the contract, cost, experience of the offeror, or any other factor deemed appropriate to the services being purchased.

Approved 9/1998
Reviewed 8/2017

Westfield Washington
PUBLIC LIBRARY

SOCIAL MEDIA POLICY

Social software can include any web application or site used by the Westfield Washington Public Library, "the Library," that facilitates the sharing of opinions and information about library-related subjects and issues. Social software includes such formats as blogs, listservs, websites, social networking sites or posts to community reviews, instant messaging tools, and patron rating of Library materials, which may or may not be hosted by the Library.

The Library uses such social software tools for educational, cultural, civic, and recreational purposes. Library social software tools provide a limited public forum to facilitate the sharing of ideas, opinions, and information about library-related subjects and issues. This type of social software is intended to create a welcoming and inviting online space where library users will find useful and entertaining information and can interact with Library staff and other library users. The Library recognizes and respects differences in opinion, and welcomes comments, posts and messages. The role and utility of social media sites and tools will be evaluated periodically by library staff, and may be terminated at any time without notice to subscribers.

1. Content and comments posted by users do not reflect the views of the Library. For official information and library announcements please visit our website at http://www.wwpl.lib.in.us

2. The appearance of external links or advertisements on social networking sites the Library participates in does not constitute endorsement by the Library.

3. The Library reserves the right to monitor content before it is posted and to remove messages, images, and postings that it deems, in its sole discretion, to be unlawful or off topic or against the rules listed below. Notwithstanding the foregoing, the Library is not obligated to take any such actions, and will not be responsible or liable for content posted by any user in any forum. Library staff is given guidance in posting to and monitoring the Library's social software sites.

Rules for Public Commenting
Protect your privacy. Do not post personally identifying information such as last name, school, age, phone number, address, etc. Posts containing, **but not limited to,** the following are against Library rules and, where possible, will be deleted before posting or removed by library staff:

- Obscene content or hate speech
- Personal attacks, insults, harassment, or specific and imminent threats
- Potentially libelous statements
- Content that violates the privacy of another person
- Comments unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam
- Content that promotes or denigrates a particular candidate or political party
- Copyright, trademark and fair use violations

Approved and adopted by the Westfield Washington Public Library Board on 5/10/2023

Westfield Washington
PUBLIC LIBRARY

- Duplicated posts from the same individuals
- Improper use of the Library's name or logo

By posting content, the user agrees to the Library's rules and to indemnify the Library and its officers and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or are related to the posted content. Parents are responsible for their minor children's use of the Internet.

Approved and adopted by the Westfield Washington Public Library Board on 5/10/2023

WESTFIELD WASHINGTON PUBLIC LIBRARY
FINANCE POLICY

Board of Finance

The duly appointed members of the Westfield Washington Public Library are the fiscal body of the Library and thus constitute "The Board of Finance" of the Westfield Washington Public Library. The members serve without compensation. [IC 5-13-7-5, IC 36-1-2-6]

Annual Meeting

The Westfield Washington Public Library Board of Finance shall meet annually immediately following the January Board Meeting to elect a president and secretary, review the written report of the Library's investments during the previous calendar year and review the Library's investment policy.

Fiscal Officer

The duly elected treasurer of the Westfield Washington Public Library is the fiscal officer of the Library. [IC 36-12-2-22]. The Treasurer shall serve without compensation.

Deposits

All funds received by the Library shall be deposited in one or more designated depositories not later than the business day following receipt and shall be deposited in the same form in which they were received.

Investments

The Treasurer is authorized to invest Library funds in the following [IC 5-13-9]:

1] Securities or discount notes backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by

(a) The United States Treasury;
(b) a federal agency;
(c) a federal government sponsored enterprise

2] Repurchase Agreements [including standing repurchase agreements, commonly known as sweep accounts]:

(a) With depositories designated by the State Board of Finance as depositories for state investments under IC 5-13-9.5; and

(b) Involving the political subdivision's purchase and guaranteed resale of any interest-bearing obligations issued; or fully insured or guaranteed; by the United States, a

United States government agency, an instrumentality of the United States, or a federal government sponsored enterprise.

Investments made by the Library's fiscal officer must have a stated final maturity of not more than 2 (two) years after the date of purchase of entry into a repurchase agreement. [IC 5-13-9-5.6]

Interest Earnings

All interest derived from an investment by the Library's fiscal officer shall be receipted to the fund of which they are a part.

Depositories

All public funds of the Westfield Washington Public Library Board shall be deposited in the designated depositories located in the territorial limits of the Library District. [IC 5-13-8-9]

Investment Cash Management

The Westfield Washington Public Library Board of Finance may contract with a Library or state designated depository for the operation of an investment cash management system.

Transaction Accounts

The fiscal officer of the Library shall maintain deposits that are invested or reinvested in at least two (2) of the library's designated depositories. [IC 5-13-9-4]

Electronic Transfer of Library Funds

The Library Director and Treasurer are authorized to institute electronic fund transfer for the transaction of Library financial affairs, including the payment of wages to Library employees via electronic fund transfer, including direct deposit, through the services provided by the Library's and each employee's financial institution, and the Library Director and Treasurer are hereby authorized to take any and all actions necessary to implement electronic fund transfers, including direct deposit, for the Library and for those employees who chose this method of payment, and the Library Director and Treasurer are hereby instructed and are required to maintain adequate documentation of the transactions so that said transactions may be audited as provided by law. [IC 36-12-3-16.5]

Adopted by the Board of Trustees 1/13/02, rev. 1/9/2008, rev. 1/11/2011

All personnel information is available to the affected employee or his/her appointed representative in accordance with the Employee Handbook. General personnel information on all employees or groups of unnamed employees may be disclosed.

2. Any administrative or technical information that could jeopardize a record-keeping or security system.
3. Computer programs, codes, filing systems, and other software owned by the library or entrusted to it.
4. Records prepared specifically for discussion, or created during discussion at any legally called executive session under IC 5-14-I.5-6.
5. The identity of a donor of a gift made to the library if the donor requires anonymity as a condition of making the gift or if after the gift is made, the donor or a member of the donor's family requests nondisclosure.
6. Any library records that can be used to identify any library patron, or their use of library materials or equipment.

