

# VALPARAISO PUBLIC LIBRARY

## Valparaiso, NE

### Mission Statement

The mission of the Valparaiso Public Library is to provide the people of the community with access to library services and to emerging technology which expands or enhances those services.

- Adopted April 1, 1999
- Revised May 12, 1999
- Revised June 9, 1999
- Revised August 3, 2010
- Revised May 15, 2022

### Privacy and Confidentiality of Patrons' Records Policy

**Patron's Records:** The Valparaiso Public Library adheres to the principles of intellectual freedom as expressed in the American Library Association's *Library Bill of Rights Statement* and *Freedom to Read*. The Library therefore protects the privacy and confidentiality of all Library users, no matter their age, with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted. We avoid creating or retaining records we do not need for Library purposes, and we electronically purge or manually shred data no longer needed for Library purposes. In accordance to Nebraska State Statute 84-712.05 section 11.

**Photographs and Recordings:** Library staff may gather photos, videos, and recordings from public programs, events, and Library spaces, and these may appear on the Library's web site or bulletin board or newsletter. To insure privacy, images will not be identified with full names or personal identifying information without written approval from the photographed subject, parent, or legal guardian. As a courtesy to our patrons, before taking photographs, videos, or recordings in the library, staff will announce that individuals may ask for themselves and/or their children not to be included.

- Adopted April 1, 1999
- Revised May 12, 1999
- Revised June 9, 1999
- Revised August 3, 2010
- Revised July 9, 2014
- Revised May 15, 2022

# Circulation of Library Materials Policy

## Library Cards

Types of Patron Accounts: The Library creates a Patron Account for each individual patron. An account is for persons 19 and over. The Library issues a physical library card to patrons who desire one, but patrons do not have to show the card to borrow items.

Registration: All card applicants must complete a registration form before they may receive a library card. Registrations for non-emancipated children under age 19 require the signature of a parent or guardian; the parent/guardian must have no overdue materials or outstanding fines. Address verification may be required. Borrower cards require annual renewal and are not transferable.

Account Fees: Upon application, residents and/or property owners of the Village of Valparaiso, NE and residents of surrounding areas, are issued a Patron Account without charge.

Confidentiality and Reporting: Registration and circulation statistics in aggregate are reported to the Library Board, Village Council, and Nebraska Library Commission. All individual registration and circulation records of this Library are confidential and shall not be disclosed to or examined by the public.

## Checkout Limits

The Library staff will not deny check-out privileges on circulating materials to any borrower in good standing. This means that children will not be denied the right to borrow adult materials. Parents who wish to restrict children's check-out privileges must accompany their children to the Library to do so, as the librarians cannot do this for them.

Item Restrictions: Most of the Library's collection is available for circulation. Exceptions include reference works, current issues of magazines, some extremely old items, and one-of-a-kind historical documents, especially those in our Local History/Heritage collection.

New registrants may check out two items. When these items are returned in good condition, the registrant will be allowed full borrowing privileges.

Videos are limited to 4 per patron 19 and over and 2 per patron 18 and under. Audio books are limited to 6 per patron 19 and over and 2 per patron 18 and under. Total items are limited to 15 per patron. These limits include any items on Interlibrary Loan.

Regardless of the media, these borrowing terms apply:

**Initial check-out period:** Two weeks.

**Renewal:** Available unless another patron has asked for the item (placed it “on hold”) or unless the item is from the “NEW” display.

*Renewal period:* Two additional weeks.

**Reserves (Holds):** The Library will place holds on reservable circulating materials on a first-come, first-serve basis and will notify the borrower by telephone or e-mail when the items become available. Held items not picked up within a week of notification will be returned to circulation.

**Interlibrary Loan:** The Valparaiso Public Library provides Interlibrary Loan service through the Nebraska Library Commission and subscribes to the Nebraska and National Interlibrary Loan Codes.

Patrons requesting Interlibrary Loan services must have a current library card with no delinquencies and must complete and sign Interlibrary Loan forms. The patron must pay for the return library-rate postage and any other fees due the lending library, regardless of whether the item is picked up or received after a date when it is useful. Any cancellations must occur before interlibrary loans are shipped. The lending library determines the circulation period and possibility of renewals. If a patron requests a renewal, we will contact the lending library about the request and contact the patron with the answer.

Patrons may request 3 items at one time; that number may be increased to 5, depending on the type of materials and their intended use.

