

Policy Manual Index



By-Laws for Board of Trustees of the Troy-Miami County Public
Library Classroom Cards
Collection Development
Concealed Carry Resolution
Confidentiality of Patron Records
Conflict of Interest
Credit Card Use
Disposal of Surplus Materials
Emergency Action
Emergency Contractors
Emergency Facility Problems
Exhibits and Displays
Fines and Fees
Fiscal Policy
Gifts and Donations Policy
Internet Use
Investment and Depository
Library Website Privacy
Local Author
Meeting Room Use
Naming Opportunities
Patron Code of Conduct
Pest Control
Petitioning and Solicitation
Photography
Programs
Public Participation in Board Meetings
Public Records and Retention
Refund
Resolution Non-Smoking
Service Dog
Social Media Guidelines
Volunteer
Youth Library Card

By-laws of Troy-Miami County Public Library & the Board of Trustees

Adopted: December 18, 2013
Revised: November 18, 2020
January 17, 2024
May 15, 2024
January 15, 2025

Article I – Name

The name of this organization shall be the Troy-Miami County Public Library.

Its locations are:

- Hobart Annex which includes Administrative Offices, Local History & Genealogy Center, and Maker Lab, 510 W. Water St., Troy, Ohio 45373
- Oakes-Beitman Memorial Library, 12 N. Main St., Pleasant Hill, Ohio 45359
- Troy Library, 419 W. Main St., Troy, Ohio 45373

Article 2 – Purpose

The purpose of this organization shall be to provide public library services to the people of its service area in accordance with the laws of the State of Ohio and the mission statement adopted by the Board of Trustees.

Article 3 — Organization

Troy-Miami County Public Library shall be organized as a County District Library according to the provisions of the Ohio Revised Code. A seven-member Board of Trustees that shall have legal authority to conduct, or to have conducted in its name, all official business of the Library, shall govern it.

Article 4 – Membership of the Board of Trustees

Per *Ohio Revised Code* 3375.22, four members of the Board of Trustees are appointed by the Miami County Commissioners and three are appointed by judges of the Miami County Court of Common Pleas. Each member shall serve a term of seven years.

When a vacancy occurs on the Board of Trustees, it shall be the practice of the Board to solicit viable candidates for the vacancy, keeping in mind the proper geographic, professional, and philosophical balance required of such a Board, and

present said candidates to the appointing body. Any appointment made to fill a vacancy shall be made by the same body, which appointed the trustee whose place has become vacant and shall be for the unexpired term.

All library trustees serve without compensation.

The Board of Trustees shall have all the powers and duties granted to it by law and detailed in *Ohio Revised Code* 3375.40. The board shall determine and establish in accordance with the law, the basic policies of the library with respect to:

- The appropriation and budgeting of funds.
- The establishment and maintenance of the library and library services.
- The acquisition, improvement, maintenance, insurance, use, and disposition of properties.
- The hiring, compensation, and responsibilities of, and the personnel policies concerning, library employees.
- The selection, collection, lending, and disposition of library materials.
- The acceptance of gifts.

The Board of Trustees shall be responsible for the hiring of the Library Director, and for ensuring that said Director carries out all of the policies of the Library in an effective, efficient, and lawful manner, consistent with the laws of the State of Ohio.

The Board of Trustees shall be responsible for the hiring of a Fiscal Officer and a Deputy Fiscal Officer and for ensuring they carry out the policies of the library in an effective, efficient, consistent with the laws of the State of Ohio.

The Board shall demand regular reports from the Library Director, the Fiscal Officer and other employees as needed to assure itself that the library is being operated as required by law, and according to guidelines, which the Board may devise.

All powers of the Library Board are vested in it as a board, and none at all in its individual members. The individual trustee has no power to act for the board in any way, unless authorized to do so by the board itself. The Troy-Miami County Public Library will provide reasonable coverage to indemnify trustees in the performance of their duties per Ohio Revised Code 3754.01.

Per *Ohio Revised Code* 3375.33, the Board of Trustees is a body politic and corporate and is capable of exercising powers and privileges conferred upon it by law.

Article 5 — Officers & Committees of the Board

Officers of the Board of Trustees shall consist of President, Vice-President and Secretary. There is no limit as to the length of time an individual may serve in any office.

It shall be the duty of the President to preside over all Board meetings; to appoint Board Committees; to act as the Board's representative as needed; and to sign the Board minutes.

It shall be the duty of the Vice-President to substitute for the President as needed in any capacity.

It shall be the duty of the Secretary to act as substitute for the President and/or the Vice-President as necessary, and to sign the Board minutes.

Standing committees include Building & Grounds, Personnel, and Finance. Committee members are elected at the Organizational Meeting.

The Building and Grounds Committee will consist of two or three board members, the facilities manager, the fiscal officer, and the director, and will meet as needed to discuss facilities repairs and upgrades.

The Personnel Committee will consist of two or three board members, the HR Manager, and the director, and will meet as needed to discuss the hiring, compensation, and personnel policies concerning library employees.

The finance committee shall consist of two or three members of the Board of Trustees, the fiscal officer, and the director. The Finance Committee shall advise the board on all matters relating to the library budget, appropriations, funds, investments, finances, receipts, and disbursements. The committee shall also monitor and review the library's accounting and financial reporting practices, legal compliance, financial condition, and controls over safeguarding of assets. The committee shall also review audits.

The Records Commission shall consist of the Board of Trustees and the fiscal officer. The commission shall meet at least once every twelve months and shall be responsible for overseeing the library's compliance with the Ohio Records Law as per *Ohio Revised Code* 149.411.

Other standing committees will be appointed as deemed necessary.

Article 6 – Meetings of the Board of Trustees

The Board of Trustees shall hold a regular meeting once a month, at the time agreed upon. Special meetings and emergency meetings shall be called as needed. Meetings shall be conducted in accordance with the State of Ohio's "Sunshine Laws."

The quorum necessary for the Board to transact business shall be four members.

An annual Organizational meeting of the Board shall be held in January of each calendar year, according to law. At this meeting Board Officers will be elected and Committee appointments made. The Fiscal Officer and Deputy Fiscal Officer will be appointed. The oaths of office will be administered and the Board's annual calendar will be approved. [ORC 3375.32].

Article 7 — Public Notice and Participation

The public is welcome to attend Board meetings at any time, except when the Board is in Executive Session, as defined by law. Board meeting notices are published on the library's website and inside library buildings. The Board will allow 30 minutes for public participation at board meetings. Those wishing to speak should communicate with the Library Director at least 24 hours prior to the board meeting and should be residents of Miami County. Each speaker is given 3 minutes to speak. All visitors are expected to conduct themselves in a manner consistent with the orderly completion of the meeting. The Trustees will listen and take all comments under advisement.

Article 8 — Executive Session

The board may enter into executive session for purposes as described in the Ohio Open Meetings Act [ORC 121.22]. The Board shall state the purpose of such a session and the motion must be approved in open meeting in a roll call vote by a majority of the board. The board may not act in executive session other than to vote to adjourn or recess the session.

Article 9 — Statement of Ethics

The Board of Trustees subscribes to the following Public Library Ethics Statement:

Public library Trustees are accountable for the resources of the library as well as to see that the library provides the best possible service to its community.

Every Trustee makes a personal commitment to contribute the time and energy to faithfully carry out their duties and responsibilities effectively and with absolute truth, honor and integrity.

- Trustees shall respect the opinions of their colleagues and not be critical or disrespectful when they disagree or oppose a viewpoint different than their own.
- Trustees shall comply with all the laws, rules and regulations that apply to them and to their library.
- Trustees, in fulfilling their responsibilities, shall not be swayed by partisan interests, public pressure or fear of criticism.

- Trustees shall not engage in discrimination of any kind and shall uphold library patrons' rights to privacy in the use of library resources.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the library, acknowledging and supporting the formal position of the Board even if they disagree.
- Trustees must respect the confidential nature of library business and not disclose such information to anyone. Trustees must also be aware of and in compliance with Freedom of Information laws
- Trustees must avoid situations in which personal interests might be served or financial benefits gained as a result of their position or access to privileged library information, for either themselves or others.
- A Trustee shall immediately recuse themselves whenever the appearance of or a conflict of interest exists.
- Trustees shall not use their position to gain unwarranted privileges or advantages for themselves or others from the library or from those who do business with the library.
- Trustees shall not interfere with the management responsibilities of the director or the supervision of library staff.
- Trustees shall support the efforts of librarians in resisting censorship of library materials by groups or individuals.

Article 10 — Amending the Bylaws

These bylaws supersede all previous bylaws adopted by this organization. They may be altered or amended, within the limitations imposed by law, by a majority vote of the Board of Trustees.

The applicable statutes of the Ohio Ethics laws and the rulings of the Ohio Ethics Commission also bind boards of Library Trustees.

Classroom Cards

Approved: October 15, 2014

Revised: August 16, 2023

The library strives to provide educators extended access to educational library materials and will provide special Teacher Cards to educational organizations, schools, teachers, home school parents, and leaders/staff of youth organizations.

Teacher cards have a six week check out period and items do not renew. Fees can accrue up to \$50. The item check out limit is 99.

1. An agency director, principal, or other person may choose to obtain a card and share their card with others in the organization. The person signing for the card is responsible for materials not returned.
2. The applicant will accept responsibility for any charges leveled against the card. Educators will be charged for lost or damaged materials. The library does not charge fines.
3. Teacher Cards will expire yearly on September 1 and can be renewed on the bookmobile, in person at any location, or by calling and speaking to a member of the Outreach Department or the Youth Services Department.
4. The Teacher Card should only be used to check out instructional materials for the classroom. Educators should check out personal items on a personal library card. If the card is misused, it will be cancelled.
5. The library will fill all requests with the understanding that the demand of library resources may limit the materials available.