Staff procedures:

- If anyone approaches you alleging to be a law enforcement official requesting information**, do not disclose to that individual any information, including whether a patron is in the library or was just in the library.** Immediately contact a department head, assistant director, or director.
- A department head, assistant director, or director will ask to see official identification and will photocopy the ID.
- If law enforcement presents a subpoena, library staff should lead that person to the director. If the director is not present then lead that person to the assistant director or a department head. They, after photocopying the legal documents, will in turn contact legal counsel.
- Any threats or unauthorized demands (i.e., those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the appropriate legal officer of the institution.
- If library staff is presented with a warrant, do not interfere with their search and seizure. Contact a department head, assistant director or director as soon as possible.
- Keep a record of all legal requests.
- Keep a record of all cost incurred by any search and/or seizures.
- If a "Gag Order" is not in effect, the director will notify Westfield Washington Public Library Board of Trustees, and then if appropriate, the American Library Association.

Amended June 2005

Westfield Washington
PUBLIC LIBRARY

OUTREACH POLICY

PUBLIC OUTREACH VEHICLE STOPS

Our Outreach Vehicle brings the Library to you! We visit community events which are open to the general public and select neighborhoods on a routine, published schedule (subject to change). Services provided at these types of stops include registering for a library card and checking out and/or returning materials. You can browse materials for all ages in a variety of formats, including books, large print materials, audiobooks, and DVDs/Blu-Rays. Materials placed on hold will not be available at these stops and must be picked up at the library.

OTHER OUTREACH SERVICES

The Library provides materials and services to local preschool and K-12 students as well as residents of assisted-living and senior-living facilities. These stops are not open to the general public. Services include lobby stops or materials delivery to schools and facilities. With **lobby stops**, staff will use rolling carts to bring materials inside the building for patrons to browse and check out. With **materials delivery**, staff will deliver bags of materials to facilities on a regular basis, with these sites establishing their own method of distributing the materials.

The Library also serves individuals who are homebound by providing **home delivery**. This service is for patrons who are unable to come to the library due to extended or acute illness, physical disabilities, or other extenuating circumstances. To qualify, a patron must be a Westfield or Washington Township resident, be unable to visit the library in person, and have no one in the household able to visit the library to obtain materials for the homebound individual. Selection of materials is made by staff based on patron interests and requests.

HOW TO REQUEST A VISIT

Contact the Adult Desk by calling 317-896-9391 or emailing librarian@wwpl.lib.in.us to learn more and request a visit from the Outreach Vehicle.

Updated and Approved 03/11/2025

PR Policy

All publicity will be created by the Public Relations Manager from information submitted by the specific department organizing the program/event.

Basic information on library events will be made available throughout the community. Providing specific information about the program to individuals in or outside the library is the responsibility of the department sponsoring the event, and all department employees should be able to assist patrons by answering questions concerning the program/event.

All publicity for external use will contain the library name, address, phone number and Web site address. Publicity for internal use will refer patrons to departments and/or staff for more information.

Graphics of library events will be posted on the front page of the library's Web site, as well as other digital signage. These graphics will have basic information and be posted during the week the event occurs.

All publicity will be reviewed and approved by the director.

Procedural items

All event information is due in the Event Folder on the 10th of the month prior to the month in which the event will occur.

Flyers for in-house use, will be created as requested. Flyers will be limited to three for each event. One will be placed on the bulletin board, and the other two remaining may be displayed at appropriate locations throughout the library.

A Weekly Flyer of all library events will be created for community distribution and posting in the library.

Weekly submissions of library events will be sent to *Current in Westfield*, *The Times* and the *Indianapolis Star.*

Press releases may be sent for special programs. Please submit requests for press releases at least two weeks prior to the event.

A complete list of programs will be sent to the IndyStar Calendar monthly and the Highflyer.

Approved 9/14/2011

Westfield Washington
PUBLIC LIBRARY

Privacy Policy

Our Commitment to Our Patrons

The Westfield Washington Public Library ("the Library") is committed to protecting the privacy and confidentiality of patron records. The Library collects personal information only for the purpose of delivering requested services and operating the Library's website. The Library will not sell, share or trade our patrons' names, personal identifiable information, or library account information with any other entity except those working under contract or as required by law. We will not send mailings to our patrons on behalf of other organizations not directly affiliated with the Westfield Washington Public Library. The Library provides our website as a public service to our patrons and respects the privacy of each individual who visits it.

The Library's Collection of Personal Information

Personal information is any personally identifiable information about a patron, for example: name, street or email address, or telephone number.

Information Collected

No collection of any personally identifiable information is done without the consent of visitors to the Library's website. In order to receive services such as purchase suggestions, event registration, and e-mail notifications, individuals may choose to submit personally identifiable information.

The Library strives to collect the least amount of personally identifiable information from patrons. We keep your information as long as required by Indiana State Law. The Library does not engage in practices that might place personally identifiable information on public view without patron consent.

It is standard library practice to collect the following information:

- Information required to register for a library card such as name, address, telephone number, email address, and birthdate
- Library barcode number or guest pass number used to log on to public computers
- Records of items currently checked out, requested, interlibrary loans, fees owed, and payments made
- Sign-up information for library programs

The Library uses Google Analytics to collect data about the use of our website to make improvements to the website and track trends. Data collected includes:

- Browser type

Approved and adopted by the Westfield Washington Public Library Board of Trustees 8/10/2022

- Device type
- Engagement information (sessions, session duration, page views)
- Geography (internet service provider location, language)
- Network service provider
- Operating system
- Referrals (web address patron coming from)

Any personally identifiable information given to the Library in email messages, web forms, in-person or telephone or chat reference, or other communications is used only for the purpose for which it was originally collected.

Access to Patron Information

All patron records are confidential and may only be disclosed to:

- Library staff performing job duties
- Cardholders upon proof of identity
- Parents or guardians of minor children (limited access)
- Under court order or subpoena

If the library cardholder is under the age of 18, the parents or legal guardians may only be given information associated with materials that have accrued fees.

Library patrons may access their personally identifiable information and are responsible for keeping it accurate and up-to-date. This can be done online or in person. Proof of identity is required to update information in person and a password is required to update information online.

The Westfield Washington Public Library may use a patron's information and library usage history to:

- Develop reports based on aggregate data
  - Send patrons information about upcoming events and programs based on borrowing history and past event/program attendance
  - Send patrons information on new additions to our collection, based on personal interest categories that they choose

Approved and adopted by the Westfield Washington Public Library Board of Trustees 8/10/2022

Items placed on hold for library patrons may be shelved by a pre-determined system for pick-up in the public areas of the Library.

Website and Public Computers

The Library's website is encrypted with Hypertext Transfer Protocol Secure (HTTPS) which is used widely for secure communication between a computer network and the internet.

