

# WALTON & TIPTON TOWNSHIP PUBLIC LIBRARY



## Board Policies & Procedures 2023-2024

Adopted on September 12, 2023. All actions become effective immediately upon adoption and carry forward unless changed by the Walton & Tipton Township Public Library Board of Trustees.

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Walton & Tipton Township Public Library Policies & Procedures  
(adopted September 12, 2023)

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**Chapter 1. Indiana State Library Board**

The Indiana State Library Board shall establish operating standards and rules for libraries Eligible to receive funds, either federal or state, under the provisions of any program for which the Indiana State Library is the administrator. The Indiana State Library shall monitor libraries eligible to receive funds or receiving funds to ascertain whether or not the standards and rules are being met.

**Chapter 2. Walton & Tipton Township Public Library Mission**

The Walton & Tipton Township Public Library's mission is to provide for the educational and recreational needs of the local community:

- (A) To serve the community as a center for helpful information.
- (B) To support the educational, cultural, and civic activities of the community.
- (C) To provide opportunities and encouragement for residents of the community to further educate themselves.
- (D) To assemble, organize, and maintain materials that will promote items 1-3, above.

**Chapter 3. Walton & Tipton Township Public Library Board of Trustees Establishment**

- (A) The Walton & Tipton Township Public Library Board of Trustees (hereinafter referred to as "Board") was established in 1915 by the Town of Walton and the Township of Tipton, County of Cass, State of Indiana.
- (B) These two entities invested in the Board the power to plan, organize, tax, and operate the Walton & Tipton Township Public Library.

**Chapter 4. Walton & Tipton Township Public Library Board of Trustees Bylaws**

***Article I. Identification***

The name of this library is the Walton & Tipton Township Public Library (hereinafter referred to as "Library"). It was formed on June 12, 1915, by the Tipton Township and the Town of Walton. They established a board to govern the library. The boundary includes all of the townships located within Cass County, with the taxing districts established as Walton, Onward, and Tipton Township.

***Article II. Letters of Organization***

Per Indiana Statute (more commonly known as the "1953 Library Law"), the Library formally adopted its Letters of Organization with the State of Indiana on July 20, 1953. (See Exhibit 1)

***Article III. Authority and Purpose***

The purpose of the Board is to provide administrative and financial policy and direction for the Library. The Board has complete financial responsibility for the Library and has authority to make all administrative and financial decisions within the guidelines established by the State of Indiana.

**Article IV. Personnel**

- (A) Library Personnel shall consist of the following:
  - (1) A Library Director
  - (2) Bookkeeper
  - (3) Part-Time Library Clerks
  - (4) Library Janitor
  - (5) Other Library employees as deemed necessary
- (B) The Library Director (hereinafter referred to as "Director") is the administrative head of the Library and is responsible for the operation and management of the Library. All other staff report to the Director.
  - (1) Responsibilities include:
    - (a) The Library must maintain compliance with federal laws affecting employment practices.
    - (b) The Library shall have written personnel policies and procedures that address – *at least* – the following:
      - i. Recruitment
      - ii. Selection
      - iii. Appointment
      - iv. Personnel Actions
      - v. Salary Administration
      - vi. Employee Benefits
      - vii. Conditions of Work and Leave
- (C) Bookkeeper
  - (1) The Director shall hire a Bookkeeper as needed. Pay shall be established by the Board. The Bookkeeper shall work on a part-time basis.
- (D) Part-Time Library Clerks
  - (1) The Director shall hire Library Clerks as needed. Library Clerks shall work staggered hours on a part-time basis.
- (E) Library Janitor
  - (1) The Library shall have at least one janitor on staff. The janitor shall work on a full-time or a part-time basis, as needed. The full-time or part-time basis shall be made known to a potential janitor prior to hiring for the position.
- (F) Other Library employees as deemed necessary
  - (1) The Library may, through its Director and in the Director's discretion, hire interns, pages, or volunteers to work as part-time employees/volunteers.

**Article V. Conflicts of Interest**

Members of the Board must notify the rest of the Board if there is a possibility of a conflict of interest. If a conflict does exist, then that person shall withdraw from any vote on that issue. In the event that a Board member does not think a conflict exists and a majority of the Board does, then that person will be required to abstain from voting.



**Article VI. Nepotism**

No employee shall be hired by the Library if he or she is related to an existing employee who may be supervising him or her. No relative of a Board member or the Director may be hired.

**Article VII. Amendments**

The Bylaws of the Library shall be amended by majority vote at any regular meeting of the Board.

**Article VIII. Board Membership**

The Board shall be composed of seven (7) members appointed to serve staggered four-year (4-year) terms.

(A) The Board shall be appointed as follows:

- (1) The Cass County Council shall appoint two (2) members.
- (2) The Cass County Commissioners shall appoint two (2) members.
- (3) Lewis Cass Schools shall appoint three (3) members.

(B) Board members must reside in Tipton Township, Cass County, Indiana, and have resided in the township for two (2) years immediately preceding appointment.

(C) Terms will be from January 1<sup>st</sup> through December 31<sup>st</sup>.

(D) Board members may miss no more than three (3) consecutive board meetings on an annual basis, January through December.

- (1) An exception to missing more than three (3) consecutive board meetings would be due to illness.

(E) Pursuant to HEA1437, signed into law on April 20, 2021, board members may attend a meeting electronically in the absence of a declared emergency. Library Boards must first adopt a written policy with procedures for electronic participation. This policy will serve as the guideline for participation in electronic meetings of the Walton & Tipton Township Public Library Board of Trustees.

- (1) Board members may participate in meetings electronically as long as the technology permits simultaneous communication between board members and also permits the public to simultaneously attend and observe.
- (2) At least half the board members must be present in person (four of the seven).
- (3) Board members attending electronically may be counted present and may vote on matters presented before the board. Board members must be able to be both seen and heard to participate in any final action (vote).
- (4) All votes taken during a meeting with electronic attendees must be taken by roll call vote.
- (5) Board members may not attend electronically for more than half the board meetings in a year unless due to military service, illness/medical condition, death of relative, or certain emergencies.
- (6) Electronic participation is not permitted if the board is taking final

action on budget adoption; personnel reduction; referendum initiation; establishment, increase, or renewal of fee, penalty, or tax.

- (7) Each board member may attend one meeting via electronic means and then must either attend in person or provide an allowable reason, such as a physician's note due to illness.
- (8) Attending a board meeting via electronic means counts toward one of the three (3) consecutive board meeting requirements, stated above in (D), i.e., a board member could attend by electronic means and then be absent from two (2) in-person meetings, but no more than two (2).
- (9) Meeting minutes must state the names of each board member, including who was present in person, who attended electronically, who was absent, and must indicate the means of electronic meetings.

In the event of a declared emergency, the board may meet electronically with less restrictive provisions, including a quorum participating in person or electronically (or as defined by executive order), the public may attend and observe, and roll call votes are recorded.

#### ***Article IX. Officers***

Each year at the January regular board meeting, new officers will be elected. These officers will consist of a President, Vice-President, Secretary, and Treasurer (who does not have to be a Board member.)

#### ***Article X. Meetings***

- (A) The Board will meet the second (2<sup>nd</sup>) Tuesday of each month at six o'clock (6:00) PM in the Adult Collection area of the Library.

- (1) Special Meetings may be called by the President or any two (2) members of the Board.
- (2) Executive Board Meetings may be called by the President or any two (2) members of the Board. Requirements for an Executive Board Meeting, based upon Indiana's Open Door Law, include, but are not limited to, the following:
  - (a) to discuss strategy with respect to collective bargaining, initiation of litigation, implementation of security systems, or the purchase or lease of real estate;
  - (b) to carry out interviews and negotiations with industrial or commercial prospects or agents of industrial or commercial prospects (only certain governing bodies may invoke this exemption);
  - (c) to receive information about and interview prospective employees;
  - (d) to receive information about the alleged misconduct of certain individuals;
  - (e) to discuss records classified as confidential by state or federal statute;
  - (f) to discuss a job performance evaluation of individual

- employees;
  - (g) to prepare or score examinations used in issuing licenses, certificates, permits, or registrations;
  - (h) to discuss information and intelligence intended to prevent, mitigate, or respond to the threat of terrorism; and
  - (i) where federal or state law authorizes closure.
- (1) If the governing body is dealing with one of these exemptions, then it may hold a closed session, but it is not required to do so. In order to hold a closed session, it must also meet the following procedural requirements:
- (a) the Board must give public notice of the executive session **at least forty-eight hours** in advance, and the notice must state the time, date, and location of the session and reference the specific statutory exception justifying closure of the meeting;
  - (b) the governing body must certify by a statement in the memoranda of the executive session that it discussed no subject matter beyond that specified in the public notice; and
  - (c) no final action may be taken in executive session.
- (B) Meetings shall be announced via public notice **no later than 48 hours prior to the meeting**, as required by Indiana's Open Door Law. The announcement shall be made in a newspaper of general circulation within Cass County, Indiana, and shall include time, date, and place.
- (1) Executive Board Meetings shall follow the above-stated notice; however, executive board meetings are exempt from public attendance.
- (C) Meetings shall include an Agenda, which shall be made available to the public by placing in a location accessible to the public on the Library premises. Posting of the Agenda must be made **no later than 48 hours prior to the meeting**, as required by Indiana's Open Door Law.
- (1) Executive Board Meetings shall follow the above-stated notice; however, executive board meetings are exempt from public attendance. *(See above for agenda requirements)*
- (D) The President will preside at meetings using a written Agenda.
- (E) Meetings will be conducted using Robert's Rules of Order.

**Article XI. Committees**

The President, at his or her discretion, may appoint committees to assist the Board in accomplishing its mission.

**Article XII. Indemnification of Board Members**

- (A) Board members receive no payment for their services.
  - (1) Pursuant to Indiana law, specifically IC 36-12-2-21: Compensation – a member of a library board shall serve without compensation. Compensation is defined as payment or remuneration for work or services.
- (B) Board members must pay fines, fees, and costs associated with any library projects such as copying, faxing, and laminating.
- (C) Board members must follow patron borrowing guidelines.

**Article XIII. Policies, Plans, Rules, and Regulations**

- (A) The Board shall adopt plans regarding collection development, principles of access, long-range plans, and technology plans.
- (B) The Board must have policies regarding Employment Recruitment, Selection, and Appointment.
- (C) The Board must have policies regarding Personnel Actions, Salary Administration, Employee Benefits, and Conditions of Work and Leaves.
- (D) The Board shall adopt each year, on the recommendation and advice of the Director, the following:
  - (1) Annual classification of employees
  - (2) Schedule of salaries/hourly wages
  - (3) Proposed budget
  - (4) Library policies

**Article XIV. Minimum Services**

The Library will provide the following services:

- (A) Acquisition of materials
- (B) Organization of materials
- (C) Loan print and digital materials
- (D) Telephone
- (E) Answering machine
- (F) Interlibrary loan
  - a. Materials on loan from another library
  - b. Circulation requirements set by lending library
    - i. May require certain items not be removed from the Library
    - ii. Lending library sets fees for damaged materials
- (G) Website
- (H) Email
- (I) Copier
- (J) Facsimile (Fax)
- (K) Internet access

**Article XV. Amendments**

The Bylaws may be amended at any regular board meeting by a majority vote.