## **Fines and Penalties**

**Overdue Items:** No fines for overdue items. Repeated failure to return overdue materials for lengthy periods, and/or repeated loss of or damage to Library materials, may result in curtailment or loss of Library privileges unless special arrangements have been made with the Library Director.

**Damaged Items:** Fees for damaged items will be determined by the Librarian but will not exceed the cost of loss (see below). Damage may include chewing or tearing damage to covers or pages, missing covers or pages, warping, water damage, damaged or removed barcodes or call numbers, or other damage which requires repair or replacement or any kind of damage to electronics.

**Loss:** Replacement fees apply to lost items and to items so damaged as to not be usable; the fee is the price of the item plus a \$5 administrative fee. An item not returned within 3 months after it becomes overdue is considered lost and will be withdrawn from the collection catalog; the patron then will be charged the replacement fee. If the item is returned after that, the replacement cost and administrative fee still will apply.

**Additional Administrative Fees:** An administrative fee equal to at least the amount of postage cost will be added for the collection of any fines or penalties which require mailed notices for collection.

- Adopted April 1, 1999
- Revised May 12, 1999
- Revised June 9, 1999
- Revised August 3, 2010
- Revised September 6, 2011
- Revised February 5, 2013
- Revised April 1, 2014
- Revised March 7th, 2023

## **Collection Management and Development Policy**

**Weeding:** The Library strives to keep an up-to-date, attractive, and useful collection that is maintained through a continual withdrawal and replacement process. The Library Director is responsible for this process, authorized by the Board of Trustees.

The Librarians should weed regularly, as items are checked in and shelved. Popular items which require weeding because of their condition should be replaced. Librarians may consult with the Nebraska Library Commission before weeding or disposing of historical, rare, or specialized items.

Weeded items must be removed from the collection before disposal. This requires removing the item's listing from the computer catalog and removing/obliterating all Library identification marks from the item, such as the item card and/or check-out slip, call number and item labels, and "Property of" stamps.

Items NOT suitable for weeding shall include any "Local History/Heritage" item. These items include one-of-a-kind original documents, some old items now out of print, and some newer items, by or about local and regional persons, places, and events. Some but not all of these items are for in-Library use only.

### **Criteria for Weeded Items Included but not Limited to:**

- A. Duplicates in the same media. (If the duplicates are large print/regular print, keep both or eliminate the regular print version.)
- B. Items in poor physical condition and which are not repairable.
- C. Outdated reference works.
- D. Superseded editions.

**Disposition of Weeded Items:** Weeded items may be used as prizes in various Library programs or events, sold, passed on to those who may benefit from them, or recycled.

**Selection of New Items:** The Director is responsible for selection of new materials and may be advised by the Board. The Library also welcomes patrons' suggestions for purchases.

The Library does not purchase textbooks, encyclopedias, or reference books which are quickly outdated.

- Adopted April 1, 1999
- Revised May 12, 1999
- Revised June 9, 1999
- Revised August 3, 2010
- Revised April 1, 2014
- Revised May 15, 2022

## **Gifts, Bequests, Memorial Policy**

Community support is vital to the Valparaiso Public Library. Gifts and donations to the library are always encouraged. Donations may be made at the Valparaiso Public Library or Jones Bank in Valparaiso, Nebraska under the name of the Valparaiso Public Library.

- A. Donations to the Collection: The library accepts gifts of books, audio books and DVDs/BlueRay, with the the following conditions:
  - a. Must be in good condition
  - b. Published within the last 5 years or at the Library Director discretion
  - c. No encyclopedias or year books
  - d. No books that have been in a damp basement, garage or attic with the understanding that they will be added to the library collections only when needed.
  - e. The library will provide a tax receipt. It is the responsibility of the donor to assign a dollar amount for the donation.
  - f. Other donated items and exceptions may be accepted and made at the discretion of the Library Director.
- B. Gifts
  - a. Unrestricted gifts of money will be gratefully accepted by the Board.
  - b. Other donations, such as restricted cash gifts, land, property, etc., will be reviewed by the Library Director and Board before acceptance. In-kind donations will be reviewed by the library staff and Board before acceptance, and a determination of recognition will be made by the Board at that time.
  - c. The Village of Valparaiso issues letters of receipt for all major gifts received by the library.
- C. Memorial Gifts
  - a. All donated books in memory of someone will include a book plate identifying the original owner.