Teacher Collection Procedures Using Classroom Cards

Educators may request a collection of books be selected for them by the Outreach department or Youth Services Department at either location. The library staff enjoys helping teachers provide materials to enrich the learning experience of their students.

1. Teachers wishing to use the Library should return their completed application to any location, the bookmobile, or email it to awackler@tmcpl.org for in-library use at Troy; ahellman@tmcpl.org for in-library use at Pleasant Hill; or ssimon@tmcpl.org for bookmobile use.
2. Request may be made by phone, email, or in person.
3. Requests must be made 7 days in advance of the intended pick-up date. The pick-up date is established when making the request.
4. Educators may request to be notified by email only when the collection is ready.
5. Delivery of a collection by the bookmobile will be made when the bookmobile arrives at the location as regularly scheduled. All other educators may request to be notified by email or phone when the collection is ready. Delivery of a collection can be made to schools in Troy through the "school pony."
6. The collection will no longer be available if not picked up seven days after the established pick-up date.
7. A collection may be returned to the bookmobile or the Library.

Collection Development Policy

Approved May 20, 2015

Revised: May 18, 2022

Revised: October 18, 2023

The Troy-Miami County Public Library Board of Trustees and staff fully endorse and affirms the following objectives:

- To serve all people
- To provide a variety of materials and programming for informational, educational, recreational, and cultural needs
- To provide qualified staff to give guidance in the use of materials
- To provide access for all people
- To initiate a leadership role in the community to serve as a link between the individual and the community
- To inform the public of Library resources and services
- To support intellectual freedom

In a free society, information on different points of view should be readily available to allow individuals to decide which ideas are meaningful to them. The public library is the institution that provides free access to these ideas. The Library, consequently, has the responsibility for selecting materials, which reflect a wide variety of ideas and may contain controversial points of view. Since the Library has a responsibility to protect the rights of all users, it does not limit the use of its collection. Library staff may offer guidance in selection; however, monitoring the reading, listening, and viewing of children is the responsibility of their parents or legal guardians. At no time will library staff act in loco parentis. Selection of materials will not be inhibited by the possibility that items may come into the possession of children.

The needs, interests and points of view of the Library's community range over the spectrum of all subjects inherent to contemporary society. The Library has a responsibility to provide a diversity of materials in various formats. Materials are selected to reflect changes in educational, cultural and intellectual ideas and the impact of new technology within the limitations of budget and space.

The selection of any material for the collection does not constitute an endorsement of its content. Selection decisions are made on the basis of merits of the work, meeting the needs of users, and serving the interests of users.

Criteria for Selection

While a single standard cannot be applied to each potential item for selection, materials are judged by the following criteria:

- Public demand

- Accurate and authoritative information
- Price
- Historical or cultural significance to Troy and Miami County
- Critical reviews or publicity
- Duplication of content in other formats
- Currency of information
- Availability of material elsewhere within our local and state library lending partner's collections
- Potential and/or known demand for the material
- Relevance to community needs
- Relative importance in comparison with existing materials in the collection on the same subject

These criteria apply to purchased and donated materials as well as special collections.

Special Collections

From time to time, the Library may establish a special collection on a temporary basis or as a permanent collection, such as the Local History collection. A special collection may be developed to meet a particular need in the community or may be established to provide a comprehensive collection of works deemed necessary to address a topic in greater detail. The rules governing the purchasing of books and materials for special collections will be applied the same as the general collection.

Self-Published Materials and Local Authors

The library is often asked to include items that are written and/or published independently, including materials that are self-published or published through a vanity press company. The library looks for materials with regional connections and collection relevance that will appeal to a wide audience. Materials must meet the standards of this policy. Works added to the collection are subject to current weeding policies and procedures. Some items may not appear in the catalog because they do not meet cataloging minimum requirements.

Weeding

The Library weeds its collection on a regular basis to keep the collection current and as a timely resource for the community. The library staff will generally follow the principles established in The CREW Manual for Modern Libraries by Jeannette Larson for detailed guidelines for weeding. (CREW is an acronym for Continuous Review Evaluation & Weeding.)

Weeded materials will be donated to the Friends of the Library for book sales or disposed of through other means determined by the Library.

The process and decision to deselect an item takes into account the same criteria used when the item was first selected for inclusion in the collection. In addition, criteria such as obsolete information, insufficient use, excessive wear and tear, space availability, and changing user

interests are considered. Duplicate copies and items superseded by newer editions are reviewed for possible deselection.

Gifts and Donations

Gifts of miscellaneous books or other materials are accepted with the understanding that items which are not added to collections will be disposed of at the discretion of the Library. Any proceeds derived from such disposal may be used at the discretion of the administration for library improvement or staff development.

See Acceptance of Gifts Policy for additional information.

Statement of Concern Regarding library Resources

When patrons have concerns about specific material(s) in the collection, they should raise the concerns with the appropriate library staff. If the patron's concerns remain unresolved, they will be provided a "Statement of Concern" form. A Statement of Concern may be filled out by any Miami County resident. No form will be considered without a contact name and address or email included. Upon receipt of the completed form, the library director, in consultation with library staff, will review it using criteria from the Collection Development Policy and respond to the user. The Library Director will report results of all reviews to the Library Board of Trustees.

Statement of Concern Regarding Library Materials

Anyone from Miami County with a concern over library materials may fill out a Statement of Concern. Name and address, including street and city, must be included.

Please complete the following information:

Are you a Miami County resident Yes____ No ____

Name _____ Date _____

Address _____

Email _____

Title of Item _____

Author _____ Publisher _____

FORMAT (please circle): BOOK DVD MUSIC CD OTHER _____

Do you represent yourself? _____

Do you represent an organization? (Please identify) _____

Did you read, listen to, or view the item in its entirety? _____

If not, what parts did you read, listen to, or view? _____

What brought this resource to your attention? _____

What is your objection to this item? Please be specific and cite pages or scenes. _____

What harmful effects do you feel might be the result of library having this item? _____

Overall, do you believe there is any value in this resource? _____

What would you like the library to do about this item? _____

Additional comments: _____

Patron Signature: _____ Date: _____

Freedom to Read Statement

The freedom to read is guaranteed by the Constitution of the United States. As a library, we wish to uphold this freedom by ensuring the public has a wide variety of reading options.

We therefore affirm these propositions:

1. *We strive to make available the widest diversity of views and expressions, including those that may be perceived by some as unorthodox, unpopular, or considered dangerous by others.*
2. *Librarians do not necessarily endorse every idea or presentation they make available. They do not set their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
3. *Librarians will not bar access to writings on the basis of the personal history or political affiliations of the author.*
4. *We will not make any efforts to coerce the taste of others, to predetermine the suitability of topics for particular age groups, or to inhibit the efforts of writers to achieve artistic expression.*
5. *We will not attempt to influence a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
6. *As guardians of the public's freedom to read, Librarians will challenge encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
7. *Librarians will support the full meaning of freedom to read by providing books that enrich the quality and diversity of thought and expression.*

We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are objectionable to some people. However, while we acknowledge that some ideas can be dangerous; we are committed to preventing the suppression of ideas which would thereby limit a significant freedom established by our Constitution.

Troy-Miami County Public Library's mission statement says the library will "provides opportunities to enrich, empower, educate, and entertain Miami County residents." We strive to make this statement true for all members of our community.

Concealed Carry Resolution

Troy-Miami County Public Library **Policy**

Whereas the Troy-Miami County Public Library is a community gathering place for lifelong learning, and

Whereas the Troy-Miami County Public Library has children and adults of all ages in their buildings at all times, and

Whereas the Ohio General Assembly has enacted legislation that includes an exemption for public libraries as a permissible location for concealed weapons,

Therefore, be it resolved, that the Board of Trustees of the Troy-Miami County Public Library, does not permit weapons of any kind, either concealed or in plain view, on its property or in its buildings, unless the owner of the weapon is a law enforcement officer, and

Be it further resolved, that the Board of Trustees of the Troy-Miami County Public Library will post the necessary notification of its status as exempt from Ohio's Concealed Carry Legislation, as required by the Ohio Revised Code.

[Approved April 2, 2002 by the Troy-Miami County Public Library Board of Trustees]

Ohio Revised Code 2923.1212 states:

"Unless otherwise authorized by law, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto these premises." A weapon is defined as a handgun, rifle, knife and/or any other object whose purpose or use is to inflict physical harm to another individual.

Troy-Miami County Public Library

Confidentiality of Patron Records

Approved: August 18, 2010

Revised: June 21, 2023

It is the policy of the Troy-Miami County Public Library to protect the privacy of its patrons and to keep confidential library records that contain identifying information or other confidential information concerning its patrons. This protection includes, but is not limited to, registration, circulation, computer use, and video surveillance. In compliance with the release of library record or patron information statute in Ohio Revised Code Section 149.432, the Library shall not release any library records that identify any individual patron or disclose any patron information except in situations specified in that statute.

Should a subpoena, search warrant, or other court order be issued, the Library shall immediately refer the court order to the Library's legal counsel for review. Requests by a law enforcement officer for a release of records under Ohio Revised Code Section 149.432 (B)(2)(b) shall also be referred to the Library's legal counsel for review so the Library may receive guidance regarding what constitutes a matter involving public safety in exigent circumstances.

Library Patron records may be accessed, viewed or modified only by authorized staff members for legitimate business purposes. Patron information is not to be accessed, discussed with or disseminated to any unauthorized third party. Negligently or intentionally accessing, or disclosing confidential patron information is in violation of Library policy.