**Article XVI. Review of Bylaws**

Every three (3) years, the Bylaws must be reviewed and updated as needed. Bylaws may be changed by majority vote of the Board.

**Chapter 5. Website**

The Library will provide a website with the following available:

- (A) Hours of operation
- (B) Physical address
- (C) Map of library location
- (D) Phone number
- (E) Email
- (F) Link to INSPIRE
- (G) Online catalog
- (H) Calendar of events and programs

**Chapter 6. Children's Services**

The Library shall provide the following Children's Services:

- (A) Programs offered by qualified individuals
- (B) Reference services
- (C) Collection of materials for children, parents, and caregivers
- (D) Space for children's activities
- (E) Annual summer reading program, lasting at least six (6) weeks
- (F) Have at least one (1) staff person designated to oversee the summer reading program

**Chapter 7. Young Adult Services**

The Library shall provide the following Young Adult Services:

- (A) Programs offered by qualified individuals
- (B) Reference services
- (C) Collection of materials for young adults
- (D) Space for young adult activities
- (E) Annual summer reading program, lasting at least six (6) weeks
- (F) Have at least one (1) staff person designated to oversee the summer reading program

**Chapter 8. Adult Services**

The Library shall provide the following Adult Services:

- (A) Programs and reference services
- (B) Access to reference materials
- (C) Adult collection of materials
- (D) Space designated for Adult Services
- (E) Have at least one (1) staff person designated to oversee the Adult Services

## **Chapter 9. Collection Development Plans & Policies**

### **(A) Policy Statement**

The Walton & Tipton Township Public Library provides free library services to all residents and property owners in Cass County. Individuals must be in good standing at a reciprocal library or libraries. In addition, the Library serves all students of Lewis Cass Schools. The Library's objectives include the selection and organization of a wide variety of materials to aid individuals in the pursuit of education, information, pleasure, or research, and in the creative use of leisure time. The service community includes individuals from various and diverse ethnic groups, all educational levels from preschool and beginning readers to college, many service groups and clubs, local business and agricultural endeavors, town and township governments, churches, home-schooled students, and public schools.

### **(B) Goal**

It is a goal of the Library to spend 10% of its operating expenditures on maintaining the collection. This may include electronic as well as hard-copy items.

### **(C) Objectives of Selection**

The Library selects books, audio, video, serial, cartographic materials, CD-ROMs, and computer files, from among those that supply specific information, enlarge experience broaden horizons, stimulate imagination, promote aesthetic appreciation, and provide recreation. Selection is based more specifically on the particular needs and interests of the community.

### **(D) Responsibility of Selection**

The ultimate responsibility for selection of materials rests with the Library Director, operating within the framework of policies and objectives determined by the Board. It is the responsibility of the entire Library Staff to record patron requests and needs so that they may be considered in selection. In addition, the Library Director obtains requests from local schools and teachers dealing with curriculum, as well as from the Youth Services Clerk.

### **(E) Selection Criteria**

#### **(1) General Selection Criteria**

- (a) All acquisitions, whether purchased or donated, are considered in terms of the following standards. However, items need not meet all of the criteria in order to be acceptable.
- (b) When judging the quality of materials, several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community. Ephemeral topical materials of interest also will be added.
- (c) A special attempt is made to collect appropriate titles listed in bibliographies of notable works and standard library indexes, and the continuation of popular series already part of the collection.
- (d) The selection of materials is influenced by the following factors:
  - i. How much money is available to spend?
  - ii. What have the patrons requested?
  - iii. Is the material by an author who is currently popular in the Library?

- iv. Is the material by an author who is popular in other libraries?
- v. Is it something that might be of community interest or need?
- vi. Is it of current or historical significance?
- vii. Is it from an author with a known reputation?
- viii. Is it appropriate for the Library?
- ix. Is the subject and style suitable for the patrons?
- x. Is it something that common sense dictates the Library should have?

(2) Specific Selection Criteria

(a) Criteria for the evaluation of works of information and opinion

- i. Authority
- ii. Comprehensiveness and depth of treatment
- iii. Clarity, accuracy, and logic of presentation
- iv. Statement of challenging or original point of view
- v. Timeliness

(b) Criteria for the evaluation of works of fiction

- i. Representation of important literary or social movement, genre, trend, or national culture
- ii. Originality
- iii. Artistic presentation and experimentation
- iv. Sustained interest
- v. Effective characterization
- vi. Authenticity of historical, regional, or social setting

(3) Community changes

As the social and intellectual climate of the community changes, materials that were not recommended for purchase may become of interest. Such materials will be re-evaluated on a continuing basis. Because the Library functions in a rapidly changing society, it must keep flexible attitudes toward changes in communicative materials, in relation to both new forms and new styles of expression. Materials in these new forms are selected when they are suitable in content and effective in treatment; they are judged in terms of their own kind of excellence and the audience for whom they are intended.

(4) Selection criteria guidelines by subject and format

(a) Reference

Reference materials are for the junior-high student to adult. Reference materials are purchased to satisfy the general requests and needs of the community.

(b) Periodicals

Periodicals are selected as a source of news, information, and opinion; for their value in research work; and, for recreational reading. Periodicals should represent a broad spectrum of ideas and views. Periodicals, including news magazines and home magazines, are kept at the Library for one (1) year.

(c) Newspapers

All local newspapers plus the Indianapolis Star should be selected and displayed for a minimum of one (1) week unless these same newspapers are available online.

(d) Maps and cartographic materials

Atlases are maintained in a separate section of the Library. Other maps are generally limited to Indiana and Cass County. Rolled maps are in bankers' boxes; folded maps are kept in pamphlet boxes; and, state maps are in vertical files. Maps may be checked out for two (2) days.

(e) Movies

The movie collection consists of DVDs and Blu-Rays. All new titles will be purchased in DVD and Blu-Ray format.

(f) Pamphlets and vertical file materials

The vertical files will contain pamphlets and news clippings that are of local interest.

(g) Adult fiction

The Library collects works that encompass a broad range of literary styles and themes to meet the needs for pleasure reading and for the study of literature. Emphasis is given to patron requests and authors/series already in the collection. Adult fiction is found upstairs in the southwest corner on the free-standing shelves. Novels in large print are shelved separately near the upstairs entrance.

(h) Juvenile fiction

A separate area and collection is maintained for students of elementary school age. The "Young Hoosier" books would be found in this collection. A collection for middle-school and high-school age students is found in the Walton Zone teen room.

(i) Easy and picture books

A separate room and collection is maintained for preschool through second (2<sup>nd</sup>) grade. Beginning readers and board books are here as well.

(j) Non-fiction adult books

Non-fiction books are found along the south wall of the upstairs and are arranged by the Dewey Decimal System. Emphasis is given to popular topics and those used in school reports.

(k) Juvenile non-fiction books

Juvenile non-fiction books are found along the west wall of the elementary room using the Dewey Decimal System.

(l) Other

- i. Oversized Books – Oversized Books are shelved next to the atlases just south of the entrance to the upstairs area and are marked OVR.
- ii. Large Print Books – Large Print Books are shelved across from the atlases and just inside of the upstairs entrance.

**(F) Policy on controversial materials and other problems**

- (1) The Library recognizes that many books and materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving interests or patrons.

- (a) Responsibility for the reading of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that items may inadvertently come into the possession of children.

- (b) The Library believes the introduction of the subject of sex to the child to be the primary responsibility of the home. The Library's responsibility is to provide books written in a simple, dignified, and scientific manner on the process of human physical development and reproduction.
- (c) Librarians cannot give medical, legal, or tax advice. Guides on these subjects are included so the reader may form an educated opinion.
- (d) Readers of limited skill shall be provided with a selection of easy reading materials, both native and foreign-born.

**(G) Gifts**

- (1) Materials received as gifts that meet the standards of selection and require no special handling or housing may be added at the Director's discretion. If they are not suitable or useful, they may be sold or given away.
- (2) Memorial books may be purchased with donor funds. An appropriate book plate will be included in each gift identifying the donor and purpose of the donation.

**(H) Binding**

- (1) Keeping library materials in good physical condition is essential. Decisions must be made continuously on how to handle worn books: whether to mend, bind, withdraw, or replace them. Since rebound books are generally less appealing than the original format, replacement is preferred in most cases.
  - (a) *Note: See the "Damaged Materials Policy" for more information on repair or replacement of books.*

**(I) Duplication**

- (1) Duplication will be kept to a minimum. Items for school use and very popular adult fiction items may be purchased in duplicate; others may be on an as-needed basis.

**(J) Weeding**

- (1) Weeding is the removal of any book that is out of date or unused. Books must be reviewed by determining check-out dates and age of book.

**(K) Challenge of Library Materials**

- (1) If a patron wishes to challenge a library item, he or she will be asked to complete a challenge form. (*See Exhibit 2*)
- (2) Upon receipt of a challenge form, the Director shall make and distribute copies of the complaint to the Review Committee. The copies distributed shall not have any information that would identify the person making the complaint.
  - (a) The Review Committee shall be composed of a Board member, an officer of the Friends of the Library, and a Library staff member. All committee members are to be selected by the Director.
  - (b) The Review Committee will meet within 30 days to review the complaint.
  - (c) The Director will forward a copy to the patron, file one with the Library and put one in the Board minutes.
- (3) The matter will end if the patron accepts the Review Committee's findings/recommendations.
- (4) If the patron wishes to appeal the findings/recommendations, the appeal shall be made to the entire Board using the original complaint form.
  - (a) The patron may defend his or her position and the Director may defend the Library's position.
  - (b) Any decision by the entire Board shall be final.



## Chapter 10. Principals of Access

- (A) Library materials are to be restricted as little as possible in their dissemination.
- (B) Indiana law limits circulation to the following:
  - (1) Residents of Tipton Township, Cass County, Indiana
  - (2) Residents outside of Tipton Township, but still within Cass County, Indiana
  - (3) Must be in good standing with another library
  - (4) Students attending Lewis Cass Schools
    - (a) By extension, their parents
    - (b) By extension, the staff
  - (5) Holders of a valid PLAC card
  - (6) Those who purchase a non-resident card
  - (7) Members of a reciprocating library
- (C) All materials available for checkout to resident library users may be circulated to the above-named patron types.
- (D) The Board establishes the circulation period, and sets fees and fines as follows:

Item	Circulation Period	Fine Per Day	Age Limit
Reference	Does not check out	None	None
Newspapers	Overnight	None	None
Videos	3 Days	\$0.25	None
Maps	2 Days	\$0.25	None
Circulating Reference	2 Days	\$0.25	None
Books	2 Weeks	\$0.25	None
CDs	3 Days	\$0.25	None
Games	3 Days	\$0.25	None
Periodicals	3 Weeks	\$0.25	None

- (E) Any person desiring to do so may use the Library during normal Library hours.
- (F) Any person wishing to check out materials from the Library must become a patron.
- (G) In order to become a patron, an individual or family must either:
  - (1) Reside in Tipton Township, Cass County, Indiana
  - (2) Own property in Tipton Township, Cass County, Indiana
  - (3) Reside outside of Tipton Township, but still within Cass County, Indiana
    - (a) If a member of a reciprocating library, must be in good standing
    - (b) If not a member of a reciprocating library, can still become a patron
  - (4) Be a student or parent of a student of Lewis Cass Schools
  - (5) Be a staff member of Lewis Cass Schools
  - (6) Have a PLAC card
- (H) Each person who wishes to check out materials, use Library facilities, or Library equipment, must complete "Form 1." (*See Blank Forms*)
- (I) Persons using the Library shall conduct themselves in an orderly fashion. Library staff members are not responsible for watching unattended minors.
  - (1) Patrons exhibiting unacceptable behavior(s) will be warned.
  - (2) If the action(s) continue, the patron will be asked to leave.
  - (3) If the patron refuses to leave, law enforcement will be called.