The Library uses software programs that monitor network traffic to identify unauthorized attempts to upload or change information intended to cause damage. No other attempts are made to identify individual patrons or their usage habits.

The Library uses restoration software to remove personal data and browsing history each time a patron ends their session on a public computer. Library card numbers and Guest Passes are used to reserve public computers.

At times, the Library offers the opportunity for patrons to contribute to the content of its website and social media applications. Submission of any such content for publication would be entirely voluntary on a patron's part. However, any information submitted by patrons will not be subject to the protections of this privacy policy, unless a patron specifically requests that personally identifiable information be withheld from the publication or be removed from social media applications.

Personal Information of Children

The Library has no intention of collecting any personally identifiable information from individuals under 13 years of age. The Library will specifically instruct children, where appropriate, to not provide such information on its website. If it is discovered that a child has given the Library personally identifiable information, and the parent or guardian of the child would like this information deleted from the Library's records, they should contact the Library Director.
Reasonable efforts will be made to delete the child's information from the Library's existing files.

Third-Party Vendors

The Library enters into agreements with third-party vendors to provide online services, digital collections, streaming media content and more. Because third-party vendors have their own privacy policies and confidentiality practices, patrons' interaction with their systems will be governed by their individual privacy policies.

Surveillance

The Library uses digital video surveillance inside and outside of our Library location. Digital video may be stored for up to 60 days. Video is only available to view by authorized library staff or law enforcement authorities.

Approved and adopted by the Westfield Washington Public Library Board of Trustees 8/10/2022

Westfield Washington
PUBLIC LIBRARY

Statistical Information

The Library collects and uses statistical information for the purpose of managing and improving service operations and to report statistics regarding the use of the Library's website. Servers and software programs automatically log website access information. Individual visitors are not identified by name through the gathering of this information. Persistent cookies (discussed below) may be used to gather further statistical information about website usage.

Non-Persistent Cookies

The Library may store some information on patrons' computer when you view our website. This information will be in the form of a "cookie" or similar file and helps the Library in a number of ways. Most Internet browsers allow users to block all cookies, erase cookies from users' computer, or receive a warning before a cookie is stored. Users should refer to a help screen or the instructions for the computer's browser to learn more about these functions. Non-persistent cookies may be used on the Library's website to manage a user's session. They are only necessary to maintain session information, are temporary, and become invalid after the web browser has been closed.

Users will still be able to use the Library's website if cookies are disabled while using the Library's website; however, cookie-dependent features will not be able to be used.

Persistent Cookies

In order to improve our users' online experiences, the Library may use persistent cookies to gather statistics regarding its website usage. No personal identification information is captured through the use of persistent cookies.

Use of Email Addresses

The Library reserves the right to use email communication for the purpose of catalog notices, information about Library services, bill collecting, and on behalf of other organizations directly affiliated with the Westfield Washington Public Library.

Use of Credit Cards

The Library does not currently accept credit card payments through its website. Library bills may be paid by adults age 18 and older using a credit card via the Evergreen Indiana website, which has no interaction with the Westfield Washington Public Library's website.

Linking to Other Web Sites

The Library's website contains links to other websites. The content or privacy policies of other sites are not the responsibility of the Library. Users are subject to the privacy policy of other sites once they link to them.

Patrons have the following rights:

- to update any inaccurate personal data that the Library may collect

Approved and adopted by the Westfield Washington Public Library Board of Trustees 8/10/2022

Westfield Washington
PUBLIC LIBRARY

- to request at any time the deletion of personal data
- to restrict the processing of data in some case
- to receive and transfer the data to another organization
- to object to the processing of their personal data unless the Library demonstrates compelling legitimate grounds for it

Enforcement

Library patrons who have questions, concerns or complaints regarding the Library's handling of their privacy and confidentiality rights should request to speak to a library manager. The Library will respond in a timely manner and may conduct an investigation or review of practices and procedures.

Library records are not made available to any agency of state, federal or local government without a subpoena, warrant, court order, or other legal document requiring the Library to do so. All staff have been trained to refer any law enforcement requests to library administrators.

The Library takes seriously its obligation to protect the privacy of every patron. Any appearance of inconvenience to patrons to protect patrons' privacy is unintentional, but the Library believes it is a small cost for the assurance that an individual's reading preferences and use of the Library will remain exclusively a person's business.

Approved and adopted by the Westfield Washington Public Library Board of Trustees 8/10/2022

Westfield Washington
PUBLIC LIBRARY

Video Surveillance

The purpose of video surveillance at the Westfield Washington Public Library is first and foremost the protection of the physical safety of the patrons and employees of the Library. A secondary purpose is the protection of property and protecting the Westfield Washington Public Library from potential liability.

No monitoring will be done on the basis of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity,) age, national origin, disability, genetic information, or any other basis prohibited by federal, state, or local law.

Video recordings will be held as confidential library records and will be purged as soon as their purpose is served or as needed based on storage capacity, subject to any other applicable laws. Archives of recorded footage may only be reviewed by the Executive Director or the Executive Director's designee.

In the event that any public law enforcement agency or security agency makes a request for recordings or recording equipment, the request will immediately be referred to the Executive Director. The Library has the right to confer with legal counsel before complying with any such request. If any such request is made, any and all material will be preserved during the period that contact with counsel is being exercised, all subject to applicable law(s).

In the unlikely event that any officer or agency should seize material or equipment, the Executive Director will be notified immediately and the staff member will request a receipt for the material taken. The Executive Director will notify the Library Board of Trustees when any law enforcement or security agency makes a request or seizure as described above.

The Library reserves the right to use the surveillance system for additional purposes, as circumstances require. It will not be used to monitor individuals or groups of individuals unless there is reasonable cause to believe that there has been or may be an infraction of Library policies and procedures or the commission of a crime. It will be presumed that an individual is behaving or performing correctly unless there is reason to think otherwise.

Software for monitoring cameras and recorders will be installed only on designated staff computers at the direction of the Executive Director. Properly trained staff using these computers may exercise their discretion in operating the surveillance system in accordance with this policy. Installing the surveillance software on computers not approved by the Executive Director, installing additional equipment on the system, re-aiming cameras or other additions or modifications not approved by the Executive Director or sharing information in an unauthorized manner will be considered a violation of Library policy.

Approved and adopted by the Westfield Washington Public Library Board of Trustees August 10, 2022

The surveillance system will also be used as a tool to determine things such as the amount of business at service desks, traffic flow, and other routine checks of conditions affecting the safety and operation of the building and grounds. If, in the use of the system in this manner, it becomes evident that there are likely policy violations as demonstrated in the behavior of personnel or patrons, an investigation will follow.