Exceptions to Confidentiality

Under Ohio law, a patron's library records or information shall not be made available to any agency of federal, state, or local government, or to any spouse or other individual other than the individual who is the subject of the record or information, except as follows:

- For the records or patron information pertaining to minor children when requested by parents, guardians, or custodian.
- In accordance with a subpoena, search warrant, or other court order, or to a law enforcement officer who is investigating a matter involving public safety in exigent circumstances.
- Upon the request or with the consent of the individual who is the subject of the record or information.
- For library administrative purposes as defined by Ohio Revised Code 149.432.

Conflict of Interest Policy

[Approved 2012 by the Board of Trustees of Troy-Miami County Public Library]

The Troy-Miami County Public Library relies solely on the *Ohio Revised Code* and the *Ohio Administrative Code* for laws and guidelines. The Troy Miami County Public Library is on a biannual audit cycle by the Auditor of State of Ohio to ensure that our library is following all laws established in Ohio.

Troy-Miami County Public Library

Credit Card Use Policy

Approved: February 19, 2014

Revised: September 19, 2018

December 18, 2019

January 20, 2021

July 21, 2021

May 18, 2022

October 19, 2022

November 16, 2022

January 18, 2023

This policy applies to all payment cards, checks or other payment instruments associated with a credit account issued by a financial institution or a retailer, and payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as “credit cards.” This policy does not apply to procurement cards or to gas cards or other payment cards that are capable of use only for the purchase of certain limited types of goods. The Library will not have any debit cards.

Individual Credit cards will be established in the name of the Troy-Miami County Public Library and the specific maximum credit limit for each set by the Fiscal Officer.

Credit cards may be issued to the following designated employees:

- Executive Director with a credit limit up to \$10,000
- Fiscal Officer with a credit limit up to \$5,000
- Adult & Tech Services Manager with a credit limit up to \$3,000
- Youth Services Manager with a credit limit up to \$3,000
- IT Manager with a credit limit up to \$3,000 ...
- Maker Lab Manager with a credit limit up to \$2,000
- PR & Marketing Manager with a credit limit up to \$2,000
- Human Resources Manager with a credit limit up to \$2,000
- Facilities Manager with a credit limit up to \$2,000

A credit card may not be used by anyone other than the individual to whom it is issued without prior permission from the Fiscal Officer or Director. A regular purchase order should be created and approved by the Fiscal Officer for every purchase, or there must be a blanket purchase order for the correct account code, before the purchase is made. Total monthly charges on a credit card shall be less than the monthly limit set by the Director.

The Fiscal Officer will work with the appropriate financial institutions to determine the best type of credit card accounts for the Library. Additionally they will work with local merchants that may issue store credit cards that the Library may wish to utilize.

Other responsibilities between the financial institution and Fiscal Officer include:

- Expiration dates and re-issuance of replacement cards.
- Cancellation or adjustment of credit limits.
- Notification of lost or stolen cards.

The Library Board of Trustees will appoint a Compliance Officer to review all credit card accounts every six months, including the number of accounts and issued/active cards, account expiration dates, and credit limits. The Compliance Officer may use a credit card only if authorized by this policy.

The Compliance Officer may not authorize Library personnel to use a credit card, except the Library Director, serving in the role as Compliance Officer may authorize such use in accordance with this policy.

Prior to the initial receipt of a credit card, each individual must agree to and sign the credit card policy employee acknowledgement.

Each purchase made using a credit card will require ~~director approval~~, proper documentation (such as an order form or packing list) or an itemized receipt depicting the amount paid, the vendor, date, and the goods/services purchased to be submitted to the Fiscal Officer promptly. All documentation to support the expenditure must be sent to the Fiscal Officer prior to the receipt of the monthly statement. Non-itemized cash register receipts or handwritten requests will not be accepted. In the case of a lost receipt, it is the employee's responsibility to obtain a new receipt or provide reimbursement for the purchase.

The purchase of restricted items including, but not limited to alcoholic beverages, will be the sole responsibility of the charger.

Use of a credit card for personal expenditures or expenditures in excess of the assigned credit limit may constitute misuse. Any employee engaging in misuse will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination.

The Director may authorize other employees to make purchases from time to time as needed. If this occurs, the card will be signed out by the employee and returned promptly with the required receipt. The return date will be recorded into the Fiscal Officer's record book. Only the individual who signed out the card may use the card. Use of the card is limited to the library employee whose name appears on the face of the card unless expressly authorized by the Director. Employees may request to use a loaned TMCPL credit card for preapproved purchases. Loaned credit cards must be returned to the Fiscal Officer or his/her designee within one business day of purchase or two business days after return from travel.

The Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available upon request in the Fiscal Officer's office.

All personnel are required to promptly notify the Fiscal Officer when they become aware that a credit card has become lost or stolen. Additionally, if any employee becomes aware of unauthorized or fraudulent use of the credit card accounts they must immediately report this to the Fiscal Officer and Director.

All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Troy-Miami County Public Library, 419 W. Main Street, Troy, OH 45373. Payment of the monthly statements should be made in a timely fashion so that finance charges and late payments are not incurred.

On a semi-annual basis, the Fiscal Officer will submit a report to the Library Board of Trustees regarding all credit card rewards received by the Library. Rewards points and gifts associated with credit cards are the property of the library and require Director approval to utilize.

Each employee is responsible for the safekeeping of any credit card in their possession. It is important to protect and not divulge the account number, CVV or other pertinent information except to the vendor in order to make the authorized purchase. Employees are personally responsible for any unauthorized credit card expenditures and any expenditures made in violation of the Library policy.

Credit cards are the property of the library and must be returned to the Fiscal Officer or Director upon termination of employment with the Library.

Credit Card Responsibility and Use Procedures

A credit card account has been established to meet the needs of your department for incidental purchases. Upon receipt of proper documentation and itemized receipt, credit card expenditures will be paid through the Fiscal Officer's office. ****A credit card does not replace requisitions and purchase orders.*

Expenses may be incurred with the credit card only if all of the following conditions are met:

Expenditures must be within the guidelines of the particular activity of your department and budget. The expenditure may only be made after the approval of any required requisition and purchase order. The credit card is not to be used for any personal expenses.

Expenditures to be paid must be less than your credit limit of \$ _____. There are no exceptions.

Proper documentation to support the expenditure must be sent to the Fiscal Officer prior to receipt of the monthly statement.

A. Proper documentation is to include:

- Itemized paid receipt indicating the amount paid, the vendor, and an itemized description of the purchase.
- In the case of books, subscriptions, or similar types of orders, a copy of the order form or document, and the packing slip or other receiving document.
- A hardcopy printout for any items ordered online.

B. Examples of documentation not allowed:

- Non-itemized cash register receipts.
- Handwritten requests for reimbursement without receipts or other verification.

The Library is exempt from sales tax, and all reasonable efforts should be made to ensure that sales tax is not charged by vendors in connection with purchases made via credit card. A tax exemption certificate is available in the Fiscal Officer's office. In some cases, if you merely mention to the vendor that the purchase is tax exempt, no sales tax will be charged.

Safekeeping. You are responsible for the safekeeping of the credit card. You shall not permit anyone else to use the credit card or disclose to anyone (other than the vendor/merchant in connection with a purchase) the card account number, CVV, or other pertinent account information.

Unauthorized Use. If you become aware of any unauthorized or fraudulent use of the credit card, or if the credit card is lost or stolen, you must immediately report same to the Fiscal Officer and Compliance Officer.

No Right to Credit Card. The credit card is issued to you on a temporary basis, and remains the sole property of the financial institution from which it was issued. The right to use the credit card may be revoked at any time without notice by the issuing financial institution or by the Library's Fiscal Officer or Director. You must immediately return the credit card to the Library upon termination of your employment with the Library or in the event of a change in your position/title.

Personal Responsibility. You are personally responsible for any unauthorized credit card expenditures and expenditures made in violation of applicable Library policy.

Policy. In addition to the terms set out herein, use of the credit card is subject to the Library's Credit Card Policy.

I have read and fully understand and accept my personal responsibilities and liabilities in regard to the credit card issued to me, including the terms set out in the Library's Credit Card Policy. I further acknowledge that any misuse of the credit card may result in disciplinary action up to and including termination of employment.

Cardholder Signature: _____ Date: _____

Witness: _____ Date: _____

Disposal of Surplus Materials and Equipment

[Approved March 21, 2011, by the Troy-Miami County Public Library Board of Trustees]

The Fiscal Officer is authorized by the Board to dispose of library materials, furniture, or equipment that staff has determined is no longer functional or useful.

The library Director or designated staff member may sell or discard such items, or, when an item cannot be readily or practicably sold by the library, may give such items to a nonprofit organization or governmental unit.

Sale or Donation of Surplus Items

Items may be stored until enough are gathered to have a sale of the surplus furniture and equipment. The Fiscal Officer can note on specific items if there is a minimum bid price. In a case where the estimated market value of a surplus item to be sold is in excess of \$1,000, a written sealed bid procedure will be followed or a sold at a live, publically announced auction. If only a few items are to be sold or there are severe space limitations, a price will be established by the Fiscal Officer (referencing the age, condition and original price, if known) and these items will be sold to the first person presenting payment. Surplus property may be donated or sold to another library or other non-profit organization. The price will be established by the Fiscal Officer based on negotiations with the other organization. Items that may be difficult to sell may be sold to recycling companies, scrap metal dealers, liquidators or auction houses. Surplus property may also be discarded if it is deemed to be in such poor condition that it is not worth storing until a sale is held. Proceeds from the sale of items will be deposited to the General Fund of the Library.

Restrictions on Surplus Sales

The staff member who declares an item to be surplus, and any members of his/her immediate family, are not permitted to purchase any sale item.