- (J) Use of the Library by community groups will be governed by the Library Board's Community Room Policy as interpreted by the Director. (*See Exhibit 3*)
- (K) Tutors and their students are welcome to use the Library with the understanding that they share space with the public.
  - (1) The Library staff cannot partition a portion of the building.
  - (2) The Library staff cannot guarantee interruption-free tutoring time.

**Chapter 11. Long-Range Plan of Service (2023-2028)**

- (A) Community Needs
  - (1) While the local community, specifically Tipton Township, has public elementary, middle, and high schools, access to information from a library would be limited if Walton & Tipton Township Public Library were not here. The closest library is approximately 12 to 15 miles away. Hence, Walton & Tipton Township Public Library provides a source of information for the educational needs of the local community and a source of items for recreational use.
  - (2) The Library's Community Room is a needed service for the local community. Exercise classes, art groups, knitting and crocheting groups, senior citizen coffee club, and Lego Club are just a few of the local classes, groups, and clubs held on site.
- (B) Statement of Community Goals for the Library
  - (1) Have and maintain a physical presence in the local community
  - (2) Provide access to information
    - (a) Through books, videos, periodicals, and other materials
    - (b) Through the internet
  - (3) Keep the Community Room available as a meeting site
  - (4) Provide for the educational and recreational needs of the local community
- (C) Objectives
  - (1) The staff and Board will work to voice the importance of the Library to the local community
  - (2) The staff and Board will work together to keep elected officials informed of the importance of the Library
  - (3) The Library will continue to offer internet access to the public
  - (4) The Library will have an up-to-date website that allows access to patron accounts, thereby granting patrons a way to take account actions from computers
  - (5) The Library will continue to offer the Indiana History room and the Community Room as options for gatherings/meetings
  - (6) The Library will continue to partner with local groups to encourage growth and participation in the local community
  - (7) The Library will maintain an up-to-date collection of materials for recreational needs of the local community, including books, magazines, newspapers, videos, games, large print items, audio books, and e-books
  - (8) The Library will maintain access to the internet and to databases so that the patrons may have access to information they may require in order to reach their educational goals

(D) Evaluation Activities

- (1) Objectives (1) and (2) will be evaluated informally by how aware the public and the local officials are of the services that the Library provides as well as how the needs are being met. A review will be made of the actions of the General Assembly each year. Any year that funding to the Library is not cut will be considered a successful year for objectives (1) and (2).
- (2) The calendar will be checked. More than 20 meetings of non-profits and five (5) meetings of other groups will be considered a success for objectives (3) and (4). People will be surveyed, informally, to determine what they consider the center of the community to be. If more than 25% select the Library, objectives (3) and (4) will be considered successful.

(E) Assessment of Facilities

- (1) A **Building Inspection Report for Long-Range Planning** was conducted by Mohler Architects, PC on April 2, 2021.
  - (a) The report found the following:
    - (1) There is a water drip line from the roof cornice
      - (a) Downspout likely needed
    - (2) Alley curbs need replaced
    - (3) Exterior front-door mat should be replaced due to trip and fall concerns
    - (4) Bird issues at top of left column
    - (5) Saucers needed under flower pots to minimize water stains
    - (6) Additional parking spaces needed
    - (7) Alley sidewalk needs replaced
  - (b) Cost of repairs and replacements would be approximately \$100,000 to \$350,000
  - (c) Replacement cost of the facility is estimated at \$4,500,000
- (2) Options for future development include the following:
  - (a) Study Room at a cost of \$6,500 to \$7,500
  - (b) Study Room with two small private areas at a cost of \$9,000 to \$10,000
- (3) The report found interior issues as follows:
  - (a) Elevator signage issues
  - (b) Base missing in the elevator equipment room
  - (c) Handrails needed in back stairway
  - (d) Old phone jacks should be removed
  - (e) Update phone and computer system
  - (f) Fresh air duct turned off
  - (g) Outlet covers needed
- (4) **The Building Inspection Report for Long-Range Planning** may be viewed. It is kept in the Director's office.

(F) Assessment of Services

- (1) The Library provides the following services for the local community:
  - (a) Books and magazines for elementary-, middle-, and high-school students, as well as young adults and adults
  - (b) Movies in both DVD and Blu-Ray for the entertainment of the Library's patrons
  - (c) A children's area

- (d) Public computer access
  - (1) Seven (7) computers
  - (2) Seven (7) access points
- (e) A six- to seven- (6- to 7-) week summer reading program
- (f) A Community Room
  - (1) Free to non-profits
  - (2) Minimal fee to for-profit entities
- (g) Copy, fax, and laminating services for a minimal fee
- (h) Patron assistance in helping set up and using e-readers and computers
- (i) Interlibrary Loan services
- (j) Curbside pick-up of materials for patrons
- (k) E-reader service
- (l) An Indiana collection
- (m) A Library website with information and interactivity
- (n) Story times held year-round
- (o) A Christmas Open House
- (p) Patrons are provided a place to display collections
- (q) Friends of the Library book sales

*In summary, the Library will provide extensive services that the patrons want and expect into the foreseeable future*

(G) Assessment of Technology

- (1) The technology is excellent and will continue to be so.
  - (a) Patron computers – All are up-to-date, having been replaced in either 2021 or 2022. Each computer has a “Deep Freeze” that cleans off what the patrons have done on that machine each day. It has saved funding because the Library does not have to hire someone to maintain the computers. Patrons have seven (7) public-access computers.
  - (b) Search-based computers – There are two (2) search-based computers, which were purchased in 2019.
  - (c) Circulation computers – There are two (2) circulation computers, which were purchased in 2019.
  - (d) Staff computer – There are four (4) staff computers, which were purchased in 2018.
  - (e) Director computer – There is one (1) Director computer, which was purchased in 2019.
    - (1) In 2015, the Library implemented a technology replacement program that stated three (3) computers would be replaced each year.
- (2) The Library has an up-to-date webpage and provides e-reader services to patrons. Patrons can renew items and take of many other online activities.
- (3) The Library management system works well and makes it easy to interact with patrons.

September 12, 2023 [WALTON & TIPTON TOWNSHIP PUBLIC LIBRARY  
POLICIES & PROCEDURES]

(H) Assessment of Operations

	Currently Have/Need	Required by Standards	Identified by Community Needs	Indiana Policy Requirements
<b>Facilities</b>				
Building	Handicapped-accessible doors	Compliance with Americans with Disabilities Act		X
	Designated teen space	Space designed for young adult services		X
<b>Services</b>				
Adult Services	No full-time adult, but there is a certified Librarian	Part-time equivalent	<p>Patrons will have the opportunity to have available books in adult fiction as well as adult movies.</p> <p>Voters will be provided with access to public forums and meetings with officials.</p> <p>Young adults will be provided with an increased number of materials</p>	
<b>Technology</b>				
Public-access computers	Seven (7) public access computers, wi-fi, scanner	Class C Library, serving 2,800		X
<b>Operations</b>				
Hours open	Library is open 42 hours per week; 9 a.m. – 6 p.m. Tuesday-Friday, (October – March)/9 a.m. – 6:30 p.m. Tuesday-Friday, (April – September) and 10 a.m. to 2 p.m. Saturday			



(I) Community Partners

- (1) The Library will continue to partner with the State Library, members of the reciprocating agreement, Friends of the Library, Walton Main Street Organization, Walton Lions' Club, Lewis Cass Schools, the Town of Walton, and the Town of Onward. The Library also works with other libraries through Interlibrary Loan programs and agreements.

(J) Sustainability

- (1) Sustainability could be a problem for the Library. The Library has grown very dependent upon grants to pay for Internet access and other capital investments where funding is not available. If grants were to stop, the Library could be in a rough financial situation. The community has always supported the Library and the community has never complained about the amount of property tax money the Library consumes from the local individuals. Therefore, it is believed that if the local individuals have a choice, they will support the Library and its mission.

(K) Annual Evaluation Process

- (1) The Long-Range Plan will be evaluated by the Director each year in consultation with patrons and staff. Afterwards, the Director will make recommendations to the Board for necessary changes.
- (2) The Director will use the following in order to make an assessment:

Item	How measured?	What goal measured?
How many people use the Library?	By keeping accurate records of circulation	Access / Friendliness
How often are the computers used?	By keeping sign-up sheets for the computers and tallying results at the end of the year.	Access to information
How many programs are offered?	By keeping a log of each program that is held at the library.	Access / Impact
How popular are the programs?	By doing a count at each program and entering the numbers in a log.	Access / Impact
How many people use the Library?	By doing periodic gate counts and entering the numbers in a log.	Access / Impact
How to gauge patrons' attitude about the Library?	By placing comment cards and a suggestion box out on the counter.	Friendliness / Service
Do we partner with other organizations?	By counting the number of organizations that meet in the Library and the number of joint projects.	Partnering
How does the Library rate with patrons?	By listening to patron comments, suggestions, and complaints.	Friendliness / Service / Impact

How successful are story time events?	By doing counts, and by asking parents for ideas, complaints, and suggestions.	Access / Friendliness / Impact
How involved is the community?	By counting how consistently community members participate in various programs.	Access / Friendliness / Impact
How is the Library expanding opportunities for the Hispanic and Latino cultures?	By the number of multicultural story times, the number attending, the number of adult events, and the number of adult materials purchased in the Spanish language and/or targeting Hispanic and Latino cultures.	Outreach / Access / Impact
How often is the Library reaching out to the local schools?	By the number of trips that the staff makes to the schools, the number of classes and students coming to the Library during school time, and the number of materials checked out by teachers.	Outreach / Access / Impact / Partnering
How often is the Library reaching out to school-age children?	By the number using the teen room, the number of junior- and teen-room checkouts, and the number who come for after-school help or programs.	Outreach / Access / Impact

## Chapter 12: Technology Plan

### (A) Goals

- (1) To have up-to-date computer hardware for the patrons to use when at the Library
- (2) To have up-to-date computer software for the patrons to use when at the Library
- (3) To have the connectivity that is necessary to allow the patrons and neighborhood residents to have access to the internet
- (4) To have an up-to-date library management system
- (5) To do an evaluation of the Library and community needs each year
- (6) To have a well-trained staff who can both use technology and teach others how to use it
- (7) To reach out to young adults