Imminent Danger

When there is the potential of imminent danger to persons or property, any staff member may use the surveillance system as needed to thwart or document any such action. Video recordings or printouts from these cases shall not be posted in any place without the written permission of the Executive Director. In the absence of the Executive Director, all correspondence regarding video surveillance should be conducted with the Executive Director's designee.

This Video Surveillance Policy was adapted, with permission, from The Hamilton East Public Library's Surveillance Policy 1.13. Thank you to HEPL for granting permission.

Approved and adopted by the Westfield Washington Public Library Board of Trustees August 10, 2022

Naming Policy for the Westfield Washington Public Library

The Westfield Washington Public Library (WWPL or Library) seeks to recognize persons who have supported the Library through substantial financial contributions either directly to WWPL or to the Westfield Library Foundation, Inc. (WLF or Foundation). The Library provides naming opportunities in recognition of individuals and corporations for outstanding services towards the development of the library system and for significant financial contributions. These naming opportunities may include but are not limited to naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate. Currently, only one building is owned by the Library.

A proposal for naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate in honor of a member of the community will also be considered when that person has given distinguished service to the Library that merits recognition in the Library's history.

Only individuals and organizations whose action and or programs are compatible with the mission, policies, goals and values of the Library will be considered in naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate.

General Definitions:

The Naming Rights Policy includes internal features, which may be naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate. Other items may be recommended for naming after consultation with the WWPL Director and/or Westfield Library Foundation.

Definitions:

1. A room in a building may include enclosed rooms, designated areas such a story-time corner, or interior wall.
2. A designated plaque or nameplate may include an inscribed commemorative thin, fat plate or tablet of metal, porcelain, etc., intended for ornament, as on a wall, or set in a piece of furniture.
3. A collection is groups of books, media, and other information items.
4. Furnishings and equipment include furniture, computers, technology and similar articles that are not a fixed part of the building and have a short life span.

Approved by WWPL Board 9/14/2022

5. Financial contributions include outright gifts of money, securities, in-kind donations and endowments.

Guidelines For Naming:

- Appropriate financial contributions for such naming opportunities will be at the discretion of the Library and/or Foundation. Naming opportunities due to a financial contribution; naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate may be named directly after the benefactor, or it may retain or be given a functional title following which the benefactor will be recorded as its sponsor. Proposals for naming should be submitted to the Library Director or Foundation Director and should contain specific information in support thereof, including any guidelines on how the donated funds are to be used to support the named room or area. If endorsed by the Library Director or Foundation Director, the proposal will be forwarded to the Library Board of Trustees for approval. The Library Board of Trustees reserves the right to name rooms in a building, designated plaque or nameplate furnishings and equipment or library collections according to what is best for the function of the Library.
- A proposal for naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate in honor of a person will normally be considered when that person is a major benefactor to the Library that merits recognition.
- All documents must be finalized before the Library issues final approval for a naming opportunity. No publicity shall be initiated until a gift agreement is in place.
- While the Library and Foundation are grateful for and encourages donations from all individuals, businesses and organizations, both have the right to decline any gift to the Library and/or reject naming proposals. The Foundation and Library each reserve the right to terminate or alter a naming designation under unusual or extraordinary circumstances.
- Naming rights will not extend beyond the normal life of the space, although a plaque will remain in the location in perpetuity, acknowledging the name and the donation. In the event the room or building is significantly altered during the agreed upon time when the gift was made, the Library will roll the name forward in a similar capacity.
- In the event that the Foundation or Library does not receive the full amount of the donation for the naming opportunity, the Foundation Director or Library Director may recommend to the Library that the use of the benefactor's name for the area be discontinued.
- When a major building project is to be undertaken, a tailored naming policy may be proposed for naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate. Such a policy will require the endorsement of the Library Board of Trustees on recommendation from the Westfield Library Foundation.

Regulations

I. Naming Rooms of a Building

A. The Library will consider naming rooms in a building when a person or corporation has given outstanding service towards the room or a financial contribution.

B. Recognition will be for 10 years or for the life of the room, unless the individual or corporation provides continuing or additional support.

II. Furnishings and Equipment, Collections

A. The Library will recognize a major financial contribution for the purchase of furnishings and equipment, library collections or other by placing the name of the benefactor on a designated plaque or nameplate within the facility.

III. New Facilities

A. When a new building is planned to be owned by the Library, naming opportunities will be outlined for the rooms in a building, designated plaque or nameplate furnishings and equipment or library collections and donation amounts will be assigned for each opportunity. This plan must be approved by the Library Board of Trustees.

IV. General

A. A naming opportunity must be consistent with the Library's mission and goals.

B. The Westfield Library Foundation may contribute multiple financial contributions that merit recognition. In such cases, naming opportunities will be in recognition of the original donor or for the individual/corporation designated by the board of the supporting organization.

C. If the naming of rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate is based on outstanding service to the library system, the next of kin or the family of a person whose name is being considered to naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate will be notified in writing prior to completion of the naming process.

Approved by WWPL Board 9/14/2022

D. The naming of a room in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate shall be finalized only after the financial commitment by the individual or corporation has been honored in full and not on the basis of a pledge for future funds.

V. Indexation

At the discretion of the Library Director and/or Foundation Director, the levels of financial contributions quoted above will be adjusted to reflect changes in economic conditions, using the appropriate price indexing from the U.S. Bureau of Labor Statistics.

Gift Recognition Replacement-Special Considerations:

1. A request to rename a room in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate shall conform to the following principles:
2. Any request to rename, add, or remove a name from a room within the Library should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction, or in the event the Library is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.
3. In the event a building is drastically altered through construction, the Foundation and/or the Library shall reserve the right to add/alter gift recognition, including the room's naming.
4. Any donor plaques displaced as a result of this will be rededicated in an alternative location in accordance with the timeframe developed for the original gift.
5. When a named room has reached the end of its useful life and will be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in, or adjacent to, new, renovated or redeveloped facilities.

Dedication Ceremony And Plaque, Inscription, Or Other Recognition:

The WWPL Board of Trustees reserves the right to choose the wording, size, location and style of the plaque inscription, or other recognition. An appropriate dedication ceremony may be planned and conducted.