Purchases also will not be permitted by the Director, Fiscal Officer, or members of the Board of Trustees and their immediate family members. If an item of surplus inventory is believed by the Director or Fiscal Officer to have unusual, historic, or artistic value such items may be referred to the Board for determination of value; that evaluation process may require the services of a professional appraiser or outside expert opinion.

Surplus Sale Notification

Notification of items for sale may be posted on the Library's website, public bulletin Boards in the library, or in news releases to the community newspapers. The notification will advise potential buyers that items will be sold as is with no guarantee and must be removed at their own expense by a specified deadline.

Emergency Action Policy

Approved: April 19, 2023

It is the policy of the Troy-Miami County Public Library to take every possible action to comply with all emergency regulations and protect employees in emergency situations.

The Director is responsible for making sure this Emergency Action Plan is kept up to date and reviewed periodically. The Director can be reached at 937-339-0502.

When uncertain if an evacuation is necessary, staff should err on the side of caution and follow designated evacuation procedures.

The procedures listed below should be followed as time permits. Safety of patrons and staff should never be risked in order to secure the facility.

Safety of staff should not be risked if patrons refuse to leave the premises during an emergency evacuation. Staff should report any patrons who fail to heed a reasonable request to evacuate.

(Procedures vary by location).

Emergency Contractors Policy

Approved: August 17, 2022 by the Board of Trustees of Troy-Miami County Public Library

I. **POLICY**

Troy-Miami County Public Library is committed to providing facilities that are functional and safe for staff and patrons. If a situation arises which requires repairs to, or replacement of, Library equipment or fixtures, the manager, facilities supervisor, or staff member in charge, is responsible for making a decision as to the need for immediate action.

II. **PROCEDURES**

1. Attempts shall first be made to contact the Facilities Supervisor. The director, or Pleasant Hill village superintendent (if appropriate), may also be contacted for assistance and guidance in determining the best course of action.
2. If immediate repair, replacement or service is needed, the manager or staff member in charge in consultation with a manager may contact a preferred contractor (listed below) and make arrangements for repair/replacement services. Preferred contractors are for use at both the Troy Library and the branch libraries.

Preferred Contractors

Fire Monitoring	MegaCity	937-329-9874
Security Cameras	River Valley	937-773-1541
HVAC	Chilltex	937-710-3308
Glass Repairs	Hemms Glass Shop	937-339-3301
Roofing	Cotterman & Co.	937-433-8268
Drains, Pit & Plumbing	Wagner Plumbing	937-266-7448
Electrical	Tri-City Electric	937-570-6497
Disaster Clean Up	Complete Detail	937-870-3780
Elevators	Otis Elevator	937-339-3301

3. If a preferred contractor is unavailable for emergency service, the Facilities Manager must be consulted to find an alternate vendor and to arrange payment with the vendor.
4. If no vendor is immediately available and staff and/or patron safety is at risk, access to the affected area of the Library shall be restricted and the Library closed, if necessary.
5. If there is a facilities emergency at the Hobart Government Center, please use the following information. (Most emergencies will be facilities and NOT IT).
 1. 24x7 Miami County Facilities can be reached at 937-440-5998
 2. 24x7 Miami County IT can be reached at 937-440-5440

6. Email: HelpDesk@miamicountyohio.gov Email can be used at any time for Miami County IT and will autogenerate a helpdesk ticket. If after hours, please call as emails / helpdesk tickets are not monitored on a timely basis after hours.

GUIDELINES

Safety of patrons and staff is the first consideration when weighing the need for immediate repair, or replacement of, Library equipment or fixtures.

Emergency Facility Problems Policy

Approved: August 17, 2022 by the Board of Trustees of Troy-Miami County Public Library

I. **POLICY**

Troy-Miami County Public Library is committed to providing facilities that are functional and safe for staff and patrons. If a facility problem (i.e. gas leak, power outage, water loss or serious damage, loss of heat or air conditioning) arises and the facilities manager and director cannot be reached, the branch manager or any manager may make the decision as to the need for immediate action.

II. **STAFFING**

Staff members who can continue to work safely at their assigned area may do so. Non-exempt staff members may be reassigned to another facility or department to temporarily respond to the emergency facility problem. If no alternative work is available, full-time and modified full-time staff may be granted use of vacation, holiday or compensatory time. If an employee has no accrued vacation, holiday, or compensatory time available, the time missed shall be considered time off without pay. Staff who do not accrue time off and who cannot be reassigned to another location will not be paid for time missed due to the emergency. Exempt staff members are expected to work either from an alternative location or from home.

III. **PROCEDURES**

1. The facilities manager or director may be contacted for assistance and guidance in determining the best course of action. Examples of things needing immediate attention include, but are not limited to:

- I. Water coming into the building
- II. Partial or complete loss of power
- III. Sewage backing up into the building
- IV. A broken window
- V. An electrical arc
- VI. Temperature above 78 degrees or below 65 degrees

Note: Since this is not a complete list of examples, please use your best judgement when to make a call

2. If immediate repair or replacement is needed, the manager may contact a preferred contractor (refer to Emergency Contractors policy) and make arrangements for

repair/replacement services in consultation with the facilities manager. The Pleasant Hill village superintendent may also be contacted, if appropriate.

3. If the facility problem is related to a public utility (i.e. water, electricity), the manager should contact the appropriate utility company to request information on the expected duration of the repair.
4. If a power outage occurs during the day, there may be sufficient light to allow patrons to remain in public spaces with windows until the likely duration of the power failure can be determined. Under most circumstances, the decision to close will not be made until the location has been without power for more than one hour.
5. Fire alarms and security alarms are communication lines separate from the power systems and should remain functional in a power outage.
6. In the event of damage to Library buildings or contents, staff should take steps to protect Library property from further damage, take photos of the damage, and separate damaged contents from undamaged contents. Damaged items should not be discarded until a claims adjuster has assessed the damage.
7. If a situation develops, which causes unsafe conditions for the staff or patrons (i.e. power outage after dark, severe gas leak), the manager has the responsibility and the authority to clear or close the library as soon as possible.
8. If the decision to close the library is made, the manager or staff member in charge should inform the Executive Director and Facilities Manager and post signs on all entrances advising the public why the library is closed.
9. If safe and functional, staff members may be permitted to remain in the building until it has been determined whether the emergency is likely to be corrected prior to the regular closing time.
10. Patrons who ask to remain in the building until they can be picked up or for other legitimate reasons should be permitted to do so with staff supervision for a reasonable period of time. In such circumstances patrons should be permitted to use the Library's phones to make emergency arrangements.

IV. GUIDELINES

1. The health and safety of patrons and staff is the first consideration when weighing the need for immediate repair, or replacement of, Library equipment or fixtures.
2. All staff members should be acquainted with the location of all emergency controls (shut-off for gas, electric, water, etc).

Exhibits and Displays

[Approved April 20, 2011 by the Troy-Miami County Public Library Board of Trustees]

Exhibit and display spaces are used primarily for the promotion of library materials, programs, and services, and preference shall always be given to library needs. When these spaces are not otherwise in use, the library may provide, at its discretion and subject to the stipulations below, space for the display or exhibit of collections or materials which are of general interest to the public.

Displays or exhibits promoting local educational, cultural, or recreational opportunities are encouraged. The following categories of exhibit material are specifically excluded: displays which only serve to advertise active business or commercial ventures; and partisan materials which promote current political candidates, campaigns, parties, or issues. The library reserves the right to approve the content and arrangement of all exhibits, and the director shall make the final determination as to whether materials comply with these guidelines.

Requests for display space will be made on the Exhibits and Displays Form and approved by the director. Placement of displays will be at the discretion of the director. Requests for space are filled on a first-come, first served basis. Displays typically will stay up no more than two weeks.

The presence of a particular display in the library does not necessarily indicate that the library either advocates or endorses the viewpoints of exhibits or exhibitors.

The library assumes no responsibility for the preservation, protection, or possible damage or theft, of any item exhibited or displayed. Items are placed on display in and outside of the library at the owner's risk. All exhibitors will sign a form that releases the library from any responsibility for exhibited items.

Exhibits and Displays Form

Name _____ Phone _____

Organization _____

I am requesting:

☐ To place a sign outside

☐ To have a display in the lobby

☐ To have a display in the library

☐ Other _____

Dates requested: _____

By signing below, I acknowledge that the library will not be held responsible for any damage to or theft of items on display.

Signature

Date _____

Fines and Fees Policy

Troy-Miami County Public Library

(Approved August 14, 2019 by the Troy-Miami County Public Library Board of Trustees)

Library materials should be returned in a timely fashion so that they will be available for all members of the community on a regular basis. Borrowing library materials is a privilege extended to any patron with a valid Troy-Miami County Public Library card or consortium library card. Library patrons are responsible for the care and return of items checked out on their library cards and will be charged for lost and damaged items. The charging of replacement costs for lost or damaged items is a tool for encouraging patrons to return library materials on time and in good condition. The library reserves the right to restrict borrowing privileges on accounts for those who have not returned materials and/or paid fees.

Fiscal Policy

Approved: February 19, 2020

Revised: August 21, 2024

The Troy-Miami County Public Library Board of Trustees establishes a Fiscal Policy to ensure good stewardship of all revenues and to comply with the Ohio Revised Code, laws of the United States and its agencies, requirements of the Ohio Auditor of State, and procedures of the Miami County Auditor's Office. All additions and changes to this Fiscal Policy must be approved by the Board of Trustees. The Board authorizes the Fiscal Officer to establish Financial Procedures (separate from the Fiscal Policy but listed here) approved by the Executive Director which will be reported to the Board but are not subject to Board Approval.