### (B) Strategies

- (1) In 2017, the Library began replacing three computers each year with modern equipment. In 2023, the Library updated all computers and will follow a new rotating pattern:
  - (a) Three patron computers should be purchased in 2024
  - (b) Three patron computers should be purchased in 2025
  - (c) All staff/director computers should be purchased in 2026

- (d) Two circulation and two patron search computers should be purchased in 2027
- (2) The computer operating system will be kept modern by replacing it with the newest edition from Microsoft one year after it is released
- (3) The Office Package of software will be updated one year after the newest edition comes out unless the Director deems it not necessary
- (4) The Library will continue to have an electronic service that maintains and keep computers and software up to date. Currently, that service is AVC.
- (5) The Library will update the accounting system annually at the first of the year. Currently, AVC is proving and updating the accounting software on an annual basis.
- (6) The Director will ensure that at least one (1) staff member is trained on each new technological device as it is installed. The staff member will train the remainder of the staff, who will teach the patrons.
- (7) The Library's current library management system is FX from AVC. It will be updated on a regular basis as changes are released.
- (8) The Library will continue to provide internet access, access to modern technological devices, and provide training in their usage. This includes access to e-reader services.
- (9) Each year, via formal and informal surveys, the Director will assess the goals and strategies. The Director will suggest changes to the Board.
- (C) Budget
  - (1) The Library will continue to work with the Public Library Internet Consortium in order to provide more services at cheaper prices.
    - (a) Since 2017, the Library has provided a line item in the budget for hardware, software, and computer services.
    - (b) The Library will continue to provide a line item in the budget for hardware, software, and computer services.
- (D) Summary
  - (1) Through continued use of the Public Library Consortium, Indiana Digital Download Center, and others, the Library will seek to stay relevant in the technology area. It will take constant vigilance to maintain the current level of service.

*INTENTIONALLY LEFT BLANK*

**Chapter 13. Hours and Time of Service**

- (A) The Library shall be open to the public for services at least 35 hours per week.  
(B) Library hours shall be set by the Board.  
(C) Current Library hours are as follows:

<b>Sunday</b>	Closed
<b>Monday</b>	Closed
<b>Tuesday</b> (October-March) (April-September)	9 a.m. to 6 p.m. 9 a.m. to 6:30 p.m.
<b>Wednesday</b> (October-March) (April-September)	9 a.m. to 6 p.m. 9 a.m. to 6:30 p.m.
<b>Thursday</b> (October-March) (April-September)	9 a.m. to 6 p.m. 9 a.m. to 6:30 p.m.
<b>Friday</b> (October-March) (April-September)	9 a.m. to 6 p.m. 9 a.m. to 6:30 p.m.
<b>Saturday</b>	10 a.m. to 2 p.m.

- (D) The Library shall be closed on these traditional holidays

<b>New Year's Day</b>
<b>Memorial Day</b>
<b>July Fourth (4<sup>th</sup>)</b>
<b>Labor Day</b>
<b>Veteran's Day</b>
<b>Thanksgiving Day</b>
<b>Christmas Day</b>

- (E) During periods of extreme weather, Library hours may be altered by the Director

**Chapter 14. Accidents**

- (A) In the event of any accident on Library property, an accident report must be filled out. This report is to be filled out by either the Director or one of the staff members if the Director is not available.

**Chapter 15. Damaged Materials Policy**

- (A) The Library freely provides expensive materials to patrons.  
(B) Patrons are expected to return materials in as good a condition as they were when the materials were checked out.  
(C) Anything that happens to materials after they are checked out is the responsibility of the patron or the patron's parents/guardians if under eighteen (18) years old.  
(D) The Director and staff will determine if materials returned can be repaired or must be replaced.  
(E) If checked out materials are totally lost or damaged beyond repair, the patron will be charged a fee equal to the replacement cost plus 20% for processing.  
(F) If checked out materials are returned damaged, but repairable, the patron will be charged one-half (1/2) the price of replacing the book as a fee for the repair.

- (G) Patrons who do not pay their fee will lose their check-out privileges until payment is received. Patrons may not bring in a copy of the damaged material that they have purchased on their own.
- (H) Any decisions made on damaged materials may be appealed to the Board of Trustees. While the appeal is pending, no more materials may be checked out.
- (I) Fines/fees for any Interlibrary Loan materials that are returned damaged are set by the lending library.
- (J) Fines/fees for any Interlibrary Loan materials that are lost are set by the lending library.

## **Chapter 16. Employment Policies**

### **(A) General**

- (1) All Library employees serve at the pleasure of the Board.
  - (2) All employees will be treated with respect, treat each other with respect, and treat patrons with respect.
  - (3) The Board will select and set the salary for the Treasurer, the Director, and the Janitor/Custodian.
  - (4) The Director will set the hourly wage for all other employees while staying within the amount that the board has budgeted.
  - (5) The Director will be evaluated by the Board on an annual basis.
  - (6) All open Library positions will be advertised. The Director will select and recommend for hiring to the Board for appointment.
  - (7) The employees will be evaluated on a regular basis by the Director.
  - (8) The Director will be responsible for the maintaining of all personnel records.
  - (9) The Director will be responsible for employee discipline, assignment, work schedule, and wages subject to Board approval.
  - (10) The Library staff shall be paid for their regularly scheduled hours or days if the Library is closed due to weather or the Director tells staff to stay home because of weather.
  - (11) Each hourly Library employee shall be entitled to one (1) paid personal day per year. In addition, each Library employee shall be entitled to the following vacations day(s):
    - (a) An employee who works four (4) days per week shall be entitled to four (4) days off.
    - (b) An employee who works three (3) days per week shall be entitled to three (3) days off.
    - (c) An employee who works two (2) days per week shall be entitled to two (2) days off.
    - (d) An employee who works one (1) day per week shall be entitled to one (1) day off.
    - (e) An employee who works as an intern shall be entitled to one (1) day off.
- (1) All vacation day(s) shall be paid at the employee's usual pay.
  - (2) All vacation day(s) must be approved by the Director.
  - (3) An employee work week shall include Saturday when Saturday is an employee's regular and usual work day, i.e., not voluntary.
  - (4) Vacation, personal, and sick days do not roll over to a new calendar year. All days must be used in the current calendar year or they are lost.



- (5) Each employee, at his or her discretion, may donate vacation, personal, and/or sick days to another employee during that employee's time of personal grief, whether due to illness or loss of a loved one.
  - (a) The employee who donates his or her vacation, personal, and/or sick day(s) will lose that day or those days in favor of allowing the other employee to claim an additional vacation, personal, and/or sick day.
    - (i) The employee who claims that additional vacation, personal, and/or sick day will be paid at his or her pay rate and not the rate of the person who donated the time.
    - (ii) Employees cannot pressure other employees to donate time. This is a purely voluntary option.
      - 1. Pressuring another employee to donate time is grounds for counseling by the Director.
- (12) Each hourly Library employee shall be entitled to three (3) paid bereavement days per year for the death of a spouse, parent, grandparent, brother, sister, or child. Each hourly Library employee shall be entitled to two (2) paid jury duty days per year.
  - (a) All bereavement and jury duty days shall be paid at the employee's usual pay.
- (13) Each hourly Library employee may take military leave and additional vacation day(s) with the approval of the Director. However, these days are without pay.
- (14) Each hourly Library employee may miss days due to illness or other obligations without pay by contacting the Director.
  - (a) If the Director determines that the number of days missed becomes excessive, he/she may counsel the employee or place the employee on unpaid leave pending Board approval of termination upon recommendation by the Director.
  - (b) If the employee has not been excessive in days missed and the employee would like to make up time missed by working an extra shift, then the Director may determine the possibility if there is actual work that needs to be done.
    - (1) If there is no work that needs to be done, then the Director cannot grant extra shift(s).
  - (c) The Library and Board will abide by the Cass County Health Department rules, especially as the rules pertain to communicable diseases.
    - (1) If an employee or Board member has a communicable disease, such as COVID-19, and is to stay home to quarantine, then that employee or Board member must do so.
- (15) Punctuality is important. Any employee who is continually late to work may be counseled by the Director. If a lack of punctuality continues, the Director may place the employee on unpaid leave pending possible termination by the Board upon recommendation by the Director.
- (16) Any employee who works more than four (4) continuous hours in a day will be given a paid break in order to eat his or her meal.
- (17) The only full-time employee is the Director. All other employees are part-time employees.

- (a) There are no benefits, such as the following, which includes, but is not limited to: health insurance, dental insurance, vision insurance, or life insurance.
- (18) For the standard holidays, previously identified in Chapter 13, Section (D), if an employee would normally have been scheduled for the day that a holiday fell on, then that employee shall be paid for the holiday. This includes an employee whose regular and usual shift includes Saturday.
  - (a) The employee shall be paid for the number of hours he or she would normally have worked.
- (19) Use, possession, distribution of, or being under the influence of drugs, controlled substances or alcohol at work is grounds for immediate dismissal.
- (20) Insubordination, defined as the refusal to do as asked by a superior, is grounds for immediate dismissal.
- (21) Falsification of any library records, including, but not limited to, job applications and time sheets is grounds for immediate dismissal.
  - (a) Time sheets will be accurately kept and turned into either the Director or the Treasurer on the Tuesday of each biweekly pay period. (*See Exhibit 4 for a pay calendar example*)
- (22) Theft, negligent, or unauthorized use of Library equipment is grounds for dismissal.
- (23) Harassment, physical abuse, or verbal abuse of employees, patrons, or visitors is grounds for dismissal.
- (24) Violation of safety rules or common safety practices is grounds for dismissal.
- (25) Failure to make a prompt report of any accident on Library property is grounds for dismissal.
- (26) Inattention to the job or poor job performance is grounds for dismissal.
- (27) Failure to observe Library working hours, schedules, and assignments is grounds for dismissal.
- (28) Disclosure of confidential information to unauthorized persons is grounds for dismissal.
- (29) Possession of weapons, except for pepper spray, inside Library property is grounds for dismissal.
  - (a) Weapons may include, but not limited to, firearms and knives.
  - (b) Weapons may be kept in vehicles on Library property.
- (30) Employees are expected to dress appropriately. Dress pants, skirts, dresses, dress shirts, sweaters, jeans, leggings, and sweatshirts are appropriate.
  - (a) No sweat pants
  - (b) No tube tops
  - (c) No low-cut tops
  - (d) No halter tops
  - (e) No tank tops
  - (f) No short skirts or short dresses
  - (g) No shorts
  - (h) No leggings that are flesh-colored or with holes
- (31) Any employee who believes he or she is not being treated fairly by a co-worker and wishes to seek relief must file a written grievance with the Director. If the

Director's decision regarding the grievance is not acceptable to the employee, the decision may be appealed to the Board.

(32) Any employee who believes he or she is not being treated fairly and professionally by the Director and wishes to seek relief must file a written grievance with the Board. The Board's decision regarding the grievance must be discussed in an Executive Session. Once a decision is reached, the Board must notify the Director "behind closed doors."