- Adopted March 7th, 2023

## **Library Content Complaint Policy**

The Collection Management and Development Policy, the *Library Bill of Rights*; and the *Freedom to Read Statement* guide the Library Director in the development of the collection. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles just stated.

It is the parent's or legal guardian's responsibility to know what their child is reading or viewing. The Library will not base its selection of materials on the possibility that children may view them.

Library materials will not be labeled or marked to show approval or disapproval of their contents and NO Library material will be sequestered EXCEPT to protect it from damage or theft.

Staff members (paid and volunteer) receiving a complaint about materials present or not present in the collection must not try to defend the material or lack of material. They should react in a manner indicating understanding of the concern (even though they may disagree with the complaint). Staff members should give the person a copy of the "Request for Reconsideration" form per item (See Appendix). The staff member should promptly report the interaction to the Director.

The patron must complete the "Request for Consideration" form, then the request will be placed on the agenda of the next regular meeting of the Library Board of Trustees. The person completing the request must attend this meeting to discuss the request.

- Adopted April 1, 1999
- Revised May 12, 1999
- Revised June 9, 1999
- Revised August 3, 2010
- Revised July 16, 2022

# Valparaiso Public Library

## Request for Reconsideration of Materials

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

Your Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

Describe the material on which you are commenting:

\_\_\_\_ Book \_\_\_\_ Textbook \_\_\_\_ Video \_\_\_\_ Display \_\_\_\_ Magazine \_\_\_\_ Library Program  
\_\_\_\_ Audio Recording \_\_\_\_ Newspaper \_\_\_\_  
Electronic information/network (please specify) \_\_\_\_\_  
Other: \_\_\_\_\_

Title: \_\_\_\_\_  
Call Number: \_\_\_\_\_  
Author/Producer: \_\_\_\_\_  
Publication Date: \_\_\_\_\_

Have you examined the entire resource? If not, what specific parts have you examined?

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

Please explain your reasons/concerns regarding the materials. Please be as thorough as possible.

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## **Computer and Internet Use Policy**

**General Rules:** The Library provides the community with equitable access to programs, services, and materials, with the understanding that the individual is responsible to use good judgment, show respect for others, and behave well while in the Library. The Library does not monitor or control the information accessed on its computers and cannot be held responsible for its contents.

All Library computers may be used only for legal purposes and may not be used to harass, libel, or slander others, or to perform unauthorized copying of copyright-protected material. The computers may not be used to access illegal materials.

Parents and legal guardians, not the Library or its staff, are responsible for the Internet information their children access. Parents concerned about what is accessible on the Internet are encouraged to supervise their child's Internet sessions in person. The Library staff does not supervise Internet content for patrons of any age.

Librarians will do their best to assist our computer users with the basics of the Internet or in-house computer programs. However, they should not be expected to provide in-depth training about the Internet or other computer functions.

**Access:** The Library provides computer use and access to the Internet during regular Library hours and provides WiFi access for anyone within range 24/7. A library card is not required. All electronics must be checked out and checked back in. Electronics are not to leave the premises.

To prevent damage to the computer equipment, children under age 6 must be supervised by a parent or guardian, who may be a sibling over age 12, except when the child(ren) is(are) under the supervision of Library Staff or a Library Program Volunteer during a Library Program such as Summer Reading. This includes during use of the children's computer tablets, which are intended for children ages 3 through 6.

A user's session on a Library computer may be terminated for disruptive behavior, misuse of the computer, damaging Library property, or illegal activity. A computer user may be barred from using the Library computers for up to two weeks for failing to comply with the Library's computer use policy. A patron who deliberately damages a Library computer or peripheral equipment will be required to pay for the required repair or replacement.

**Time Limits:** We do not require patrons to reserve computer time and do not automatically end their sessions. However, we do ask them to share the resources with each other so that no one must wait more than a half hour for access.

**Privacy:** Computers are not set aside specifically for adults or children, and the degree of privacy available to users is limited.

The Library adheres to the principles of intellectual freedom as expressed in the American Library Association's Library Bill of Rights. We do not control or block access points on our computers.