FISCAL OFFICER AND DEPUTY FISCAL OFFICER

In compliance with ORC 3375.36-3375.39, the Board will appoint a Fiscal Officer who will be responsible for receipting all funds, making payments, financial reporting, investing funds, maintaining banking relationships, administering financial and accounting systems, compliance with all financially-related laws and regulations, securing insurance coverage, serving on the Public Records Commission, and other financial duties of the Library as enumerated in the Fiscal Officer Job Description. The Fiscal Officer will create and maintain budgets with the Executive Director and input from managers to be approved by the Board of Trustees.

The Board may also appoint a Deputy Fiscal Officer, who along with the Fiscal Officer will be appointed annually for a term of one year. The Fiscal Officer may delegate tasks to a Deputy Fiscal Officer or other administrative assistant for which the Fiscal Officer is responsible and may be legally delegated.

At the beginning of each term of the Fiscal Officer, the Board will issue an Order to Pay Certificate to the Miami County's Auditor Office authorizing the Fiscal Officer to exercise the functions of Fiscal Officer.

FINANCIAL REPORTING

At the end of every month, a bank reconciliation reflecting the balance of all accounts except the Endowment Fund held by the Troy Foundation will be completed prior to preparing monthly financial statements for the Board of Trustees. The Troy Foundation Endowment account will be reconciled quarterly, one month in arrears due to the frequency and timing of the Foundation's quarterly account statements. The following financial statements will be prepared that reflect the current financial position of the Library and sent to the board the week before the monthly meeting:

1. Summary of the bank reconciliation.
2. Listing of all bank and investment beginning and ending balances.
3. Listing(s) of all accounting, withholding and payroll payments with payroll payments summarized by pay period to protect employee privacy.
4. Listing of all receipts for the month.
5. Summary of all funds showing beginning balances, revenue, expenditures, encumbrances, and fund balances by fund.
6. Statement(s) showing all appropriations, revenues, and expenditures for the month and year by fund, program, and object category.

FUNDS ESTABLISHED BY THE BOARD

General Operating Fund

This fund is used for the operation of the Library and to account for all financial resources not accounted for or reported in another fund. Receipts include the Public Library Fund, property tax revenue, unrestricted contributions, fees, refunds, and interest. This fund is appropriated at the program code level.

Ada Pressman Fund

This fund was established when the Library received a substantial, unrestricted gift from the estate of Troy Native, Ada Pressman. The fund was separated from the General Operating Fund to allow the Board of Trustees to monitor and control the use of the fund. Appropriations and expenditures require prior approval by the Board. When submitting the Annual Financial Report to the Ohio Auditor of State, this fund will be consolidated with the General Operating Fund. This fund is appropriated at the fund level.

Imagination Library Fund

This restricted fund is used for the operation of the county-wide Dolly Parton Imagination Library Program that provides books free of charge for registered children from birth to five years of age. Receipts include restricted donations from individuals, agencies, foundations and fundraisers to assure continued funding. This fund is appropriated at the fund level.

Building & Repair Fund

This restricted fund is used for major renovations, new construction, or extensive repairs required for the upkeep of the Library. This fund is appropriated at the fund level.

Bookmobile Replacement Fund

This restricted fund is to build a reserve of monies for future replacement of the Bookmobile. This fund will be appropriated at the fund level when it is needed to be used.

Special Revenue Fund

This fund is for the accounting of grants, gifts, and contributions of a significant amount which are restricted by a donor or other external party. This fund may be separated into sub-funds with the use of UAN cost centers to help with the accounting of the expenditures. This fund is appropriated at the Fund Level.

Establishing New Funds

New funds can only be created by a resolution of the Board of Trustees and approval of the Ohio Auditor of State's Office, unless a separate fund is required by the federal government to account for a newly awarded federal grant. The new fund number must be a four-digit number which conforms to the rules for Library Fund Numbers established by the Ohio Auditor of State's Office and documented in the UAN Accounting Manual.

TRANSFER BETWEEN FUNDS

Transfers from the General Operating Fund to other funds require prior approval by the Board of Trustees.

as cited from the 1982 Attorney General's opinion no. 82-056. Such authority shall be exercised through a resolution of the Library Board upon the recommendation of the Fiscal Officer or Library Director. Transfers from other funds might also require release from donor restrictions or other conditions.

SOURCES OF FUNDS

State Funds

The State currently supports public libraries by distributing 1.7% of the General Revenue Fund's monthly revenues to the counties in the form of the Public Library Fund. Each month the County Auditor electronically communicates the amount of PLF to be distributed to each library and then deposits that amount in their checking account. Currently, Troy-Miami County Public Library receives 40.79% of the PLF distributed to Miami County based upon a long-standing agreement between the libraries in the county which considered several factors including area served and population.

Levy Funds

The Library also has a continuing tax levy. The funds are collected and reported by the Miami County Auditor on a semi-annual basis. After the Auditor's Office makes an electronic deposit into the Library's checking account, the Fiscal Officer records the gross amount of the receipts as revenue and the tax collection fee (which the County Auditor deducts) as an expense.

Additional funds

Additionally, the Library may receive funds for lost materials, the cost of services provided to patrons, and restricted and unrestricted donations from a variety of sources. The Library also applies for federal, state, and local grants as opportunities to do so arise.

GENERAL LEDGER

The accounts for the general ledger will consist of revenue accounts and expense accounts with unique general ledger (GL) codes for each. New accounts can be created by combining the segments which are described below.

Revenue GL Codes

General ledger revenue codes consist of three segments or codes:

- Fund Code: Four digits representing the fund with which the account is associated.
- Revenue Code: Three digits signifying the source of funds. The codes which can be used are specified by the Auditor of State and described in the UAN Accounting Manual.
- Cost Center: A four-digit code consisting of either zeroes, or a code specified by the Fiscal Office. See below for more detail.

Appropriation GL Codes

General ledger appropriation codes are often referred to as expense codes and consist of four segments or codes:

- Fund Code: Four digits representing the fund with which the account is associated.
- Program Code: Three digits which indicate the category of expense. These are specified by the Auditor of State which requires that they be used. The use of summary codes (e.g.

100, 200, etc.) is not permitted. The following are the codes which the Library uses or is likely to use, but does not include all codes available:

Program Code		Program Name
110		Public Service and Programs
120		Collection Development and Processing
210		Facilities Operation and Maintenance
220		Information Services
230		Business Administration
750		Intergovernmental
760		Capital Outlay
800		Debt Service
910	Transfers (between funds)	
920	Advances (between funds)	
930	Contingencies	

Object Code: Three digits which indicate the type of expense such as salaries, benefits, services, supplies, etc. The available codes which can be used are defined by the Auditor of State.

Cost Center: A four-digit code consisting of either zeroes, or a code specified by the Fiscal Office. See below for more detail.

COST CENTERS

Cost centers are the only code which can be created by the Fiscal Office. They can be used to separate out revenues and expenditures by departments within program codes, grants, restricted gifts (grants not awarded by a government), etc.

DEPOSIT OF RECEIPTS

The Fiscal Officer in consultation with branch managers will create and execute procedures for the receipt of cash and checks received for fees, donations, and other sources at the branches and Fiscal Office. These procedures will be approved by the Executive Director. The procedure will specify the amount of cash to be maintained at the branches in cash drawers, safeguarding of monies, instructions for counting receipts and transferring them to the Fiscal Office. Collected fees in excess of that maintained in cash drawers will be transferred to the Fiscal Office on a weekly basis. The Fiscal Office will then deposit those receipts weekly. Checks totaling more than \$1,000 will be deposited no later than the business day after they are received.

EXPENDITURES & PAYMENTS

The Board of Trustees acknowledges the importance of legal compliance, accuracy, and timeliness in the payment of library obligations.

PURCHASING AUTHORIZATION

The Library Board authorizes the Library Director to expend funds through the issuance of purchase orders as required to operate the library within the parameters of the duly approved budget and appropriations.

In the absence of the Library Director, such authority shall be designated to the following: President, Vice-President, other Board Member or Director's designee.

Certification of purchase orders shall be the responsibility of the Fiscal Officer's office; certification shall be executed by the Fiscal Officer, or in the absence of this individual, a Fiscal Officer's designee.

Regular Purchase Orders are used for a single order of a limited number of items or services. They should be requested prior to the purchase. The request should be accompanied with a quote, estimate, shopping cart list (before the order is placed), or other supporting documentation.

Blanket Purchase Orders are used for the following purposes:

- Payments made on a routine basis such as utilities, rent, and insurance benefits.
- Books purchased for collections from our primary vendor(s).
- Small purchases made repeatedly from the same vendor such as maintenance supplies from a specific store.
- Small office supplies.
- Supplies for programs.
- Professional development/travel where the cost will be paid to multiple vendors. A super blanket P.O. will be created for each professional development event.

SALES TAX

As a political subdivision of the State of Ohio, purchases by the library are exempt from state sales and use taxes, and from Federal excise taxes. A Blanket Certificate of Exemption is available from the Fiscal Officer.

REQUESTS FOR QUOTATIONS AND PROPOSALS

For those purchases not falling under the requirements of section 3375.41 of the Ohio Revised Code as detailed at the end of this section, quotations for prices are required for the purchase of any good or service over \$5,000 in total. Contracts with one vendor for a similar good or service cannot be split in order to override this requirement. The employee wishing to purchase goods or services over \$5,000 in total must secure at least two written quotes from two different vendors, with three quotes preferred. If it is determined by the Director that there is only one vendor that specializes in this type of good or service, a quotation from only one vendor will be acceptable.

The only exceptions to the \$5,000 threshold are:

- Proprietary software systems (e.g. Polaris) and support agreements used by the library
- Ongoing purchases of library materials
- Legal services for administration

Employees requesting quotations must set a firm date and time deadline for vendors to submit quotes, and may not divulge quotes received to any vendor in order to ensure that all quotations are considered fairly and equally. Managers are responsible for choosing the best possible quote and attaching all quotes following regular purchasing policies to be submitted to the Executive Director for approval.