- (a) Once the Director is aware of the issue, the Board may choose to do one of the following:
  - (1) Counsel the Director on the decision and place the Director on paid leave until the Board deems necessary.
  - (2) Place the Director on unpaid leave until a final decision is reached about the retention or termination of the Director.
  - (3) Terminate the Director.
- (b) The Board or a Board member representative must meet with employees within the first 90 days of a new Director's hiring. The Board or a Board member representative must then meet with the employees on a quarterly basis.
- (c) Employees cannot be terminated or otherwise treated in a disrespectful, unfair, or negative manner by the Director for any grievance brought to the Director and/or Board.

(33) New Hires

- (a) All new hires will start with a base pay determined and set by the Director with Board approval.
- (b) All new hires will have a 90-day probationary period. During this time, job performance will be evaluated. The Director may discuss issues and determine if resolutions have been reached.
- (c) If after 90 days new hires show improvement, new hires may be kept on a permanent basis with a 50-cent to \$1.00 per hour pay increase. If after 90 days new hires do not show improvement or new hires disregard Library policies, then new hires will be terminated.

(B) Librarian/Library Director

(1) Qualifications

- (a) Good physical and mental health
- (b) Ability to work with people
- (c) Special interest in books
- (d) Ability to recognize cultural interests of the community
- (e) Imagination
- (f) Resourcefulness
- (g) Tactfulness
- (h) Patience
- (i) Good business sense
- (j) Neat appearance
- (k) Ability to accept constructive criticism and improve
- (l) Ability to construct ideas
- (m) Class C Library Certification

- (1) The Library is classified as an LC7 because the tax service is less than 3,000
- (2) Certification and transcripts must be kept on file with the Indiana State Library
- (3) Must have high school diploma or GED, three (3) years of library work experience, and each of the first three (3) years of employment, the Director must take 10 hours of ISL training for library administrators
  - (a) A Temporary Certificate application must be sent to the ISL for the first three (3) years while the Director takes the training courses.
- (2) The Director is the administrative head of the Library and responsible to the Board for the operation and management of the Library.
  - (a) Full-time employment is 35 hours per week.
- (3) Duties: The Library shall be under the general direction of the Director
  - (a) General duties:
    - (1) To create an open, friendly, and inviting atmosphere that will make people feel comfortable about visiting and using the Library
    - (2) To be the promotional leader for the Library, selling it and its programs at every opportunity
    - (3) To be the face of the Library to the community
    - (4) To be a leader in promoting customer service and maintaining the Library
    - (5) To be a literacy advocate in the community and schools. The Librarian should be in the schools on a regular basis
    - (6) Assist, supervise, and evaluate the staff in the performance of their duties
    - (7) Report to the Board monthly on the state of the Library
    - (8) Plan and supervise the development and implementation of the Library's programs
    - (9) To lead in the development of the Library's collection
    - (10) To set work schedules and assign duties to employees
    - (11) To determine, within Board guidelines, employee policies and rewards
    - (12) To hire, fire, and reassign employees with Board approval
    - (13) To keep the Board apprised of budget deadlines and assist the Board in the development of various budgets
    - (14) Plan, organize, and carry through any special Library projects such as Summer Reading, Story Hour, etc.
    - (15) Take care of all correspondence
    - (16) Prepare and keep a record of all reports and records
    - (17) Maintain an up-to-date collection
    - (18) Utilize Library space to the best advantage
    - (19) Maintain a fresh appearance to the Library
    - (20) Serve as the Chief Financial Officer ("CFO") for the Library, reviewing all financial records each month and signing on each document to confirm it has been reviewed
      - (a) Any of the above-mentioned duties, with the exception of the CFO duties, may be delegated as determined by the Director

- (b) Benefits
  - (1) The Librarian/Library Director shall receive an annual salary set by the Board
  - (2) The Librarian/Library Director shall be paid biweekly in arrears
  - (3) The Librarian/Library Director and Board shall agree on vacation, sick leave, personal leave, and any other benefit(s)
  - (4) Each month, the Librarian/Library Director is to report the number of days used for each purpose. These are to be recorded in the Secretary's Book
  - (5) Time off should be a joint arrangement between the Librarian/Library Director and the Board
  - (6) The Librarian/Library Director shall be entitled to three (3) paid bereavement days per year for the death of a spouse, parent, grandparent, brother, sister, or child. The Librarian/Library Director shall be entitled to two (2) paid jury duty days per year.
    - (a) All bereavement and jury duty days shall be paid at the Librarian/Library Director's usual pay.
- (C) Treasurer/Bookkeeper
  - (1) This is a Board office and the holder is a bonded agent of the Board
  - (2) The Treasurer/Bookkeeper is a financial officer of the Board and as such is responsible for reporting accounting and money operations to the Board
  - (3) Maintains vouchers, including assigning correct funds and accounts, and going over them with Director. Processes all claims, writes checks, and takes both to Director and Board
  - (4) The Treasurer/Bookkeeper will report regularly to the Director and CFO on the financial status of the Library
  - (5) The Treasurer/Bookkeeper will attend all Board meetings
  - (6) The Treasurer/Bookkeeper will be required to pass a credit check prior to being hired for the position.
- (D) Business Manager (who may also serve as Treasurer/Bookkeeper)
  - (1) Maintains all business records in an accurate, updated manner
  - (2) Maintains petty cash
  - (3) Makes all deposits
  - (4) Processes payroll after Director has approved it
  - (5) Keeps Director aware of balances in various accounts
  - (6) Completes monthly accounting of Library's books, check balances, and reconciles bank statements
  - (7) Assists patrons and helps at counter
- (E) Youth & Acquisitions Clerk/Librarian
  - (1) Encourages and sells young programs to adults and children within the community
  - (2) Plans, organizes, and either teaches or supervises the teaching of story times and other programs
  - (3) Reads to grade school students at the local elementary school
  - (4) Supervises the Reading Railroad program for first grade
  - (5) Supervises and assists shelving and circulation of youth materials
  - (6) Helps Director in selection of ordering all books, magazines, CDs, and DVDs



- (7) Works with Director in planning of children's programs and summer reading
- (8) Works on cataloging duties except entry to the computer
- (9) Assists, when needed, at the front desk
- (F) Circulation Clerk/Librarian
  - (1) Greets each person as he/she enters Library
  - (2) Checks materials in/out of circulation
  - (3) Cleans and shelves materials in proper locations
  - (4) Processes new patrons and maintains records on current patrons
  - (5) Takes responsibility for upstairs displays, bulletin boards, and the outdoor LED sign or delegates these duties as needed
  - (6) Takes responsibility for book repairs
  - (7) Maintains a "hold" list and notifies patrons when materials are available
  - (8) Orders and returns Interlibrary loan materials and notifies patrons when the materials arrive
  - (9) Notifies patrons when materials are overdue
  - (10) Picks up mail at the post office on a daily basis, then sorts and distributes mail to correct recipients
  - (11) Maintains series books
  - (12) Ensures all materials are shelved prior to closing each evening
  - (13) Adds new materials and removes old materials from the computer
- (G) Assistant Circulation Clerk
  - (1) Greets each person as he/she enters Library
  - (2) Checks materials in/out of circulation
  - (3) Cleans and shelves materials in proper locations, upstairs and downstairs
  - (4) Cleans computer screens and keyboards
  - (5) Straightens books each day
  - (6) Assists in setting up Community Room for programs
  - (7) Assists with story times and other programs as needed
  - (8) Assists with Circulation Clerk and other staff with tasks as needed
  - (9) Adds new materials and removes old materials from the computer
- (H) Summer Page or Intern
  - (1) This is a temporary position with no benefits
  - (2) Assists Youth Clerk and Circulation Clerk as needed
  - (3) Assists in preparation of materials for story times and other activities
  - (4) Assists during story times and other activities, as needed
  - (5) Assists in putting up displays and bulletin boards in the Youth Center
  - (6) Assists in setting up and re-arranging Community Room as needed
  - (7) Cleans and shelves all books returned to the Youth Center in the proper room and location
  - (8) Checks books in and out for patrons
  - (9) Takes ownership of an activity as defined by the Director
  - (10) Assists clerks when asked to help
- (I) Custodian
  - (1) Duties
    - (a) Weekly
      - (1) Clean restrooms twice each week
      - (a) Wash sinks

- (b) Clean toilets
    - (c) Mop floors
    - (d) Empty trash containers
    - (e) Clean mirrors
  - (2) Clean tile floors
    - (a) Vacuum
    - (b) Mop
  - (3) Vacuum all carpeted floors
  - (4) Dust/clean all wooden surfaces
    - (a) Window seats
    - (b) Filing cabinets
    - (c) Tables and chairs
    - (d) Window sills
    - (e) Office furniture
    - (f) Circulation counters
  - (5) Clean drinking fountains
    - (a) Wash and disinfect the surface and outer cover
    - (b) Lightly coat the stainless surface with oil
  - (6) Wash glass in front doors and adjacent panels
    - (a) Inside
    - (b) Outside
  - (7) Empty all trash cans in building
  - (b) As needed
    - (1) Keep walks and steps free of ice and snow
    - (2) Inspect during cleaning and report any problems
    - (3) Inform Director when supplies or equipment is needed
- (J) Pay Schedule
- (1) Librarian/Library Director – established by the Board
  - (2) Treasurer/Bookkeeper – established by the Board
  - (3) Janitor – salary set by Director within budget
  - (4) Business manager – set by Director within budget
  - (5) Youth & Acquisitions Clerk – set by Director within budget
  - (6) Circulation Clerk – set by Director within budget
  - (7) Assistant Circulation Clerk – set by Director within budget
  - (8) Library Page/Intern – set by Director within budget
    - (a) Pay Levels (*effective January 1, 2024 – See Resolution, attached*)
      - (1) Intern/Page: \$8.50
      - (2) Entry-Level Clerk: \$9.00-\$9.50
      - (3) Level 1: \$10.00-\$11.50
      - (4) Level 2: \$12.00-\$13.50
      - (5) Level 3: \$14.00-\$15.50
      - (6) Level 4: \$16.00-\$17.50
      - (7) Professional: \$15.00-\$18.50
- (9) Wages
- (a) Pay based on education, experience, or a combination of both
  - (b) Starting wage for new clerk hires: \$10.00 in first 90 days with a \$0.50 - \$1.00 increase if retained and if work ethic is strong
    - (1) Each employee is hired with a 90-day evaluation period prior to permanent employment

- (2) If retained, then the Director may opt to increase wage up to an additional \$1.00 based upon work ethic and an evaluation process, within budget guidelines
- (c) Starting wage for new page/intern hires: \$8.50
- (d) For employees who remain with the Library, wages would increase based upon budget allowances, and education, experience, or a combination of both
- (1) Increase in wages also would fall in line with federal/state cost of living expense increases, if the Library budget guidelines allow

**Chapter 17. Credit Card Policy and Regulations**

- (A) The Board hereby resolves to authorize credit card usage by the staff of the Library
- (B) Credit cards will be issued by the Library's bank
  - (1) Community State Bank, Walton
- (C) The purpose of the card is to reduce dependence on checks and cash to make purchasing small amounts easier
- (D) Employees' names authorized to use the credit card must be entered in the Secretary's minute book as approved by the Board
- (E) Employees will have prior approval from the Director before making purchases on the credit card and the Director is to initial the log to show approval has been given
- (F) A "credit card use" log will be maintained. Each purchase will be entered in the log along with the date, amount, and credit card used to make the purchase
- (G) A receipt file will be maintained. The receipt from each purchase that is recorded on the log will be placed in the file
- (H) The Treasurer or his/her designee shall review all credit card purchases monthly, reconciling the statement with the "credit card use" log and receipts
- (I) All purchases made on the credit card must be for Library use and be allowed under State Boards of Accounts rules
- (J) The credit card bills will be paid for the full amount each month, unless the Board passes a resolution stating otherwise
- (K) Anyone using the credit card(s) inappropriately may have his/her authorization removed immediately by the Director pending Board action at the next meeting

**Chapter 18. Membership in Library Organizations**

- (A) The Library shall maintain membership in the Indiana Library Federation
- (B) The Board members shall maintain trustee membership in the Indiana Library Federation
- (C) The Library shall be a member of MCLS (Midwest Collaborative for Library Services)

**Chapter 19. Daily Start-Up Procedure**

- (A) Check the parking lot and sidewalk conditions.
  - (1) If icy, put salt down.
  - (2) If snow-covered, call Walton Town Hall.
- (B) Open the door with the key and manually push to the north or left
- (C) Reach up above the door to the box. Push one of the arrows until the middle green light appears.
- (D) Turn on the "Open" window sign.