Approved by WWPL Board 9/14/2022

Request Procedures:

1. Proposals for naming rooms in a building, furnishings and equipment, library collections, or by way of a designated plaque or nameplate may be submitted at any time during the year to the Library Director and Foundation Director for review.
2. A proposal should include
    a. Applicant name
    b. Contact Information including address, telephone and email address
    c. Naming opportunity of interest
    d. Statement of the amount and method of the financial contribution to the Library
    e. Statement of the outstanding services toward the development of the library system when the recognition is based open merit rather than financial contributions
    f. Justification compliant with the criteria and objectives outlined in this policy
3. An official letter of response will be sent acknowledging the proposal and outlining the steps necessary to proceed with the naming process or declining the proposal and stating the reason for this action.
4. Either the Library Director or the Foundation Director will present to the Library Board of Trustees the naming proposal with appropriate documentation.
5. The Library Board of Trustees will approve the design, wording, and placement of any permanent plaques, inscriptions or other recognitions.

NAMING OPPORTUNITIES LEVELS:

Gathering Atrium/Stairs……$1,000,000

Outdoor Plaza……$500,000

Large Community/Programming Room……$500,000

Outdoor Roof Deck……$250,000

Board Room……$250,000

Adult Collection……$250,000

Teen Collection……$250,000

Children's Collection……$250,000

Children's Exploration Center……$250,000

Approved by WWPL Board 9/14/2022

WESTFIELD
LIBRARY
FOUNDATION

Gift Acceptance Policy & Guidelines

Westfield Library Foundation
Gift Acceptance Policies And Guidelines
Authorization

The Westfield Library Foundation, Inc. (Foundation) was established to promote the development, expansion and improvement of facilities and services of the Westfield Washington Public Library (WWPL) through the solicitation of charitable contributions to support the mission of the WWPL. The Foundation is authorized to encourage donors to make both outright and deferred gifts. Outright gifts of cash and other property will be a priority interest. If outright gifts are not readily negotiable, they will be subject to the approval of the Board of Directors. The types of deferred gifts to be accepted include bequests, charitable gift annuities (immediate and deferred), charitable remainder trusts, charitable lead trusts, retained life estates, gifts of life insurance policies and proceeds, pooled income funds and such other gift arrangements as the Board of Directors (hereinafter "the Board") may from time to time approve. All programs, solicitation plans, and activities shall be subject to the oversight of the Board, or additional committees appointed by the Board.

Purpose

(1) To ensure that tax-deductible gifts are received in a manner consistent with the Internal Revenue Code and do not jeopardize the Foundation's tax-exempt status.

(2) To minimize the Foundation's incurrence of potential liabilities.

(3) To limit the acceptance of gifts which are difficult to administer and inconsistent with the Foundation's investment policy, which is designed to ensure funds for operations for current and future years.

Policies

The policy of Westfield Library Foundation is to inform, serve, guide, or otherwise assist donors who wish to support the WWPL or Foundation activities, but never under any circumstance to pressure or unduly persuade prospective or current donors.

No gift will be accepted or program promoted which is not in the best interest of the donor or violates the policies, bylaws, or character of the Foundation or WWPL.

Persons acting on behalf of the Foundation shall in all cases encourage the donor to discuss the proposed gift with independent legal, financial, and/or tax advisors of the donor's choice, and shall insist that the donor seek such counsel when the gift is irrevocable. This policy is designed

to ensure that the donor receives a full and accurate explanation of all aspects of the proposed charitable gift and its appropriateness to the donor's objectives and circumstances.

The Foundation should always seek to serve the charitable giving needs and objectives of its donors by encouraging contributions and volunteerism and properly recognizing the material and personal contributions of its donors.

The Foundation should remain open and accessible to its donors, providing full communication of its activities, use of funds and policies and procedures.

The Foundation must always strive to maintain the highest level of integrity with its donors, always acting in the best interest of philanthropy and scrupulously avoiding actual or apparent conflicts of interest or any conduct that would tend to bring discredit to the donor and/or the WWPL or Foundation.

Requests by donors for anonymity will be honored. Permission to publicly recognize a donor and his/her gift will be assumed unless otherwise requested.

The Administrator and persons designated by that office are authorized to negotiate gift agreements and arrangements with prospective donors, following program guidelines approved by the Board.

All gift agreements requiring execution by the Foundation shall first be reviewed and approved as to form by the Foundation's legal counsel. However, legal counsel need not review each particular agreement provided it is based on a prototype agreement that has been reviewed and approved.

Outright gifts of cash, publicly traded securities and life insurance do not require approval by the board but are to be handled as addressed in the perspective policy manual.

The following gifts must be reviewed and approved by the Board. Before acceptance, relevant information about the gift shall be ascertained, including a copy of any appraisal secured by the donor. The Foundation also reserves the right to secure its own appraisal.

(1) Outright gifts of real estate, closely held stock, tangible personal property partnership interests, and other property interests, real and personal, not readily negotiable.

(2) Charitable remainder trusts-if Foundation is serving as trustee or co-trustee.

(3) Charitable lead trust-when possible

(4) Charitable gift annuities-immediate and deferred

(5) Retained life estate in a residence or farm.

(6) Bargain sales and arrangements other that charitable remainder trusts where the donor receives an income or other payment from the Foundation.

The Foundation is authorized to offer and accept charitable gift annuities immediate and deferred-and shall invest assets contributed for annuities. The Foundation may employ agents and advisors to facilitate the investment of these assets. A regular report of charitable gift annuities, immediate and deferred, will be presented to the Board.

The Foundation prefers not to serve as trustee of charitable remainder trusts except when it is in the best interest of the donor, WWPL and the Foundation or when it is impractical to name another trustee. Agreement to act as trustee shall be subject to prior approval of the Board and/or the Board in consultation with the Foundation's legal counsel.

The Foundation is authorized to arrange for a trust institution to manage charitable remainder trusts where the Foundation is the remainder man.

The Foundation will not serve as trustee for charitable lead trusts and will not serve as trustee for irrevocable life insurance trusts.

The cost of administration of charitable remainder trust and charitable lead trust may be an expense of the respective trusts.

The Foundation is permitted to accept gifts and contributions only as authorized in these policies. The following guidelines are established to assure that planned gifts accepted by the Foundation will be cost-effective and beneficial to all parties involved. The Board shall approve exceptions to these policies.

These policies and guideline shall be reviewed at least annually.

Existing planned gift arrangements shall be audited periodically and a report submitted to the Board.

The Foundation or its representatives shall not engage in offering legal or tax advice to donors or gift prospects. Information on giving arrangements shall be supplied, and donors and prospects shall be urged to contact their personal professional advisors.