- Adopted April 1, 1999
- Revised May 12, 1999
- Revised June 9, 1999
- Revised August 3, 2010
- Revised March 1, 2011
- Revised April 1, 2014
- Revised July 16, 2022
- Revised March 7th, 2023

## **Emergency and Safety Issues Policy**

If severe weather conditions result in area school closings (or if they would do so during the school year), the Library will be closed. The basement of the Valparaiso Public Library can function as a storm shelter in case of threatening weather during open hours. If such an emergency arises while persons are in the building, staff should direct everyone to the basement and everyone should remain there until the threat ends.

Emergency problems with the building, such as a gas leak, require professional response. Staff and patrons should evacuate the building and contact Village Maintenance staff.

Sudden illness or injury of anyone on the premises, illegal or threatening behavior, or other circumstances may require emergency help. Staff should call 911 and/or contact the Volunteer Fire Department or staff at neighboring businesses, as appropriate.

Phone numbers for emergency contacts are posted at the Librarian's Desk and include:

- A. Valparaiso Volunteer Fire Department, for fire and rescue and EMT response.
- B. Valparaiso Village Maintenance staff, for gas leaks, electrical problems, water in the basement, or other emergency problems with the building.
- C. 911, for County Sheriff or other law enforcement.
- D. Staff at neighboring businesses (Harry's and Val Tavern).

- Adopted April 1, 1999
- Revised May 12, 1999
- Revised June 9, 1999
- Revised August 3, 2010
- Revised July 16, 2022
- Revised April 4th, 2023

## **Finance Policy**

The finance committee will consist of two board members. The purpose of the committee is to develop the annual budget and approve expenditures outside of the established budget when they arise. The finance committee will be responsible for maintaining the balance of the checking account through Jones Bank.

The Director can purchase items within line item description and amount outlined in the budget. She/he needs to present receipts at monthly library board meetings. When an item is over budget or does not fit within the line items outlined in the budget, the Director can approach the finance committee for approval before the purchase.

The Director is responsible for tracking all deposits and purchases regarding any acquired grants. The Director also has the discretion to make all purchases according to the grant requirements. Records of the grants and all purchases will be shared with the Library Board during the monthly meetings.

- Adopted April 1, 1999
- Revised May 12, 1999
- Revised June 9, 1999
- Revised August 3, 2010
- Revised Dec. 16, 2010
- April 4, 2023

## Petty Cash Policy

The Valparaiso Public Library maintains a petty cash fund to support the operations and programs of the library when expenses are immediate and small. The director is responsible for the security of the funds and control the disbursements made from the funds. The amount of the petty cash is not to exceed \$100.

**Purchasing Restrictions, Reimbursements, and Advances from Petty Cash:** Petty cash is intended for small purchases or reimbursements in cash for the incidental expenses such as supplies when immediate payment is required. Or for the deposit of cash receipts which may include copy fees, late fines, and small donations. Petty cash should only be used when necessary and will be replenished no more than once a month by a member of the library board's finance committee. The funds should be replenished when the money on hand is not adequate for the needs over the next 30 days. The amount of the petty cash is not to exceed \$100. Any overage is to be deposited by a member of the library board's finance committee into the library's account at Jones Bank.

All petty cash transactions will be recorded in the Petty Cash Transactions log kept with the cash box in a locked, secure location.

Reimbursements must be made by the director only when accompanied by a receipt with complete price, date of purchase, and store name. Information to be noted on the log should be purchase date, employee name, description of items purchased (office supplies, cleaning supplies, etc.), and complete purchase price.

Advances from the petty cash should not exceed \$50 for approved library staff. The date, employee name, amount advanced should be noted in the log. Upon purchase of items, a receipt should be returned along with any unused funds. Information to be noted on the log should be purchase date, employee name, description of items purchased (office supplies, cleaning supplies, etc.), complete price, and amount of unused funds returned.

Petty Cash Transactions log should be reconciled monthly with actual balance in cash box and bank transactions at or before the library board meeting.

- Adopted May 2nd, 2023

## Acceptable Behavior Policy

The Valparaiso Public Library is a public, tax-supported organization which must provide a safe, clean, comfortable environment for selecting materials, reading, researching, studying, writing, and attending programs and meetings. As such, the Library must establish rules of conduct to protect the rights and safety of Library patrons, volunteers, and staff and to protect the Library's materials, equipment, facilities, and grounds. In addition, Library staff must enforce these rules in a fair and reasonable manner.