- (E) Turn on the lights: front entry, Children's area, downstairs, upstairs, and in the Indiana Room.
  - (1) Grab fish food from freezer and add a bit of water before taking upstairs. Let the food melt before adding to the tank (usually late morning or early afternoon)
- (F) Turn on computer monitors.
  - (1) For circulation computers, Open FX and update.
- (G) Turn on display case lights.
- (H) Take out petty cash and put into change drawer.
- (I) Check restrooms to make sure everything is in order.
  - (1) Call janitor/custodian if anything is amiss.

**Chapter 20. Daily Close-Down Procedure**

- (A) Turn off computer monitors.
- (B) Turn off the display case lights.
- (C) Return petty cash back to safe-keeping.
- (D) Turn off overhead lights.
- (E) Lock appropriate doors.
  - (1) If there is a meeting, make sure top sliding doors are locked and the box is set to close.
- (F) Turn off "Open" sign.
- (G) Make sure Children's area lights are shut off and doors are locked.
- (H) Make sure back entrance is locked.
- (I) Turn off remaining overhead lights.
- (J) Lock front sliding doors, ensuring red light appears on the overhead box. Lock the doors.

**Chapter 21. Library Inventory**

- (A) The Library shall maintain an inventory of fixed assets.
- (B) The Director will be responsible for maintaining inventory of items with a value of more than \$500.
- (C) The Director will use the forms prescribed by the State Board of Accounts and/or Department of Local Government Finance.
- (D) The Library shall capitalize and depreciate assets purchased in the amount of \$2,500 and higher according to the Capital Assets Policy adopted on Dec. 28, 2021.

**Chapter 22. Weather Disaster Plans**

- (A) Severe thunderstorms
  - (1) Monitor the radio
  - (2) Alert patrons to the situation
  - (3) Turn off and unplug all computers if lightning is present
  - (4) Finish checking out patrons on a pad, noting names and call numbers of materials
- (B) Tornadoes
  - (1) Monitor the radio
  - (2) In case of "tornado watch," inform patrons in the library and each patron entering the library

- (3) In case of "tornado warning," direct each patron in the library to the lower floor and the proper location
  - (a) People upstairs should move to downstairs to the kitchenette, Community Room restrooms and hallway or the pre-school room
  - (b) People downstairs in the Youth Center should move up against the walls of the entrance to the elementary room from the pre-school room or around the elevator room
  - (c) People in the Community Room should line up along the east and north walls, which are interior, supported walls
- (4) Encourage patrons not to leave the building during a tornado warning, but do not try to stop them if they choose to go
- (5) People in every location should get down on the floor, on their knees, facing the wall with their hands behind their heads
- (C) Ice and Snow Storms
  - (1) If known in advance
    - (a) Warn each patron in the Library when the storm is expected
    - (b) Alert each patron coming in about the situation
    - (c) Monitor the radio
    - (d) Send employees who reside out of town home prior to the storm's arrival
    - (e) During and after the ice and/or snow storm:
      - (1) Encourage patrons inside the Library to remain until roads are cleared
      - (2) Provide a sanctuary for stranded motorists
  - (2) Closing Library
    - (a) If a storm is predicted prior to opening
      - (1) Monitor news reports
      - (2) Monitor Indiana Department of Homeland Security's travel map advisory
        - (a) If yellow, use caution
        - (b) If orange or red, close library for the day
      - (3) Monitor Lewis Cass School
        - (a) If closed, Library should rely on this as a predictor for poor road conditions
      - (4) Monitor surrounding libraries
    - (b) If closing, post on Facebook and call radio station at (574) 722-4000
      - (1) Make sure any groups that normally meet at the Library on a closure day are notified
  - (3) For a more comprehensive instruction, see "Disaster Preparedness & Recovery Plan" attached herein and made a part of the "Policies & Procedures."
- (D) Computer or Server Temporary Failure
  - (1) Make sure two (2) people are working the upstairs circulation desk
  - (2) Continue checking in materials using a ruled pad at the front counter
  - (3) Continue checking out materials using patrons' names and numbers of material items checked out
  - (4) When computers return to working state, have one person processing people, using a computer, while another person takes the two lists and catches up circulation information
- (E) Computer or Server Permanent Failure

- (1) All data on each computer and the server is to be backed up once each week
- (2) The back-up data is to be stored either in a fireproof container at the Library or at another site
- (3) As quickly as possible, obtain another computer or server
- (4) Download all of the backed-up data
- (5) By hand, process all materials collected since the last back-up and bring the files up-to-date

**Chapter 23. Investment Policy**

- (A) During the January meeting and as needed, the Board shall determine where and in what accounts Library monies may be invested
- (B) If the Treasurer does not receive a notice of change, then he or she may continue under the old investment policy

**Chapter 24. Library Bill of Rights**

- (A) The Board accepts and supports the Library Bill of Rights. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide the services:
  - (1) Books and other Library resources should be provided for the interest, information, and enlightenment of all people of a community that the Library serves
    - (a) Materials should not be excluded because of the following:
      - (1) Origin
      - (2) Background
      - (3) Views of those contributing to the creation
- (B) Libraries should provide materials and information presenting all points of view on current and historical issues.
  - (1) Materials should not be prescribed or removed because of partisan or doctrinal disapproval
- (C) Libraries should challenge censorship in the fulfillment of responsibility to provide information and enlightenment
- (D) Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas
- (E) A person's right to use a library should not be denied or abridged because of origin, age, background, or views
- (F) Libraries that make exhibit spaces and meeting rooms available to the public served should make such facilities available on an equitable basis, regardless of the benefits or affiliations of individuals or groups requesting usage

**Chapter 25. Freedom to Read**

- (A) The Board subscribes to and supports the Freedom to Read
  - (1) It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority
- (B) Publishers, Librarians, and booksellers do not need to endorse every idea or presentation contained in the books made available.



- (1) It would conflict with the public interest if political, moral, or aesthetic views as a standard for determining which books should be published or circulated were established
- (C) It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of personal history or political affiliations of an author
- (D) There is no place in society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the effort of writers to achieve artistic expression
- (E) It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous
- (F) It is the responsibility of publishers and librarians, as guardians of people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose standards or tastes upon the community at large

**Chapter 26. Processing Incoming Materials**

- (A) Un-box materials and check off on the order form that the materials have been received. Indicate the date received
  - (B) Record each item in the accession book under the appropriate section
  - (C) Stamp the first inside page, page 17, and rear cover with a "Walton Library" stamp that has the Library name and address
  - (D) Write the price on the front of the first inside page of the front cover of the book
  - (E) Put the accession number, from the accession book, in the upper right corner of the first inside page of the front cover of the book
  - (F) Determine the "Call Number" by assigning to one of the categories below and use the symbol as the first part of the "Call Number":
    - (1) AF – Adult Fiction collection
    - (2) BD – Blu-Ray movies
    - (3) DVD – DVD movies
    - (4) E – Easy books (Third (3<sup>rd</sup>) grade and below)
    - (5) ESL – English-as-a-second-language books
    - (6) I – Indiana collection
    - (7) J – Juvenile Non-Fiction
    - (8) JF – Juvenile Fiction
    - (9) LP – Large Print
    - (10) PER – Periodicals
    - (11) REF – Reference
    - (12) VF – Vertical File
    - (13) V – Video collection
    - (14) Numbers – used with Adult Non-Fiction
  - (G) Make a pocket for the material with a tag that includes the following:
    - (1) For items with an author
 

(a) Call Number and author's name	623.4	Smith, Bill
(b) First three (3) letters of author's last name	SMI	
    - (2) For items without an author
 

(a) Call Number and title	854.6	A Gun for Joe
(b) First three (3) letters of the title	GUN	
- (1) Note: Do not use "A," "An," or "The"

- (3) Biographies
  - (a) Call Number and title 921 Lincoln's Power
  - (b) First three (3) letters of biographee's name LIN
- (H) Install the pocket
  - (1) For books and magazines
    - (a) Inside the back cover
  - (2) For movies (Blu-Rays/DVDs)
    - (a) On the outside of the back cover
- (I) Place a barcode and cover on each book, magazine, video, Blu-Ray, DVD, or CD
  - (1) For books and magazines
    - (a) Barcodes go on the inside of the back cover near the spine of the book
  - (2) For videos, Blu-Rays, DVDs, and CDs
    - (a) Barcodes go on the surface where they will cover the least and then is covered by a barcode cover
- (J) Make a spine tag
  - (1) For materials with an author
    - (a) Symbol AF
    - (b) First three (3) letters of author's last name (in CAPS) SMI
  - (2) For materials without an author
    - (a) Symbol AF
    - (b) First three (3) letters of the title (in CAPS) GUN
    - (1) Note: Do not use "A," "An," or "The"
- (K) Install the spine tag on the lower portion of the spine

**Chapter 27. Health and Safety**

- (A) The Library is a smoke-free facility
- (B) Skateboarding and other activities that are hazardous in nature are forbidden on the grounds

**Chapter 28. Friends of the Library**

- (A) The Board recognizes the Friends of the Library group and supports them in their work
- (B) The Board would expect the Friends of the Library to work closely with the Director in their efforts to support the Library and its mission
- (C) The Board expects the Friends of the Library to be a recognized group that operates under Roberts' Rules of Order, including having elected officers
- (D) The Friends of the Library are to have a copy of their bylaws and minutes on file with the Director

**Chapter 29. U.S. Flag**

- (A) Since the Library is on government property, the U.S. Flag must be lowered upon orders of the Indiana Governor.

