

**CENTRALIA PUBLIC LIBRARY**  
**BOT POLICIES**

BOARD APPROVED: 2/10/2004  
Revised: 4/14/2015  
Revised: 3/11/2021

I. GENERAL OBJECTIVE –

The mission of the Centralia Public Library is to provide its patrons and the community with materials, programs and services to enhance their lives.

II. SERVICES OF THE CENTRALIA PUBLIC LIBRARY –

The Library Director shall be responsible for the services of the Centralia Public Library and those duties/responsibilities shall include:

1. Selection, organization and availability of books and materials.
2. Providing guidance and assistance to borrowers.
3. Initiate programs, exhibits and book lists.
4. Public Relations
  - a. Civic Organizations
  - b. Schools
  - c. Information to public (newspapers, etc.)
  - d. Recognition of part played by staff, trustees and Friends of the Library
  - e. Talks in the community (may delegate)
  - f. Promote community awareness of Library service
  - g. Stimulate public interest in, and usage of, the Centralia Public Library
  - h. Develop public understanding and support
5. Provide outreach programs
6. Home bound services
7. Periodically review Library services being offered and inform the Board of Trustees of needed services.
8. Other duties or services as requested or designated by the Board of Trustees.

III. HOURS AND HOLIDAYS –

Library hours shall be:           Monday, Tuesday, Thursday: 9:00 a.m. - 8:00 p.m.  
  Wednesday, Friday, Saturday: 9:00 a.m. - 5:00 p.m.  
  Sunday: 1:00 p.m. – 4:00 p.m.

Holidays observed shall be:   New Year's Day  
  President's Day  
  Easter Sunday\*  
  Memorial Day  
  Independence Day (July 4<sup>th</sup>)

Labor Day  
Thanksgiving Day  
Friday, Saturday & Sunday following Thanksgiving  
Christmas Eve Day  
Christmas Day

\*Should a holiday fall on a Sunday, then Monday shall be observed as the Holiday

IV. USE OF THE COMMUNITY ROOM

1. The Community room (Reading room) shall be open for use by any not-for-profit club, group or organization in the community that needs a place to meet.
2. There will be no fee charged for use of the room.
3. Anyone desiring to use the Community room must notify the Director or Staff Librarian to be placed on the calendar. Library functions will take priority. If there are any concerns, the Library Director or Staff Librarian's decision will be final.
4. Refreshments may be served with prior approval of the Library Director or Staff Librarian.
5. Use of the Community room is limited to the normal Library operating hours, unless approved by the Library Director.
6. The Community room shall be reserved for the monthly Trustee's meetings.
7. Cleanup will be the responsibility of the organization or group using the Community room.

V. OFFICE AREA ACCESS-

Access to the back office area shall be restricted solely to Library employees and other persons designated by the Board of Trustees. Any passage into these areas by persons other than those so designated, shall be considered trespassing and will be subject to whatever appropriate action deemed necessary by Library staff and/or Board of Trustees for security of the area, including criminal prosecution.

SECURITY SYSTEM RESPONSE: The first contact person for the system shall be the Library Director. The following persons, in order, if the Director is unavailable shall be the Librarian designated by the Director and if that person is unavailable, the President of the Board shall be contacted.

VI. INSURANCE –

The Library shall maintain an insurance policy in force on the building and contents.

VII. AUDIT –

The Library will have a financial audit performed every year by a Certified Public Accountant.

VIII. BUDGET –

The budget year for the Centralia Public Library shall be from April 1<sup>st</sup> to March 31<sup>st</sup> of the following year. The budget for the Centralia Public Library shall be prepared by the budget committee, with the treasurer as committee chairman. The Library Director shall be a member of the Budget Committee and provide information as needed for the business aspect of the Centralia Public Library. The budget shall then be presented to the Board of Trustees for approval during

the March meeting of each year. Budget items will include the following, but may be amended by the usual procedure as stated in the By-Laws of the Board of Trustees.