Library staff will intervene to stop prohibited actions or behaviors. Failure to comply with requests to modify behavior may result in exclusion from the library facility for the remainder of the day. Repeated or severe incidents may result in more extended loss of privileges or in contacting law enforcement.

These actions are examples of conduct not allowed on library premises:

- A. Engaging in any activity in violation of Federal, State, local, or other applicable law or Library policy.
- B. Carrying firearms or dangerous weapons of any sort (except for law enforcement officers).
- C. Being under the influence of, using, possessing, or selling alcohol or any illegal substance.
- D. Smoking or using other tobacco products.
- E. Fighting or challenging to fight, running, pushing, shoving, or throwing things.
- F. Engaging in any verbally or physically threatening or abusive behavior, including (but not limited to) stalking, staring, lurking, offensive touching, or indecent exposure.
- G. Trespassing in non-public areas or being in the library without permission of an authorized Library employee before or after hours.
- H. Tampering with or destroying Library property.
- I. Creating disruptive noises such as shouting, using profanity or obscenities or rudeness, screaming, or banging on walls, furniture, or equipment.
- J. Littering.
- K. Bringing food or drinks into the library, except as authorized by appropriate Library personnel.
- L. Bringing pets or other animals, other than service animals necessary for disabilities, into the library, except as authorized by appropriate Library personnel.

- Adopted March 1, 2011
- Revised April 1, 2014
- Revised April 4, 2023

## **Unattended Children Policy**

The Valparaiso Public Library welcomes children and families to use its facilities and services. However, responsibility for children rests with the parent, guardian, or assigned chaperon, not with library personnel. The Library staff is not responsible for the safety, care, or supervision of minors of any age at any time, whether in the library or on library premises.

Children under age of 6 in the library must be accompanied by someone age 12 or older, except during special library programs, such as Summer Reading. This person should remain in the child's line of sight and is responsible for the child's behavior and supervision in the library. If a child under age 6 is left unattended at the library, staff will contact the parent or guardian to come for the child and, if no one can be reached, will contact the Saunders County Sheriff's Department for assistance.

Parents, guardians, or other caregivers are responsible for picking up children before closing time. Staff may not transport children home or to any other destination under any circumstances. Many children age 6 and older who reside within the Village normally walk to and from the library. However, during inclement weather and/or after dark, staff may decide circumstances for walking are not safe and may contact a parent or guardian for transportation and ask children to remain in the library until the parent or guardian arrives.

If a minor child under age 12 is left at the library and staff cannot contact anyone to provide transportation, staff will not leave the child unattended. Staff will contact the Saunders County Sheriff's Department for assistance within 15 minutes after closing time and will remain with the child until the law officer arrives.

- Adopted March 1, 2011
- Revised April 1, 2014
- Revised July 16, 2022
- Revised April 4, 2023

## Facilities Policy

### Meeting Space

As an expression of its mission to connect people with information, ideas and experiences, the Valparaiso Public Library provides meeting space. This space may be used by members of the community for the presentation and exchange of information and opinions, for work by committees, for interest groups, and so on. The Library makes this space available on equal terms to all persons and groups, regardless of opinion or affiliation. By making meeting space available, the Library does not sponsor or endorse the views of any group using the space.

**Guidelines:** Meeting space is primarily for Public Library programs and use. When not in use by the Library, the space can be used for meetings and events, as approved by the Library Director.

The Library may cancel confirmed reservations to accommodate Library sponsored activities. Library staff will notify meeting space users in the event of cancellation.

The Library reserves the right to review each prospective use and determine whether or not that use falls within the Library's guidelines. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to Library service, abusive, or dangerous to the building, Library materials, exhibits, furnishings, or individuals in the building.

The Library is a non-smoking facility.

Library staff or representatives may enter the reserved premises at any time and on any occasion.

Those using the Library's space may not move exhibits, furniture, other Library equipment, or collection materials.

The Library is not responsible for items or equipment left in the building before, during, or after an event.

- Adopted Sept. 13, 2013
- Revised April 1, 2014
- Revised July 16, 2022



## **Volunteer Policy**

The Valparaiso Public Library welcomes volunteers. They are used to (1) supplement the efforts of paid library staff to provide public service; (2) serve as a method for patrons to become familiar with the library and to support the library; (3) Support fundraising activities.