Guidelines for Accepting Gifts

Outright Gifts

Description:
An outright gift refers to a contribution of cash or property in which the donor retains no interest and which can be used currently by the Foundation.

Securing outright gifts is the Foundation's highest priority, and donors who are able to make an outright gift will be encouraged to do so.

Guidelines:

(1) The Foundation will accept an outright gift of any amount, though gifts intended to utilize a naming opportunity must meet the minimum funding requirement by the WWPL Board.

(2) Outright gifts of real estate, closely held stock, tangible personal property, partnership interest, and other property interests, real and personal, not readily negotiable must be reviewed and approved by the Board.

(3) No gift may be received that is subject to any conditions or prearrangements, unless full disclosure has been made to the Board in accordance with policies in the manual.

Pledges:

Pledges generally are to be completed within five years. With the approval of the Board, however, gifts over $5 million may extend over a ten-year period.

Oral pledges generally will not be recognized or recorded until either a signed pledge card or the Foundation receives a letter of intent.

Charitable Gift Annuity

Description:
The charitable gift annuity is a contract between the Foundation and the donor. The Foundation agrees to pay the donor (legal and/or other person named by the donor) a lifetime annuity in return for a gift of cash, securities, or other property. The payments may continue for

the life of a second individual, such as a spouse if this is contained in the initial contract of the gift annuity. The annual payment is a fixed sum, the amount of which is based on the size of the gift and the number and ages of the beneficiaries.

Rates of return under a charitable gift annuity are lower than the rates offered by commercial insurance companies so that a significant residuum will remain for the Foundation. Written notice of this fact will be documented for the donor in two documents. First, the donor will be notified in writing during the gift negotiation stage. Second, the gift annuity contract cover letter will also contain this information for the donor.

Gift annuities issued will comply with the state of the Donor's residence and shall meet the disclosure requirements under the Philanthropy Protection Act of 1995.

Guidelines:
(1) The preliminary minimum amount for an annuity agreement is $10,000.00.

(2) For new contracts, the Foundation will be guided, although no bound, by the suggested rates recommended by the American Council of Gift Annuities.

(3) Agreements shall be limited to two lives, and ordinarily the minimum are for the annuitants shall be 60 for immediate annuities and 50, with the initial payment at 60, for deferred annuities. Exceptions may be made subject to the prior approval of the Board.

(4) The Foundation may manage gift annuities, and the Foundation may employ agents and advisors to assist with the administration and investment of gift annuity assets.

(5) Gift annuities must meet individual state laws governing gift annuities in each state.

(6) PCSH Foundation prefers to provide yearly payments to gift annuity payments.

Charitable Remainder Trust

Description:
The charitable remainder trust is a separately administered trust established by the donor. It provides for payments to the donor and/or other named beneficiary(ies) either for life or a term of years (not exceeding twenty), whereupon the remaining trust assets are distributed to one or more charities.

A charitable remainder annuity trust pays a fixed amount (at least 5%) of the original fair market value of the assets initially contributed to the trust. This amount does not change, and no additional gifts may be made to the annuity trust after its creation.

Payments made in any one year by a charitable remainder annuity trust to individual beneficiaries may not exceed 50% of initial fair market of the trust.

A charitable remainder uni-trust pays a fixed percentage (at least 5%) of the fair market value of trust assets, as valued annually. Because the value of assets can be expected to change from year to year, the uni-trust payment will vary in amount each year each year. Additional contributions may be made to the trust after it is established.

Payments made in any one year by charitable remainder uni-trust to individual beneficiaries may not exceed 50% of fair market value of the trust on most recent valuation date.

The present value of the Foundation's remainder interest in charitable remainder uni-trust must equal 10% (or more) of initial fair market value of trust. This rule also applies to additions to existing charitable remainder uni-trusts.

There are three traditional varieties of a uni-trust. A "straight" uni-trust pays the stipulated amount, even if it is necessary to invade principal to do so. A "net-income" uni-trust pays the lesser of the stipulated amount or the actual net income, so principal would not be invaded. A "net-income with make-up provision" uni-trust is similar to the net income uni-trust except those excess earnings can be applied to cover accrued deficiencies resulting from the net income being less than the stipulated amount. A fourth variety, the "Flip" uni-trust, should be considered for trusts funded with real estate or family corporations.

Guidelines:

(1) Where the Foundation is named as trustee or co-trustee, the minimum amount for funding a charitable remainder trust will ordinarily be $100,000.00 but the Board may fund a trust with a smaller amount subject to prior approval. If the donor selects an external trustee, the minimum will be whatever amount is acceptable to the trustee.

Where the Foundation is named as trustee or co-trustee, the Foundation will provide full disclosure to the donor on the investment portfolio as required by the Philanthropy Protection Act of 1995.

(2) The Foundation recommends that beneficiaries be age appropriate unless the trust is for a term of years.

(3) The Foundation recommends limiting the number of beneficiaries to two where payments are to be made for the life of the beneficiaries.

(4) Ordinarily the Foundation will not accept responsibility as a trustee of a charitable remainder trust instrument that is or will be funded with the following assets:

a. Encumbered real estate

b. Margined securities
c. Sole proprietorships
d. Limited partnerships (unless the Board has given specific approval)
e. Working interests in oil and gas fields
f. General partnerships interests

Charitable Lead Trust

Description:
A charitable lead trust is a trust in which the income, or "lead" interest is paid to the Foundation, and the "remainder" interest is given to one or more non-charitable beneficiaries, who could be either the donor or family members. The amount paid to WL Foundation may be either a fixed sum (an "annuity trust" interest) or a percentage of trust assets as valued each year (a uni-trust" interest).

Guidelines:
(1) The Foundation will ordinarily not serve as a sole trustee or co-trustee of a charitable lead trust.

(2) Where the Foundation is named as co-trustee, the minimum amount for a charitable lead trust ordinarily will be $100,000, but a trust may be funded with a smaller amount subject to prior approval by the Board and by the co-trustee. If the donor selects an external trustee, the minimum will be whatever amount is acceptable to that trustee.

(3) The trust term may be at the discretion of the donor, subject to the approval of the Foundation or other trustee.