Employees may divulge all quotes received to vendors if requested, but only after the best quote has been accepted. Final selection of quotations for goods and services will be those that are in the best interest on and/or represent the best value to the library.

FORMAL BIDDING EXCEEDING \$75,000

The Library Board is required to follow the formal bidding procedures outlined in Ohio Revised Code (ORC) § 3375.41 when it “determines to construct, demolish, alter, repair, or reconstruct a library or make any improvements or repairs, the cost of which will exceed seventy-five thousand dollars (\$75,000), except in cases of urgent necessity or for the security and protection of library property.” The purpose of this policy is to secure the best possible price for the Library of goods and services purchased by notifying prospective vendors that quotations will be taken.

PROFESSIONAL DEVELOPMENT AND TRAVEL EXPENSES

Conference attendance by library staff shall be authorized by the Library Director within limits of operational policies and within the confines of the budget and appropriation. Refer to the Employee Handbook for further details of professional development expenditures and reimbursement policies.

EXPENDITURES REQUIRING BOARD APPROVAL

Certain expenditures require prior approval of the Board of Trustees depending on the size or nature of the expenditure. Those include:

- Any individual item purchases not already approved or listed in the budget or appropriations which exceed \$5,000 shall be approved by a motion of the Library Board. The Library Director shall approve the purchase and then forward the recommendation to the Library Board.
- Changes in wages, insurance, or other benefits not budgeted.
- Purchases from the Ada Pressman Fund.
- Construction contracts exceeding the current threshold per section 3375.41 of the Ohio Revised Code shall be publicly bid.

However, the Board authorizes the Director, or their designee to secure goods and services without prior approval *in cases of emergency or where the security and protection of library property or members of staff are threatened*. Examples of emergencies include fires, floods, storm damage, or theft, damage to building or property. In these situations, details of the agreement or contract must be provided to the Board at their next regular meeting.

CONTRACTS

The Library Director, as chief administrative officer of the library, or the Library Director's designee, in the absence of the Library Director, shall have the authority to purchase items of equipment or any supplies needed for the routine and normal operation of the library for which funds have been appropriated.

Furthermore, the Library Director, or the designee, in the absence of the Library Director, shall have the authority to sign, approve, and otherwise endorse service agreements, contracts for the lease of circulating materials and subscriptions along with such other operating and maintenance agreements necessary for the safety and protection of the library, its property, staff and the general public for which funds have been appropriated.

Library Board approval shall be required for the following situations:

- Contracts, if such approval is required by law.
- Contracts involving the lease, purchase, sale, or disposal of real property whose value exceeds \$25,000

Except in extraordinary circumstances, only an officer of the Library may sign contracts.

PROCEDURES FOR SALE OF PROMOTIONAL ITEMS OR CONSUMABLES

- The Library Director may authorize the sale of promotional items purchased by the library on a situational basis. Promotional items purchased with public funds shall be sold at cost.
- Consumable items may also be sold by the library at cost.

FINANCIAL DISASTER RECOVERY PLAN

In the event of a natural disaster that destroys the permanent records, computer systems, and financial records of the Library, the following steps will be taken to recover the records and computer systems destroyed.

1. Replace all computers destroyed by the natural disaster.
2. Retrieve computer back-up disks kept offsite. This includes the UAN drives and the necessary software for staff and patron computers.
3. Upload pertinent back-up disks to servers, staff and patron computers.
4. Verify that the upload was successful.
5. Resume daily activities.

ACCOUNTS PAYABLE AND OTHER PAYMENTS

Accounts payable checks are issued biweekly. Checks for goods and services purchased by the library, per Ohio Revised Code 3375.35, must be signed by an officer of the Board of Trustees along with either the Fiscal Officer or Deputy Fiscal Officer. Facsimile signatures may be used. The Fiscal Officer is responsible for securing signatures and check stock. If required by the President or other signing officer, the Fiscal Officer will transmit a report of invoices to be paid for approval prior to issuing checks with facsimile signatures. Bank signature cards and facsimile signatures will be updated with any change in officers or positions as soon as possible.

Payments may be made by EFT or ACH when required by vendors of monthly services or other special circumstances based on the discretion of the Fiscal Officer.

A check stub is filed with the payment detail for audit purposes. Due to concerns of theft at USPS standalone mailboxes, checks are to be mailed by taking the payment envelopes to the local post office and dropping in the mail slot inside the post office.

PROGRAM PRESENTERS AND INDEPENDENT CONTRACTORS

All contracted workers are paid through accounts payable. Contracted workers must have on file a current W-9 form, and an Independent Contractor/Worker acknowledgement form for the Ohio Public Employees Retirement System before payment will be processed. If compensation is over \$600 in any calendar year, they will be issued a 1099 nonemployee compensation or miscellaneous information form, which is then filed with the Internal Revenue Service.

EMPLOYEE REIMBURSEMENTS

Employees requesting reimbursement for expenditures relating to Library business, such as programs,

travel, mileage, or other library business, must complete an expense reimbursement form, along with detailed receipts. The form and receipts must be approved by the employee's supervisor prior to submitting them to the Fiscal Officer for payment.

These expenditures must be pre-approved, as specified in the Employee Handbook.

Ohio sales tax will not be reimbursed, if paid. Ohio Sales Tax & Use Tax Exemption Certificate exemption forms are available from the Fiscal Officer. Mileage will only be reimbursed for employees driving on authorized and approved Library business at IRS approved rate at time of travel. The Fiscal Officer shall update the Travel Reimbursement form whenever the IRS changes the approved mileage rate.

PAYROLL

Payroll is processed on a bi-weekly basis for all employees. Timesheets are to be approved by the employee's supervisor or in the absence of the supervisor, the Director or Human Resources Manager. All funds are deposited directly into employee bank accounts by Friday of the payroll processing week. Whether the payroll is processed in house or by a third-party company, the Fiscal Officer is responsible for making sure the taxes and other deductions are paid in a timely manner. Additional procedures and policies for payroll can be found in the Employee Handbook.

ANNUAL APPROPRIATIONS BUDGET

The Library Board must adopt either a temporary or permanent appropriations budget by January 1st of each year in order to continue spending funds. If a temporary appropriations budget is used, a permanent budget resolution must be adopted and reported to the County Auditor no later than March 31st.

Total appropriations for each fund cannot exceed total resources available on the Official Certificate of Estimated Resources from the County Auditor. Appropriations can be amended any time during the fiscal year by Board resolution, but cannot exceed total resources as listed on the Amended Official Certificate. These resources include both estimated revenues and fund balances. The County Budget Commission meets in August to determine the amount of the Public Library fund estimate and the distribution to the other libraries in the county. The Fiscal Officer prepares a tax budget in time to be approved by the Board of Trustees and submitted to the Miami County Budget Commission by the deadline which the County establishes each year.

The Fiscal Officer will prepare the temporary and permanent appropriation budgets with input from the Executive Director and departmental managers, with the Executive Director having final approval over budgets for submission to the Board of Trustees.

Certificate of Total Amount from All Sources Available for Expenditures and Balances

This certificate is completed by the Fiscal Officer as soon after the budgetary year-end as possible and sent to the County Auditor's office. The purpose of the form is to report any actual unencumbered fund balances and to adjust estimated revenues if necessary.

CONTINGENCY

A maximum of 3% of the Library's total budget, per ORC § 5705.29(A)(1), can be budgeted by the Library in a contingency account. The contingency allows the Library Board to temporarily appropriate monies for

unexpected disbursements during the fiscal year. Monies cannot be expended from the contingency appropriation account, but can be transferred to any other appropriation account by the Fiscal Officer following rules of transfers and amending the Official Certificate.

BUDGETARY LEVEL OF CONTROL

The budgetary level of control is established in the Financial Policy section on funds and it determines the authority of the Fiscal Officer to reallocate appropriations between general ledger accounts. However, if the Board is presented with a budget at a different level of account detail for the appropriation resolution and subsequently entered into the minutes as being approved, then that becomes the level of control. The Fiscal Officer may only reallocate appropriations outside of that level of control with prior approval by the Board.

FIXED ASSET CAPITALIZATION

Fixed assets are defined as tangible assets for the Library with a useful life in excess of one year and an initial cost of \$500.00 or greater. The Fiscal Officer shall maintain fixed asset records, including any valuation and verification records, for all such items with sufficient information to permit the following:

- Identification and cost of the item;
- Adequate insurance coverage and records in the event of loss;
- Control and accountability of assets for the Board of Trustees.

Fixed assets will be assigned a property tag number that will be part of the fixed asset records. All computers and printers will also be assigned a property tag.

Items that become part of the physical building, that have an initial cost of \$500.00 or greater will be included in the improvement category. This can include the cost of professional services, such as architectural, engineering or legal fees, that are expended as part of the improvement. Improvements to the physical building, (such as water heaters, boilers, and shelving) that are greater than \$500.00 will not be tagged, but will be included in the improvements category.

DISPOSAL OF LIBRARY, FURNITURE, EQUIPMENT

The Board of Trustees authorizes the Fiscal Officer or their designee(s) to dispose of library furniture, equipment and materials by either sale or discarding, in accordance with the applicable statutes.

INSURANCE COVERAGE

Property/Error & Omissions

Responsibility for securing and maintaining adequate insurance coverage for property and errors and omissions is delegated to the Fiscal Officer. Insurance shall be maintained for adequate replacement value of covered contents. Annual review of errors and omissions policy limits shall be conducted by the broker and Fiscal Officer and the insurance premium amount shall be approved by the Board of Trustees.

Public Official Surety Bond

A bond is required for the Fiscal Officer each year by Ohio Revised Code § 3375.32. The amount shall be reviewed and approved by the Board of Trustees annually.