**Chapter 30. Adoption and Authority**

- (A) Once adopted, this document takes precedence over any previous documents or decisions
- (B) Any portion of this document in conflict with Indiana State Law is void and invalid

**Chapter 31: “Disaster Preparedness & Recovery Plan”**

**WALTON & TIPTON TOWNSHIP PUBLIC LIBRARY  
DISASTER PREPAREDNESS & RECOVERY PLAN**

*(Removed from Public Viewing pp. 37-45)*

**Chapter 32. “Active Shooter Workplace Response Policy”**

**WALTON & TIPTON TOWNSHIP PUBLIC LIBRARY  
ACTIVE SHOOTER WORKPLACE RESPONSE POLICY**

*(Removed from Public Viewing pp. 46-49)*

Chapter 33: Exhibit 1

In Official Opinion 83-6, each library is advised to consult its records, those of the county recorder and the Indiana State Library to determine which of the sections in IC 20-14, as amended by P.L. 7, pertain to its board organization and to ascertain if possible which unit established the library.

For your convenience, a description of the records filed in our office for your library is given below. Please contact us if these do not coincide with your records.

Name of Library Walton & Tipton Township Public Library

Class I converted in June 23, 1952 as Walton-Tipton  
Township Public Library

merged/reorganized on July 20, 1953 with Tipton Township

A resolution of validation (July 20, 1953) was filed affirming the library's  
operation as a town-township library prior to and at the time of conversion.

IC 20-14 Section applicable to your library IC 20-14-2-4.1

ED/ISL  
9/83



# C E R T I F I C A T E

THE UNDERSIGNED, Town of Walton, Tipton Township, Cass County, State of Indiana, and Tipton Township, Cass County, State of Indiana, by and through the duly elected officers of each, hereby certify as follows regarding the library now located in the Town of Walton, Tipton Township, Cass County, Indiana, to-wit:

That said library is a Walton Town and Tipton Township free, public library; and

That said library was originally instituted and acquired by virtue of a grant from the Carnegie Corporation of New York; and

That said library was accepted as a grant from the Carnegie Corporation of New York to the Town of Walton and Tipton Township in Cass County, Indiana;

The Town of Walton and the Township of Tipton having joined together in the agreement with said Carnegie Corporation of New York; and

That the library board which has supervised the operation and management of said library has been composed of persons from the Town of Walton and from Tipton Township, except for those years after the 1947 library conversion law was passed; and

That said library has had a separate prepared budget and tax levy which has been uniform in both the Town of Walton and Tipton Township, except for those years after the library conversion law was passed; and

That this certificate certifies only to a condition which has existed from the beginning of this library, the cornerstone of which was layed June 12, 1915, and does not propose or pretend to alter in any way the past, present or future status of said library from that which it has had from its inception.

DATED this 20<sup>th</sup> day of July, 1953, at  
Walton, Indiana.

TOWN OF WALTON, TIPTON  
TOWNSHIP, COUNTY OF CASS,  
STATE OF INDIANA,

BY *R. J. Sellers*  
President

TIPTON TOWNSHIP, COUNTY  
OF CASS, STATE OF INDIANA,

BY *John W. Cary*  
Trustee

*Robert D. Plank*  
*W. G. Long*  
*R. J. Brown*

ATTEST:  
*Meredith Durham*  
Clerk-Treasurer of the  
Town of Walton

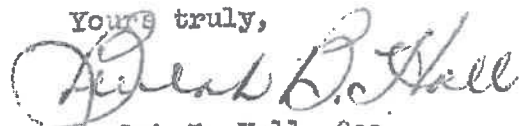
Walton, Indiana  
July 20, 1953

State Librarian  
State Library Building  
Indianapolis, Indiana

Dear Librarian:

Enclosed please find a certificate declaring the Walton and Tipton Township Library, located at Walton, Indiana, to be a town and township library under the provisions of the 1953 Library Law. This certificate has been duly recorded in the office of the Cass County Recorder, and the board of the library has been appointed as provided by law for such libraries. This certificate does in no way alter the status of the library, as it has been a town-township library and operating according to law under the terms for such libraries since it was founded.

Yours truly,



Leulah B. Hall, Sec.  
Walton and Tipton  
Township Library Board  
Walton, Indiana

July 21, 1953

Mrs. Beulah B. Hall, Secretary  
Walton and Tipton Township  
Library Board  
Walton, Indiana

Dear Mrs. Hall:

The State Library has received and placed on file in the Extension Division the certificate of the Library Board of the Walton and Tipton Township Library declaring it to be a town and township library under the provisions of the 1953 amendment to the Library Law of 1947.

Very truly yours,

Harriet L. Carter, Head  
Extension Division

HC/jes

v/d act. 6-26-52

Walton

68  
25

RESOLUTION FOR CONVERSION TO THE

LIBRARY LAW OF 1947

The Walton-Tipton Twp. Public Library by action of the Library  
Board, June 23, 1952 hereby resolves and elects to change its  
identity and to become a Library District under the Acts of 1947, Chapter  
321, which act is known as the Library Law of 1947.

Signed

19

Lloyd D. Rush...

Betty D. Quinn...

Meredith Outen...

Marie Kaiser...

Ruby Long...

(signed by majority of Board  
members)

.....

"A copy of such resolution of conversion shall be filed with county re-  
corder and notice shall be given to all officials who have appointive  
powers....."

Received for record this 25th day of June, A.D., 1952

at 9:30 o'clock, a.m. and recorded in Record 44, Page 434

.....  
Signature of County Recorder

Walton

Chapter 34: Exhibit 2



## Walton & Tipton Township Public Library Request for Reconsideration of Material Form

The Walton & Tipton Township Public Library Board has established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director.

Walton & Tipton Township Public Library  
110 N. Main St.  
Walton, IN 46994

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent yourself? **Circle One:** Yes / No

Or an organization? **Circle One:** Yes / No Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book (e-book) \_\_\_ Movie \_\_\_ Magazine \_\_\_ Audio Recording  
\_\_\_ Digital Resource \_\_\_ Game \_\_\_ Newspaper \_\_\_ Other

Title \_\_\_\_\_  
Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

3. Have you examined the entire resource? If not, which section(s) did you review?

\_\_\_\_\_

4. What concerns you about the resource?

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? If yes, please list/explain those resources.

\_\_\_\_\_

6. What action are you requesting the committee consider?

\_\_\_\_\_

Chapter 35: Blank Forms

**Walton & Tipton Township Public Library**  
**Patron Information and Releases for Family Membership**

Form 1

**Person Requesting Membership**

**Patron Number** \_\_\_\_\_

\_\_\_\_\_  
**Last Name (Printed)**

\_\_\_\_\_  
**First Name (Printed)**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Town/City**

\_\_\_\_\_  
**Zip Code**

\_\_\_\_\_  
**Township**

\_\_\_\_\_  
**Year(s)** \_\_\_\_\_ **Month(s)** \_\_\_\_\_  
**How long have you lived at this address?**

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ cell / landline (Circle One)

\_\_\_\_\_  
\_\_\_\_\_  
**(E-mail address --- Circle One or provide @ address)**

**Would you like the library newsletter sent to you via e-mail?** YES NO (Circle One)

**Family members (same household) who could use this account:**

\_\_\_\_\_  
**Last Name (Printed)**

\_\_\_\_\_  
**First Name (Printed)**

\_\_\_\_\_  
**Relationship/Age**

\_\_\_\_\_  
**Last Name (Printed)**

\_\_\_\_\_  
**First Name (Printed)**

\_\_\_\_\_  
**Relationship/Age**

\_\_\_\_\_  
**Last Name (Printed)**

\_\_\_\_\_  
**First Name (Printed)**

\_\_\_\_\_  
**Relationship/Age**

\_\_\_\_\_  
**Last Name (Printed)**

\_\_\_\_\_  
**First Name (Printed)**

\_\_\_\_\_  
**Relationship/Age**

**Special Information:**

1. Once an item is checked out, it becomes the sole responsibility of the patron to return the item at the correct time in the same condition as when it left. (See "Damaged Materials Policy")
2. The loan period for most books is two (2) weeks. Movies (DVDs/Blu-Rays) have a loan period of three (3) days. Games have a loan period of three (3) days. A fee of \$0.25 per day is charged for each item returned late.
3. Computers may be used by anyone listed above for 30 minutes per day and according to the "Internet Policy and Patron Code of Conduct Policy."
4. Computer users must comply with the "CIPA" laws, meaning users cannot access, upload, download, transmit, or distribute pornographic, obscene, or sexually explicit material. Users cannot violate any local, state, or federal laws and cannot violate any copyright laws or use another person's intellectual property without prior approval or consent.
5. Patrons may use their own disc, USB port, or other storage device if the library scans them first.
6. Penalties at other Cass County libraries will result in the same penalties at the Walton Library. Computers are filtered as required by state law. Adults with legitimate reasons to bypass the filters may make such a request at the circulation desk.

I am applying for the right to use the Walton Library and in return, I promise to comply with all rules, to promptly pay fines or damage costs charged to me, and to give immediate notice of any change in my address. In addition, I assume all responsibility for any materials checked out by the people listed above.

***Signing this document gives my teenage children permission to use chat rooms unless I indicate otherwise.***

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Driver's License / Another Valid State ID / Statement or Bill with Name and Address included must be submitted along with this application*

**Biblioteca pública del municipio de Walton y Tipton**  
**Información para usuarios y autorizaciones para membresía familiar**

Formulario 1

Persona que solicita membresía

Número de usuario \_\_\_\_\_

Apellido (impreso)

Nombre (impreso)

Dirección

Pueblo

Código postal

Municipio

\_\_\_\_\_ Años \_\_\_\_\_ Mes(es)  
¿Cuanto tiempo has vivido en esta dirección?

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Teléfono móvil / teléfono fijo (Un círculo)

\_\_\_\_\_ @ yahoo.com / @ google.com / @ gmail.com / @ \_\_\_\_\_  
(Dirección de correo electrónico --- Un círculo o proporcionar @ dirección)

¿Le gustaría que le enviemos el boletín de la biblioteca por correo electrónico?      Sí      No      (Un círculo)

**Miembros de la familia (mismo hogar) que podrían usar esta cuenta:**

Apellido (impreso)

Nombre (impreso)

Relación/Edad

Apellido (impreso)

Nombre (impreso)

Relación/Edad

Apellido (impreso)

Nombre (impreso)

Relación/Edad

Apellido (impreso)

Nombre (impreso)

Relación/Edad

**Información especial:**

1. Una vez que se retira un artículo, es responsabilidad exclusiva del cliente devolverlo en el momento correcto y en las mismas condiciones en que se encontraba. (Ver "Política de materiales dañados")
2. El período de préstamo para la mayoría de los libros es de dos (2) semanas. Las películas (DVDs/Blu-Rays) tienen un plazo de préstamo de tres (3) días. Los juegos tienen un plazo de préstamo de tres (3) días. Se cobra una tarifa de \$0.25 por día por cada artículo devuelto tarde.
3. Cualquiera de las personas mencionadas anteriormente puede utilizar las computadoras durante 30 minutos por día y de acuerdo con la "Política de Internet y la Política del Código de conducta para usuarios."
4. Los usuarios de computadoras deben cumplir con las leyes "CIPA," lo que significa que los usuarios no pueden acceder, cargar, descargar, transmitir o distribuir material pornográfico, obsceno o sexualmente explícito. Los usuarios no pueden violar ninguna ley local, estatal o federal y no pueden violar ninguna ley de derechos de autor ni utilizar la propiedad intelectual de otra persona sin aprobación o consentimiento previo.
5. Los usuarios pueden usar su propio disco, puerto USB u otro dispositivo de almacenamiento si la biblioteca los escanea primero.
6. Las sanciones en otras bibliotecas del Condado de Cass resultarán en las mismas sanciones en la Biblioteca Walton. Las computadoras se filtran según lo exige la ley estatal. Los adultos con motivos legítimos para saltarse los filtros podrán realizar dicha solicitud en el mostrador de circulación.