Life Insurance

Description:
There are various methods by which a life insurance policy may be contributed to WL Foundation. Each method requires a thorough evaluation of policy, insurance company and benefit to the Foundation. A donor may:

(1) Assign irrevocably a paid-up policy to the Foundation
(2) Assign irrevocably a life insurance policy on which premiums remain to be paid as long as the Foundation is owner and beneficiary
(3) Name the Foundation as a primary or successor beneficiary of the proceeds; or
(4) Establish a new life insurance policy with the Foundation as the applicant, owner and beneficiary
(5) Under extraordinary circumstances the Foundation may choose to provide for a payment of premium or premiums for the policy.

Guidelines:
The Foundation will accept any gift of a life insurance policy provided that it is under no prearranged obligation to expend its assets to maintain the policy. No portion of the proceeds may be paid to anyone or any organization that is not qualified as tax-exempt entity under IRS Code Section 501(c)3. The Foundation has the unrestricted right to fully exercise its powers as the owner, including the power to surrender, select payment options, designate beneficiaries and withdraw or borrow cash values.

In the event a policy is contributed on which premiums remain to be paid, the donor must pledge to continue paying premiums or give the Foundation permission to surrender the policy for cash value.

The Foundation will not participate in split dollar or reverse split dollar plans, or other partial interest programs. Any charitable insurance program, such as those promoted by the life insurance industry, or individual insurance agent(s), shall be entered into only after a thorough explanation has been provided to the Board and the Board has voted to proceed with the program.

Retained Life Estate

Description:
An individual may transfer to the Foundation title to a personal residence or farm, and the donor or another person retains use of the property for a term of years or the life of the donor and/or another person.

Guideline:
The donor shall continue to be responsible for real estate taxes, insurance, utilities, and maintenance after transferring title to the property unless the Foundation, upon prior approval of the Board, agrees to assume responsibility for any of these items. The donor shall also be responsible for obtaining a qualified appraisal.

Each retained life estate gift will be individually negotiated and approved by the Board.

Bargain Sale

Description:
A "bargain sale" is a sale of property to the Foundation for an amount less than the property's current fair market value. The excess of the value over the sale price represents a contribution. The bargain sale price may be paid either in a lump sum or in installments.

A gift of mortgaged property will constitute a bargain sale. Since the amount of indebtedness is treated as a relief of liability, there could be adverse tax consequences to the donor. The donor should be properly informed of this and told to consult with his or her tax advisor.

Guidelines:

In order to determine the true fair market value of the asset, it must be adequately appraised. In most cases, the donor will be responsible for appraisal cost.

The Foundation, upon approval of the Board and legal counsel, may purchase real estate, securities, or other property on a bargain sale basis. Ordinarily the price paid for the property should not exceed 60% of its appraised value.

A gift should not be encouraged from a donor unless it is clear that there is donative intent.

Gifts of Real Estate (Real Property)

Description:

Gifts of real estate may be made in various ways: outright, charitable remainder trust, retained life estate, and a bargain sale. These guidelines pertain to gifts of real estate in general. All gifts will be evaluated by the Board on a case-by-case basis.

Guidelines:

(1) All property gifts received will be converted to cash at the earliest opportunity.
(2) In general, all associated expenses of a gift of property to the Foundation are to be borne by the donor unless otherwise approved by the trustees.
(3) The donor shall secure a qualified appraisal of the property.
(4) The Foundation (or trustee in case of a charitable remainder trust) shall determine if the donor has a clear title to the property.
(5) The donor shall secure a Phase I environmental audit and the results shall be given to the Board. No property containing toxic wastes shall be accepted prior to their removal or other remedies assuring that the Foundation assumes no liability whatsoever in connection with such toxic waste.
(6) Ordinary mortgaged property will not be accepted as an outright gift, however, may be made when property has sufficient equity to justify assumption of the liability and provided the property is marketable.
(7) Mortgaged property shall not be accepted for a charitable remainder trust unless the trust would not be disqualified and the income from the property is sufficient to cover all liabilities.
(8) If a donor wants to give real estate and retain income, a “net-income”, “net-income with make-up provisions”, or a “Flip” charitable remainder uni-trust is the preferred instrument. Usually, real estate will not be accepted for a charitable remainder annuity trust or charitable gift annuity.
(9) The Foundation will not manage real property and the property must be readily marketable.

Gifts of Closely Held Stock and Other Business Interests

Description:
Donors may make gifts of closely held stock and limited partnership interest. The Foundation can accept these so long as the Foundation assumes no liability in receiving them, and the property can be sold within a reasonable time period.

Guidelines:

(1) To be considered for acceptance, limited partnership interests must not subject the Foundation to cash calls or other liability and must not have adverse tax consequences for the Foundation.
(2) Closely held stock may be accepted if the probability exists of selling it within a reasonable period of time to the corporation, other stockholders, or to others interested in acquiring the corporation. Contributions of "S" Corporation stock will be carefully discussed with the donor and his or her advisors.
(3) Royalty interests will be considered but working interest will not be accepted.
(4) Outright gifts of real estate, closely held stock, tangible personal property, partnership interests, and other property interests, real and personal, not readily negotiable must be reviewed and approved by the Board.

Bequests

Description:
Bequests have historically been the most important kind of deferred gift, and they have contributed significantly to the fundraising revenue of the Foundation. The encouragement of bequests will be one of the highest priorities of the Foundation.

Guidelines:

(1) Sample bequest language for restricted and unrestricted gifts, including endowments, will be made available to donors and their attorneys to ensure that the bequest is properly designated. Donors will be urged to obtain the advice of a professional advisor to create a bequest that is in their best interest. Donors will also be invited to provide a confidential copy of that section of their wills naming the Foundation.

    During the probate of estates containing a bequest to the Foundation and during the post-death administration of revocable trusts containing dispositive provisions benefiting the Foundation, the manager of the bequest program, in consultation with the Foundation's legal counsel and administrator of the Foundation or chairperson of the Board shall represent the Foundation in all dealings with the attorney and personal representatives of the estate.

Gift Valuations

(1) In cases where gifts are made in cash, the valuation is the amount of the gift.
(2) Gifts of publicly traded securities will be valued at the average of the high and the low publicly quoted prices on the date complete ownership is received.
(3) Gifts of closely or privately held corporate stock will be valued based on qualified independent appraisal done within the time frame required by the Internal Revenue Service for full tax benefits to be received.
(4) Gifts of real property will be reported based on the appraised value as determined by a qualified independent appraiser within 60 days of the date of transfer.
(5) Gifts of life insurance will be valued, for recognition purposes, based on the cash surrender value as of the date of transfer.
(6) Gifts of services will be recognized at the level the gift relieves actual expenses. Gifts of services of an undetermined value will be recorded at one dollar ($1.00) and acknowledged as received with no value stated.