CERTIFICATE OF TRANSITION

As of April 21, 2021, a Certificate of Transition is required under ORC § 117.171. The purpose of the Certificate of Transition is to facilitate a smooth and efficient transition of power or change in position to benefit both incoming and outgoing fiscal officers as defined by ORC § 5705.51 (D), as well as the constituents. It should be provided by the outgoing fiscal officer to the successor before the outgoing fiscal officer's last official day in the position; however, if an immediate successor has not been appointed by the Board of Trustees, the Certificate of Transition should be addressed to the Board of Trustees, with the Board President countersigning as the recipient of the letter.

A draft Certificate of Transition will be maintained by the Fiscal Officer in case of their unexpected vacancy. The contents will mirror the required format of the required Certificate of Transition as much as practical and are defined in the Financial Procedures.

THE TROY-MIAMI COUNTY PUBLIC LIBRARY ENDOWMENT FUND, a fund of the Troy Foundation.

The Troy-Miami County Public Library Endowment fund operates exclusively for the purpose of advancing the goals, objectives, and priorities of the Library as established by the Board of Trustees of the Troy-Miami County Public Library (hereinafter referred to as the Library Board) and to receive, hold, invest, and administer property, and to make expenditures to or for the exclusive benefit of the Troy-Miami County Public Library selected from priorities established by the Library Board.

RECEIPT OF TROY LIBRARY ENDOWMENT FUND MONIES

- Funds designated for deposit into the Troy-Miami County Public Library Endowment Fund will be deposited with the Troy Foundation.
- All accounts will be reconciled on a quarterly basis by the Fiscal Officer and reported to the Library Board.
- Contributions specified for the Troy-Miami County Public Library Endowment will be recorded and reported to the Library Board on a monthly basis.
- All interest, dividends and capital gains collected on Investments will be reinvested in the Fund unless expressly designated for another use by the Library Board.

PAYMENT/GRANTS OF TROY LIBRARY ENDOWMENT FUND MONIES

- Payments made from the Troy-Miami County Public Library Endowment Fund will be exclusively for the purpose of advancing the goals, objectives, and priorities of the Troy-Miami County Public Library as established by the Board of Trustees of the Troy-Miami County Public Library.
- Payments will be authorized by Library Board resolutions. The Director will initiate payments by the Troy Foundation for all payments/grants.
- The Fiscal Officer is responsible for maintaining accurate records of payments and grants made from the Fund and the reporting of said information to the Library Board.

Gifts and Donations Policy

Approved: February 18, 2009

Revised: August 16, 2023

Revised: August 21, 2024

The Troy-Miami County Public Library accepts gifts of money, books, and tangible items which can be used to further the aims and purposes of the library as stated in its mission and policies. The library reserves the right to refuse a gift if the conditions of acceptance are contrary to these aims and purposes or would result in the incurrence of excessive expense or administrative support. The library does not normally accept items for permanent exhibit.

Ohio's public libraries are political subdivisions of the State of Ohio and are tax exempt governmental entities. As such, Ohio public libraries are organizations described in Section 170(c)(1) of the Internal Revenue Code of 1986, as amended (the "Code"). Contributions to organizations described in Section 170(c)(1) of the Code are "charitable contributions," and are therefore deductible under Section 170(a)(1) of the Code.

All monetary donations over \$50 will be approved by the Board of Trustees.

1. **Library material.** Material accepted by the library is subject to the Collection Development Policy. Material given to the library becomes the property of the library to be used or disposed of as staff deems appropriate. Material that is in good condition but is not added to the collection is typically included in book sales to benefit the library.
2. **Monetary Gifts.** The library gratefully accepts unrestricted gifts of money to be used at its discretion. Gifts for the enrichment of the library, other than library material, shall be accepted on an individual basis and subject to review by the Board. Monetary gifts given without restriction will be used to purchase material or equipment, to support library programs, or in other ways that the Board deems appropriate. Monetary gifts offered with specific restrictions, are subject to Board approval of such restrictions before they are accepted by the Board.
3. **Library Endowment Fund.** In addition to making direct library donations, individuals and organizations may contribute to the Troy-Miami County Public Library Endowment Fund at the Troy Foundation. The purpose of the Fund is to provide a perpetual source of stable support for the library.
4. **Dolly Parton's Imagination Library.** As the facilitator for the Imagination Library program in Miami County, the library will accept monetary donations for this program. Checks should have Imagination Library written in the memo line. Donations online or in cash should also indicate the purpose for the donation as Imagination Library.
5. **In-Kind Donations and Gifts.** As deemed appropriate by the Library Board of Trustees or their designee, the library will, from time to time, solicit financial support and in-kind donations from for-profit institutions and businesses. Appropriate recognition of these donations, as determined by the library, shall be made.
6. **Sponsorships.** The library welcomes sponsorship of programs, projects, events, and capital improvements from individuals and groups including but not limited to businesses and service organizations. Sponsorships must be approved by the Board. In assessing the suitability of soliciting or accepting a potential sponsor, the Board considers the public image of the sponsor, its line of business, and all of its products and services. Sponsorships are pursued if the Board determines that an association between the potential sponsor and the

library is suitable and will positively affect the public image that the library has established in the community.

7. **Evaluation of Gifts.** Gift items will be formally acknowledged if the donor wishes. The library will not appraise or estimate the value of gift donations. The responsibility for such assessment lies with the donor.
8. **Gifts to Staff and Trustees.** Staff and Trustees shall not accept gifts of any kind from members of the public or vendors, except for small items such as promotional items or cookies and candy, etc., which can be placed in the department and shared by everyone. All other gifts, including tips, must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against library policy.

Internet Use Policy

[Approved on June 21, 2017, by the Troy-Miami County Public Library Board of Trustees]

In keeping with Troy-Miami County Public Library's mission to provide materials, information, technology, and opportunities to enrich, empower, educate, and entertain Miami County residents of all ages, the library provides free public access to the internet, for all users.

Usage of library internet must comply with all local, state, and federal laws.

- Internet use guidelines apply to all users who access the internet, both wired and wireless.
- The library cannot control and is not responsible for the content or accuracy of information accessed over the internet. We do not assume liability for the reliability of the local network.
- The library affirms the right and responsibility of all parents and guardians to guide their children's library use, including the internet.
- Library staff can assist with accessing the library's resources and answer general questions as time permits.
- Users may not move, unplug library equipment or cables, nor alter, damage, or sabotage the library's computer hardware or software. Users will be financially responsible for any malicious damage to library hardware, software or network resources.
- Library staff may not be able to help with technical questions. The library cannot guarantee that a user's hardware will work with the library's Wi-Fi.
- Users assume all risks and responsibilities associated with any damage to patron owned computer equipment and/or devices that may occur from use of the internet. It is the user's responsibility to have up-to-date virus protection on patron owned equipment and devices. The library is not responsible for personal items left unattended.
- The library supports the user's rights to privacy. However, because of the open nature of the internet, users should have no expectation of privacy when using the internet.
- Users assume all risks and responsibilities associated with connection to the internet including, but not limited to loss of personal information, security or financial issues, or consequences caused by viruses or hacking.

- The library uses a content filtering application to screen computers that have internet access. Filters are not foolproof. Filtered sites may slip through controls and at other times, filters may block unintended sites. Filters can be overridden by library staff.
- Adult patrons have the right to request content filters be disabled, without justification, in a timely manner. *United States v. American Library Assn., Inc.*, 539 U.S. 194 (2003). A “Website Filtering Reconsideration Form” is available upon request or can be downloaded from the library’s website. The date of the request and the website URL must be recorded on the form, email is not required. Turn the form into library staff.
- Access to and/or display of obscene language and sexually explicit graphics and materials, as defined in the Ohio Revised Code, including sections 2907.01 and 2907.31, is prohibited in all areas of the library.
- Viewing sexually explicit material on any computer in the library may be considered disruptive behavior or sexual harassment if it harasses, intimidates, disturbs or has the potential to harass, intimidate, or disturb others as defined in the library’s Rules of Conduct and Sexual Harassment policies, respectively. Users may be asked to discontinue viewing the disturbing material, or leave the building.
- The library does not actively collect browsing data. The library does not release information on the use of the internet by library users except as required by law.
- The library may limit the amount of time of individual user sessions on the internet.
- Printing from the internet is available for a fee.

Patrons who fail to comply with this policy may lose their internet privileges or may be banned from the library. Illegal acts may be subject to prosecution by local, state, or federal authorities.

TROY-MIAMI COUNTY PUBLIC LIBRARY

INVESTMENT AND DEPOSITORY POLICY

Resolution: 96/9/21, Revised 02/16/2005, Revised 04/18/2007, Revised 10/15/2008 (effective 10-1-08)
Reviewed 6/21/17

SCOPE

The Board of Trustees of the Troy-Miami County Public Library hereby directs that the Investing Authority of this public entity shall reside with the Fiscal Officer (the "Treasurer") in accordance with this investment policy. This policy is designed to cover all moneys under the control of the Board of Trustees and those that comprise the core investment portfolio. Notwithstanding the policies detailed below, *Chapter 135* of the *Ohio Revised Code* will be adhered to at all times.

I. Objective and Guidelines. The following investment objectives will be applied in the management of this public entity's funds:

1. The primary objective shall be the preservation of capital and protection of principal while earning investment interest.
2. It is the intent of this board to take a more conservative approach than what is allowed, to the investments of this library, while earning the best rate possible.
3. In investing public funds, the Treasurer will strive to achieve a fair and safe average rate of return on the investment portfolio over the course of budgetary and economic cycles taking into account state law, safety considerations and cash flow requirements.
4. Investments shall be made with the exercise of that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.
5. Bank account relationships will be managed in order to secure adequate services while minimizing costs. Deposits should be concentrated in single accounts except where audit control considerations dictate otherwise.