Solicito el derecho a utilizar la Biblioteca Walton y, a cambio, prometo cumplir con todas las reglas, pagar puntualmente las multas o costos por daños que se me cobren y notificar inmediatamente cualquier cambio en mi dirección. Además, asumo toda la responsabilidad por cualquier material prestado por las personas mencionadas anteriormente.

La firma de este documento otorga permiso a mis hijos adolescentes para utilizar las salas de chat a menos que yo indique lo contrario.

Firma

Fecha

*Se debe presentar junto con esta solicitud la licencia de conducir/otra identificación estatal válida/una declaración o factura con el nombre y la dirección incluidos.*

Chapter 36: Exhibit 3

## Walton & Tipton Township Public Library Community Room Policy

- (1) Reservations required seven (7) days in advance.
- (2) No buying or selling is permitted, except at functions hosted by the Library or Friends of the Library.
- (3) No tobacco or alcohol permitted.
- (4) Children/teens may use the rooms with responsible adults present (***one (1) adult per ten (10) children***).
- (5) No attendance fee or cover charge may be collected. Allowances will be made to collect money to cover costs of handouts or materials supplied.
- (6) Use will be denied for political rallies, partisan events, religious services, or evangelical meetings. However, exceptions will be made for elected officials to meet with constituents.
- (7) Light snacks will be allowed, but no full meals.
- (8) Food brought into the Library must be removed within 24 hours.
- (9) Music and noise must be kept at a reasonable level as determined by Library personnel.
- (10) The Library does **not** have staff available for loading, unloading, or carrying a group's materials. Set up of tables/chairs is sole responsibility of each group.
- (11) Audio/Visual equipment may be reserved along with the room. Groups must supply their own equipment operators. Equipment must be used with care. *See the room request form for specific equipment.* Walls must **not** be damaged, which means tacks, nails, screws, and other damaging items are **not** permitted.
- (12) Library programs take precedence over all other activities.
- (13) No open flames allowed.
- (14) All state and local health laws must be obeyed. For more information on the laws, visit the Attorney General site and select "Laws."
- (15) Red punch cannot be served.
- (16) A \$40 refundable fee includes the following:
  - (a) \$25 key deposit AND
  - (b) \$15 if the room has been cleaned up after an event. If the Library janitor/custodian is required to clean up after an event, the \$15 deposit is waived. ***Other fees may be incurred for stains, whether on countertops/tables/carpet, and/or for other property damage that may occur.***



(17) Rental fees:

- (a) Non-profits → Hourly rental fee is waived. Fees listed in (16)(a) and (b) are due one week (7 business days) prior to any event with the fees refunded after an inspection by Library staff determines premises are acceptable. If the inspection finds damage, all fees are kept by the Library, thereby not refunded.
- (b) For-profits and other entities → Hourly rental fee is \$20. Fees listed in (16)(a) and (b) are due one week (7 business days) prior to any event with the fees refunded after an inspection by Library staff determines premises are acceptable. If the inspection finds damage, all fees are kept by the Library, thereby not refunded.

(1) *If \$40 refundable fee is **not** paid one week (7 business days) prior to date of intended rental, the room may not be held.*

Keys:

- (a) Keys **MUST** be returned directly after the meeting/event by placing the keys in a provided envelope and depositing them in the book return slot next to the front door.

**RENTAL FEE TABLE**

Rental hours with total						
Required deposit for keys & cleaning		One (1) hour	Two (2) hours	Three (3) hours	Four (4) hours	Five (5) hours
	\$40	\$60	\$80	\$100	\$120	\$140

- (18) A copy of state ID/photo ID of person who is renting room **must** be provided upon payment of deposit.

I understand, accept, and consent to all of the requirements stated in this Community Room Policy.

Printed Name \_\_\_\_\_

DATE: \_\_\_\_\_

Signature \_\_\_\_\_

**Walton & Tipton Township Public Library**  
**Community Room Request Form**  
(Use one Form for each meeting date.)

**GROUP NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **Circle One:** Landline / Cell

**REQUEST TIME** \_\_\_\_\_ **AM / PM** \_\_\_\_\_ **DATE** \_\_\_\_\_ **TOTAL HOURS** \_\_\_\_\_

**Check furniture/equipment needed:**

☐ Chairs ☐ Small Tables (60x18) ☐ Large Tables (6')  
☐ DVD ☐ Overhead Projector ☐ Screen  
☐ Easel & Dry Erase Board ☐ Extension Cord

**Check kitchen equipment needed:**

☐ Coffee Pot ☐ Punch Bowl ☐ Microwave ☐ Refrigerator

Groups are required to abide by the rules governing the use of the Library and the Community Room Policy agreement. By signing below, I, the Community Room renter and user, accept to pay the Library for any damages to the room and/or equipment that may be used during my use:

\_\_\_\_\_  
**Printed Name** **DATE:** \_\_\_\_\_

\_\_\_\_\_  
**Signature**

**Library Use Only:**

Reservation approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Paid: Amount \$ \_\_\_\_\_ Cash or Check Number \_\_\_\_\_

Name on check if not the organization's name: \_\_\_\_\_

Receipt dated: \_\_\_\_\_ Date Key Given: \_\_\_\_\_ Date Key Returned: \_\_\_\_\_

Number of hours needed: \_\_\_\_\_ Key Number: \_\_\_\_\_

Total Cost: \_\_\_\_\_

Room Inspected By: \_\_\_\_\_ **Fees refunded:** Circle One: Yes / No

Condition: ☐ Acceptable ☐ Not Acceptable

List problems: \_\_\_\_\_

Chapter 37: Exhibit 4

# February 2023

## SCHEDULE

S	/	M	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 <sup>st</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Kari: 3:00-6:00	2 <sup>nd</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: (off) Cora: 3:00-6:00	3 <sup>rd</sup>  Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: (off) Cora: 3:00-6:00	4 <sup>th</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Kari: 3:00-6:00	4 <sup>th</sup> Kari Beth
		7 <sup>th</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Cora: 3:00-6:00	8 <sup>th</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Kari: 3:00-6:00	9 <sup>th</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: (off) Cora: 3:00-6:00	10 <sup>th</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Kari: 3:00-6:00	11 <sup>th</sup> Kari	
		14 <sup>th</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Cora: 3:00-6:00	15 <sup>th</sup>  Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Cora: 3:00-6:00	16 <sup>th</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: (off) Cora: 3:00-6:00	17 <sup>th</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Kari: 3:00-6:00	18 <sup>th</sup> Kari Kay	
		21 <sup>st</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Cora: 3:00-6:00	22 <sup>nd</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Kari: 3:00-6:00	23 <sup>rd</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: (off) Cora: 3:00-6:00	24 <sup>th</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Kari: 3:00-6:00	25 <sup>th</sup> Kari	
		28 <sup>th</sup> Beth: 9:00-3:00 Kathy: 10:00-4:00 Kay: 11:30-6:00 Cora: 3:00-6:00					

**WALTON & TIPTON TOWNSHIP PUBLIC LIBRARY**  
**RESOLUTION TO ADOPT 2024-2025 SALARY ORDINANCE**

**WHEREAS**, it has been determined that it is now necessary to adopt a Wage and Salary Schedule for the 2024-2025 fiscal year;

**WHEREAS**, the Board of Trustees wishes to adjust the classification and accompanying wage schedule to better meet the standards of education, training, and experience;

**WHEREAS**, the Board of Trustees wishes to provide a cost-of-living increase, which falls within the budgeted amounts for 2024-2025;

**WHEREAS**, the Ordinance will take effect upon the first pay of January 2024;

**NOW THEREFORE**, the Board of Trustees adopts the 2024-2025 Salary Ordinance for all who are employed at the Walton & Tipton Township Public Library as of January 1, 2024.

<u>Classification*</u>	<u>Non-Exempt/Hourly Range</u>
<b>Intern/Page</b>	\$8.50
<b>Entry-Level Clerk</b> (1-2 years exp/High School diploma)	\$9.00-\$9.50
<b>Level One</b> (1-3 years exp/bachelor's degree)	\$10.00-\$11.50
<b>Level Two</b> (2-4 years exp/bachelor's degree)	\$12.00-\$13.50
<b>Level Three</b> (5-plus years exp/bachelor's degree)	\$14.00-\$15.50
<b>Level Four</b> (6-plus years exp/bachelor's degree)	\$16.00-\$17.50
<b>Professional</b> (must have bachelor's or master's degree & 5-plus years exp)	\$15.00-\$18.50
	<b>Exempt/Salary</b>
<b>Director</b> (qualifications set by Indiana State Library)	To be set by Board / \$35,568 minimum

Presented to the Walton & Tipton Township Public Library Board of Trustees, read in full, and adopted this 12<sup>th</sup> day of September 2023, by the following aye and nay votes:

AYE

NAY

Carol Dutchess  
Jan L. Harris  
Robert M. Mason  
[Signature]  
Kathy Collins  
Anne Robison  
Matt [Signature]

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

Attest: Kathy Collins

\* Except for the Professional Level, experience could take the place of education

**Resolution to Adopt Updated Policies and Procedures**  
**and Board of Trustees Bylaws**

**WHEREAS**, the Board of the Trustees of the Walton & Tipton Township Public Library recognizes the responsibility to the residents and taxpayers of the district to maintain updated Policies and Procedures as required by the Indiana State Library and Indiana law §36-12, et al.

**WHEREAS**, the Board of the Trustees of the Walton & Tipton Township Public Library recognizes the responsibility to the residents and taxpayers of the district to maintain updated Bylaws every three (3) years in accordance with the Indiana State Library and Indiana administrative law, IAC 6-1-5(f)(2).

**NOW THEREFORE BE IT RESOLVED** that the Board of Trustees of the Walton & Tipton Township Public Library hereby adopts updated Policies and Procedures, Bylaws, a library Disaster Plan, and a Workplace Response Policy, all incorporated herewith and attached to this Resolution.

**DULY ADOPTED** by the Board of Trustees of the Walton & Tipton Township Public Library at its regular board meeting held on the **12th day of September, 2023**, at which meeting a quorum was present.

**AYE**

**NAY**

Paul Dutton

\_\_\_\_\_

Joan L Davis

\_\_\_\_\_

Robert Mone

\_\_\_\_\_

[Signature]

\_\_\_\_\_

Kathy Collins

\_\_\_\_\_

Anne Robinson

\_\_\_\_\_

Matt B

\_\_\_\_\_

ATTEST:

Kathy Collins

Secretary