Appraisal Requirements

(1) Gifts of property, other than publicly traded securities, must be accompanied by an appraisal if the estimated value exceeds $1,000.00. A qualified, independent appraiser must provide the appraisal. The appraiser cannot be associated with the donor or with the Foundation or any of its employees. When the gift is to fund a specific recognition opportunity, the donors shall agree to make up any short fall upon conversion to cash.

    The Foundation reserves the right to refuse gifts of property when it is determined that the donor has not complied with the Internal Revenue Service appraisal requirements or that the advice of legal and/or tax counsel is not being obtained.

    All gifts of art must be accompanied by an independent appraisal completed no earlier then 60 days prior to the date of the gift; the cost of the appraisal is the donor's sole responsibility.

(2) All costs associated with obtaining a qualified appraisal will be borne by the donor.

Gift Disposition

(1) Property gifts of all kinds are to be converted to cash at the earliest convenience.
(2) Marketable securities generally must be liquidated within 5 days of title transfer.
(3) Non-publicly traded securities and other properties are liquidated at the earliest possible time, keeping in mind market impact.
(4) For liquidation purposes, closely held stock will be offered to the corporation that issued the stock, other shareholders, or the market in general.

(5) Gifts of real estate generally will be turned over to a broker immediately upon receipt for disposition based on current market conditions.

WESTFIELD LIBRARY FOUNDATION GROWTH FUND GIFT AGREEMENT

This Gift Agreement ("**Agreement**") is entered into on _____ ___, 20__ ("**Effective Date**"), by _____(the "**Donor**"), on behalf of Westfield Library Foundation, Inc., an Indiana nonprofit corporation ("**WLF"**).

BACKGROUND:

A. WLF is an Indiana nonprofit corporation and, for federal and state law purposes, is a tax-exempt organization pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

B. WLF was established to promote the development, expansion, and improvement of facilities and services of the Westfield Washington Public Library ("**WWPL**") through the solicitation of charitable contributions to support the mission of the WWPL.

C. WLF has established the Westfield Library Foundation Growth Fund (the "**Fund**") to support the capital expansion of a new library

D. The goals established for the Fund (collectively, the "**WLF Fund Goals**") are to ensure excellence and growth through:

   i. Expanding the programming expertise and innovation at WWPL and WLF's new Westfield home, which the WWPL and WLF will begin using on a regular basis in 2023.

   ii. Elevating the activated learning space and experience through program expansion.

   iii. Offering meeting space in a growing community.

   iv. Setting aside 15% of all gifts to provide an endowed fund to subsidize maintenance expenses of the new library.

E. Donor has great appreciation for the high professionalism and caliber of the WWPL that is also a standard for the WLF.

F. Donor wishes to support the WLF Fund Goals and has irrevocably made the decision to provide the Contribution (defined in Section 1 below) to WLF to be added to the Fund pursuant to the terms of this Agreement.

DONOR THEREFORE AGREES AS FOLLOWS:

1. **Donor's Contribution**. The Donor agrees to donate to WLF certain property described on Exhibit A, attached hereto and made a part hereof, for the purpose of supporting the WLF Fund Goals (the "**Contribution**").

2. **Publicity**. Except as otherwise provided in this Agreement, no press release identifying the Donor concerning the Contribution may be issued by WLF without the prior approval of the Donor authorizing the disclosure of his and/or her name for this purpose. Donor has the right to remain anonymous regarding any publicity involving the Contribution.

3. **Further Assurances**. At any time, and from time to time, each party shall execute such additional instruments and take such additional actions as may be reasonably requested by the other party to confirm or otherwise carry out the intent and purpose of this Agreement.

4. **Entire Agreement**. This Agreement embodies the entire agreement and understanding between the parties and supersedes all prior verbal and written agreements by and between the parties.

5. **Amendments**. No modification or amendment of any provision of this Agreement shall be effective unless made in writing and signed by all parties.

6. **Benefits**. Nothing in this Agreement, express or implied, is intended to confer upon any person other than the parties hereto and their respective representatives, successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

7. **Governing Law**. This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana, without reference to choice of law principles.

8. **Acceptance by WLF**. WLF is executing this Agreement for the purpose of acknowledging and accepting the Contribution, which shall be received, administered, and used pursuant to the terms and conditions set forth in this Agreement.

9. **Counterparts**. This Agreement may be executed in any number of counterparts, each of which shall be an original, but such counterparts shall together constitute one and the same instrument.

10. **Electronic and Fax Signatures**. The parties agree that this Agreement may be transmitted by electronic mail and/or facsimile. The parties intend that electronic and faxed signatures constitute original signatures that are binding on the parties.

[REMAINDER OF PAGE INTENTIONALLY BLANK]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date indicated next to their signatures, but effective as of the Effective Date.

DONOR:

Dated: _____ ___, 2022

By:_____

Printed: _____

Dated: _____ ___, 2022

By:_____

Printed: _____

WLF:

Dated: _____ ___, 2022

Westfield Library Foundation, INC.

By:_____

Printed: _____

Its: _____

Exhibit A

Description of Contribution

The Contribution will be funded with (Donor to initial and complete applicable line):

_____ A **one-time** cash contribution in the amount of $_____, payable by check or wire transfer by _____ ___, 2022.

_____ A **monthly** cash contribution in the amount of $_____, payable by check, auto deduction from bank account, or wire transfer beginning on the date of this agreement and continuing on the 1st day of each successive month through _____ ____, 20___.

_____ A **total** cash contribution in the amount of $_____, payable by check, auto deduction from bank account, or wire transfer, payable in _____ [monthly] [quarterly] annual] installments.

_____ Marketable securities to be transferred to WLF on or before _____, 2022, described as follows (the "**Securities**"):

_____

_____

If the Donor contributes cash to WLF, WLF shall promptly invest the amount donated in a manner consistent with the WLF Fund Goals. If the Donor contributes readily marketable securities to WLF, WLF shall promptly sell the donated property and invest the net proceeds from the sale in a manner consistent with the WLF Fund Goals.

Children's Craft Room……$100,000

Maker Space……$100,000

Community Gardens……$100,000

Outdoor Programming Space……$100,000

Study Rooms (3 Large).....$50,000

Study Rooms (4 Small).....$25,000

Lactation Room……$20,000

Study Booths(4)……$10,000

*Additional ideas can be discussed.

Monetary Gifts:

All monetary gifts are recognized with an acknowledgment letter.

Approved by WWPL Board 9/14/2022