A volunteer is someone who performs tasks or services of his or her own free will, without expectation or receipt of wages, benefits or compensation of any kind. To have a safe work environment for patrons, staff and volunteers criminal background checks are required on all potential volunteers 14 and over. Minors will need parental consent for a background check. We reserve the right to deny a volunteer position to anyone we feel is unsuitable for any reason. In addition, we also reserve the right at any time or for any reason to make changes in the nature of a volunteer assignment, to reassign a volunteer to a different project or to terminate the volunteer relationship.

The following requirements must be met to be a volunteer:

- A. Volunteers must be at least 14 years of age or older.
- B. Be free of criminal convictions
- C. Give consent to a background check. Minors will need parental consent for a background check.
- D. Be a library patron in good standing.

Examples of volunteer work are dusting shelves, assisting with programs, cleaning DVD cases and other work as needed that the library requires. The Valparaiso Public Library does not use volunteers to replace the work done by library staff.

All transactions between library patrons and staff or volunteers are strictly confidential. Volunteers are required to uphold this policy. This includes any library and/or patron information they are exposed to while serving as a volunteer.

Volunteers volunteer at their own risk. The Valparaiso Public Library does not provide any medical, health, accident or worker's compensation benefits for any volunteer. Volunteers are not eligible to receive any worker's compensation benefits for any injuries sustained as a result of volunteering.

The Valparaiso Public Library does not accept volunteers who must complete community service hours related to a court order.

- Adopted May 2nd, 2023

## **Fundraising Policy**

The objective of fundraising is to supplement programs and supplies not provided for by the Village. Any monies/items made in fundraising efforts will solely be used for those purposes and not to supply staffing or utilities.

Fundraising for other entities will only be done, in conjunction with the library, and all monies/items will be an equal split. No other fundraising for civic, political, welfare, youth or other groups, charities or causes, including raising money through the sales of goods or food, is permitted in the library or anywhere on library property at any time.

### **Authorization to Conduct Fundraising Campaigns**

- A. The Library encourages fundraising efforts on behalf of the Library as formally authorized by the Valparaiso Public Library Board of Trustees.
- B. Fundraising of any type by other persons and organizations will be reviewed on a case by case basis. These types of fundraising will be done for library purposes only.

### **General Guidelines:**

- A. Fundraising efforts may include but are not limited to an annual campaign and general fundraising for matching grants.
- B. All funds raised or donated in accordance with this policy will be used at the discretion of the Library Board of Trustees.
- C. Sales and solicitations at the library must be restricted because of the following:
  - a. Storage and shelf space in the library is limited.
  - b. Normal activities of the library demand the staff's full attention at the public service desks.
  - c. The Library cannot assume responsibility for other groups' money.
  - d. The Library cannot function as a sales office for all worthwhile charities and groups in Valparaiso/Saunders County/Nebraska.
- D. Prohibitions include, but are not limited to:
  - a. Soliciting and/or selling services, money, items or signatures, except for library or library-related activities.
  - b. Canvassing and/or distributing printed materials, literature or other items that have not been approved by the Library for use inside the Library building.
  - c. Surveying Library patrons or Library staff in the Library or on Library property by outside groups.
  - d. Posters and/or fliers announcing a campaign or ticket sales to benefit non-profit, civic and/or community organizations may be displayed in the community information shelving unit in the lobby if space allows. Materials may also be displayed on the community bulletin board if they have been approved and comply with the Library's Public Bulletin Board Policy.

- e. Surveying of groups or individuals may only be done in conjunction with output measures or other similar surveys designed to quantify library use or satisfaction with library services.
- f. The only exceptions to the non-solicitation policy are those authorized by the Library Director or for fundraising activities that involve Library staff and/or their extended families.
- g. The preceding guidelines are in no way intended to limit or preclude outside persons or organizations from donating funds to the Library or soliciting funds for the Library on their own initiative or at the request of the Library Board of Trustees or its designated agent, so long as the provisions of this policy are satisfied.

This policy will be at the sole discretion of the Library Board of Trustees until such a time as a Friends of the Library is established to hold a 501(c)3.

- Adopted June 6th, 2023

## **Staff Evaluations Policy**

All staff will have a yearly evaluation on or near the hire date. This is in effort to provide for the needs of staff and the library and in effort to obtain pay raises for staff, if possible. Evaluations may be presented to the Village Board for said purposes. Evaluations of the director will be done by the Library Board of Trustees, and all supporting staff evaluations may be done by the director.

- Adopted June 6th, 2023