1. Salaried positions
2. Staff – Hourly
- 2A. Staff Insurance
3. Accrued Employee Benefits
4. Custodial
- 4A. Building and Grounds
- 4B. Security
5. Adult fiction books
- 5A. E-books
- 5B. Adult nonfiction books
- 5C. Young Adult books
- 5D. Juvenile books
- 5E. Elementary books
6. Periodicals
7. DVD
8. Audios
- 8A. Launchpads
9. Supplies
10. Postage & Shipping
11. Equipment, Maintenance & Repair
12. Audit & Legal
13. Utilities
14. Insurance
15. General Programming
- 15A. Story Time
- 15B. Summer Reading
- 15C. Teen Programming
- 15D. Adult Programming
16. Personnel Development
17. Miscellaneous
18. Advertising & Public Relations
19. Technical Services
- 19A. Computer Equipment
- 19B. Computer Technician
- 19C. Bank Fees
20. Capital Contingency items
21. Donations
- 21A. Restricted Donations
22. Grants
23. REEF Account (emergency fund)

In case of new construction or capital improvements, a special budget will be developed by the treasurer and presented to the Board of Trustees for approval.

IX. GIFTS AND DONATIONS –

1. All cash gifts shall be deposited in either the Money Market account or Checking account and so indicated by way of the Board of Trustees Treasurer's monthly reports on Line 21.
2. If a request for a specific use accompanies the donation, when the request is honored, correspondence to the donor will be sent by the Library Director and the Board of Trustees Secretary. Restricted donations, such as these, will be tracked by the Director and will be entered into Line 21A.
3. Books and other materials to be used in the Library collection will be accepted by the Library Director or Library Staff who will have authority to make whatever disposition is determined appropriate.
4. Personal property, art objects, portraits, antiques, other museum objects, and anything to be placed on the property will require Board of Trustee action prior to and in determination of acceptance. The Library will not accept materials which are not outright gifts. Value of any gifts shall not be determined by the Library.

X. FINES AND CHARGES –

1. Failure to return materials after notification by mail shall result in revocation of the card number.
2. Amounts for fee-based services shall be determined by the Board of Trustees.

XI. PATRON INFORMATION -

Patron information will be made available only with the patron's written permission or to individuals with court ordered legal requests.

XII. PATRON RULES AND POLICIES –

1. Library cards – see attached policy.
2. Internet policy – see attached policy.
3. Suspension of computer privileges or access to the Library for longer than 1 (one) day will result in the proper form being filled out by Library staff. If the patron is under 18 (eighteen) years of age, the parent or responsible party will also be notified. These forms will be filed with the patron's information and a copy kept with the Library Director.
4. Computers may be used by people visiting the community, free of charge.
5. All patrons who wish to use the computers, with the exception of visitors, are required to have a library card.

XIII. PERSONNEL –

1. The Library Director will be responsible for the staff of the Library. All employee records, applications for employment and all documents pertaining to employees shall be kept in a secure file with access available only to the Library Director, Board of Trustees President, Board of Trustees Treasurer or to individuals with court ordered legal requests. Sick leave files are to be kept separated from personnel files and shall also be kept secured, as per above.
2. Personnel policy – see attached policy

3. Employees will be compensated for holiday work and vacations per policies approved by the Board of Trustees.
4. Threats, intimidation, harassment, assaults or acts of violence in the work place are inappropriate and unacceptable and will not be tolerated. Compliance with this policy is required of all Library employees, contracted and temporary employees.

XIV. FRIENDS OF THE LIBRARY –

The organization, *Friends of the Library*, is an integral part of the Library. In order to encourage cooperation and assist the Friends, the Library will provide postage for mailings, staff assistance when needed and storage space for the used book sale. The Library Director will be kept abreast of the activities planned by the Friends of the Library but will not retain membership as that would present a conflict of interest. Any items purchased by the Friends group for the Centralia Public Library must be approved by either the Library Director or the Board of Trustees.

XV. MISCELLANEOUS –

1. The Library Director shall be custodian and keeper of all keys to the Library building and codes to the doors. Those individuals having access to the building shall be the Library Director, the Staff Librarians, and others as designated by the Board of Trustees. This custody shall pass from Library Director to Library Director with attendant records.
2. The Secretary of the Board, in accordance with the Board's direction, shall maintain with the City of Centralia Police Department, an ordered contact list for Library emergency situations. The minutes shall be taken and transcribed by a person(s) so designated by the Board of Trustees with enumeration to be decided upon at the time of engagement. A copy of the minutes, after approval by the Board of Trustees, will be provided to the City of Centralia council each month.
3. In consideration of the health of all employees and patrons, smoking or other use of tobacco products is not allowed in the building or on Library grounds. This includes, but is not limited to, electronic cigarettes (or e-cigarettes), electronic vaping devices, personal vaporizers (PV) or electronic nicotine delivery systems (ENDS) which simulate tobacco smoking.
4. No computer hard drives shall be removed from the Library building except for technical repairs, court orders, or as deemed necessary by the Board of Trustees.