II. Authorized Financial Institutions and Dealers. U. S. Treasury and Agency

Securities purchased outright shall be purchased only through financial institutions located within the State of Ohio or through “regional securities dealers” as designated by the Federal Reserve Board.

Repurchase Agreements shall be transacted only through banks located within the State of Ohio with which the Treasurer has signed a Master Repurchase Agreement as required in *O.R.C. Chapter 135*.

A list of authorized institutions and dealers shall be maintained with the investing authority. Additions and deletions to this list shall be made when deemed in the best interest of the Troy-Miami County Public Library.

III. Maturity. The Treasurer will match its investments with anticipated cash flow requirements and never for more than five years from the date of purchase.

IV. Derivatives. Investments in derivatives and in stripped principal or interest obligations of eligible obligations are strictly prohibited.

V. Allowable Investments. The Treasurer may invest in any instrument or security authorized in *O.R.C. Chapter 135*, as amended; however, at the present time without further resolution the Treasurer of this library will only invest in Certificates of Deposit, US Treasury Notes/Bills, Government Bonds, Star Ohio and Bank safe Money Market Accounts.

VI. Collateral. All deposits shall be covered by collateral pursuant to *O.R.C. Chapter 135*.

VII. Interest. Until further board action, the Treasurer will place all investment earnings of the Ada Pressman Fund, Bookmobile Replacement, Building and Repair, Agency, and General Funds into the General Fund.

VIII. Reporting. The investing authority shall establish and maintain an inventory of all obligations and securities acquired by the investing authority. The inventory shall include the description of the security, type, cost, par value, maturity date, settlement date and coupon rate. The investing authority shall produce a monthly report detailing such information to the Board of Trustees.

Pursuant to *O.R.C. Chapter 135*, all brokers, dealers and financial institutions initiating transactions with the investment authority by giving advice or making investment policy, or executing transactions initiated by the investment authority, must acknowledge their agreement to abide by the investment policy's content.

The institution below by signing submits that it has read and acknowledges the investment policy, and agrees to abide by its content.

Name of Institution*

Authorized Officer*

Date

President, Troy-Miami County Public Library

Attested by:

Fiscal Officer

***Bank signatures only necessary when purchasing US Treasury Notes/Bills**

Library Website Privacy Policy

[Approved on August 16, 2017, by the Troy-Miami County Public Library Board of Trustees]

The Troy-Miami County Public Library website is provided for information purposes only.

When you visit Troy-Miami County Public Library's website:

- The library collects no personal information from website visitors.
- The library uses cookies to collect traffic data for analysis.
- The library uses Google Analytics to track general use, but does not track or permanently record information about individuals and their visits.

While the information contained within the library's website is periodically updated, no guarantee is given that the information provided in the website is correct, complete, and up-to-date.

Through the website you are able to link to other websites which are not under the control of Troy-Miami County Public Library. Library staff has no control over the nature, content and availability of those sites. The inclusion of any links does not necessarily imply a recommendation or endorse the views expressed within them.

All users of the website agree to hold Troy-Miami County Public Library harmless from any and all claims, losses, damages, obligations or liabilities, directly or indirectly relating to the website and/or the networked information available via the website, caused thereby or arising therefrom. In no event shall Troy-Miami County Public Library have any liability for lost profits or for indirect, special, punitive, or consequential damages or any liability to any third party, even if Troy-Miami County Public Library is advised of the possibility of such damages.

Local Author Policy

[Approved Sept. 16, 2015, by the Board of Trustees of Troy-Miami County Public Library]

In recognition of local literary and creative efforts, Troy-Miami County Public Library will consider the works of local authors for the Local Author Collection. These works must meet the Library's selection criteria as detailed in the library's Collection Development Policy. In order to be considered for the Local Author Collection, authors should have a clear connection to the Miami County area.

A donated copy of the author's book will be reviewed by library staff. If accepted to the collection, additional copies can be donated and distributed to other branches.

As listed in the Collection Development Policy, some of the criteria used when reviewing submissions:

- Suitability of format.
- Suitability of subject, style, and level for the intended audience.
- Quality of writing, including spelling and grammar.
- Quality of design, illustrations, and production.
- Relevance to community interest.

Some works, especially nonfiction, may not be considered without accompanying professional reviews. The Library relies in part on professional reviews when making selection decisions and it is up to local authors to solicit reviews for their works. Works may be resubmitted if professional reviews appear at a later time.

Works not accepted for the collection will not be returned to the author.

Books in the Local Author Collection are the property of the Troy-Miami County Public Library and may be reclassified or discarded at any time. *Please be aware items in the library can be stolen, lost or checked out and not returned by the public.* The library is not responsible for any books that may come up missing.

Some items may not appear in our catalog because they do not meet the requirements for cataloging.

Books that are found to be a better fit for a different part of the library's collection, such as the Local History Library, will be included into the collection accordingly.

Book Signings

Local authors seeking to host a book signing at the Library should submit a copy of the work for review. Decisions will be made based on the Collection Development Policy. Authors will be notified once a decision is made. A program will then be scheduled.

Procedures for Requesting Addition of a work to the Local Author Collection

Send a copy of your published work to:

Troy-Miami County Public Library
Attn. Collection Development
419 W. Main St
Troy, OH 45373

Please include:

1. Name
2. Address
3. Telephone number
4. Email address
5. Title of Book
6. Vendor/Publisher information
7. Professional reviews or critiques

We will acknowledge receipt of your work within 30 days.

You will receive notification regarding the Library's decision within 90 days. Acceptance of a copy of your work for the collection does not guarantee that we will buy additional copies. If we buy more copies, they may not be purchased directly from you.

Troy-Miami County Public Library

Meeting Room Use Policy

Approved: October 19, 2016 by the Troy-Miami County Public Library Board of Trustees

Revised: October 19, 2022

In keeping with its mission, Troy-Miami County Public Library encourages public use of meeting rooms as gathering places to exchange ideas; access and share information and participate in programs created for public enjoyment, public education, cultural, and civic engagement subject to the rules outlined below. The rooms are available as a free community service when Library programs are not scheduled.

The Troy-Miami County Public Library branches will allow businesses, organizations, and groups to use the public meeting rooms on an equitable basis subject to the parameters for use defined below.

The fact that an organization is permitted to meet at the Library does not constitute an endorsement of the organization's beliefs by the Library, its staff, its Board of Trustees, or the Miami County Commissioners.

Groups may not fundraise, sell goods, solicit commercial services or future commercial services, charge admission, or ask for donations for or during their meetings/events held on Library premises. Exceptions may be made for library-sponsored programs.

The Library will approve and schedule only those meetings that will not disturb other Library activities. The Library reserves the right to withdraw permission for use when conditions warrant such action and to stop meetings that interfere with the normal operation of the Library.

Meeting facilities are available only during the hours the library is open to the public. Reservations are available 15 minutes after opening and cannot extend later than 15 minutes prior to the library closing time.

The library assumes no liability for theft or damage to property brought onto library property or for injuries which occur as a result of actions of sponsors or participants in activities in meeting rooms.

All meetings must be free and open to the public. Meeting rooms are not available for private events or gatherings. (Examples of reservation requests that WILL NOT be approved include: birthday parties, anniversary parties, baby showers, etc.)

Meeting room space is intended for specific events, rather than regularly scheduled, ongoing meetings. Meeting rooms may be reserved no more than two month in advance, beginning January

1, 2023. Anyone 18 and older with a library card can reserve a meeting room. There is no age requirement for a study room.

RESPONSIBILITIES

- A completed Application for a Meeting Room must be completed and approved prior to room use. Permission to use a meeting room is not transferable.
- Cancellations should be done at least 48 hours in advance.
- Users will adhere to the Patron Code of Conduct at all times and will be financially responsible for any damage to Library property, buildings, furnishings and/or equipment, and will assume responsibility for all loss, damage or injury arising from use of meeting room space.
- Each group is responsible for its own meeting publicity, which must not include the Library's information as a contact. Publicity must state that the meeting is not sponsored by the Troy-Miami County Public Library.
- No individual or group may state or imply Library endorsement or sponsorship of events in the meeting rooms.
- The name, address, and telephone number of the Library may not be used as the official address or contact information of an organization. The library logo and images should not be used in advertising.
- Set-up and take-down of the chairs and tables is the responsibility of the organization using the room. The organization is expected to leave the room in the same condition that it was in before the meeting.
- No decorations, posters or any other materials may be installed or displayed inside or outside the meeting rooms without prior Library approval.
- Light refreshments are permissible in meeting rooms. Groups must provide all their own supplies. Alcoholic beverages are not permitted.
- Audiovisual equipment may be available and varies by location. Library staff are not available to run equipment for meetings. Groups may be required to work with Library staff prior to the engagement to become familiar with any AV equipment that may be needed.

THE LIBRARY RESERVES THE RIGHT TO:

- Deny the space to any user whose planned use of the space does not comply with these terms.
- Cancel a reservation if the space is needed by the library.
- Enter the meeting space at any time.
- To limit the number and time length of reservations made by individuals, groups or organizations in order that all have a fair opportunity to use the meeting rooms.
- To reject any request if it is determined the group has abused its past meeting room privileges. Rooms are assigned at the discretion of the library.

Failure to comply with meeting room policy or rules may result in loss of meeting room privileges including immediate termination of a meeting by library personnel.

Troy-Miami County Public Library

Naming Opportunities Policy

Approved: April 21, 2021

The Library provides naming opportunities in recognition of individuals and corporations for outstanding services towards the development of the library and for significant financial contributions. These naming opportunities may include but are not limited to naming buildings, sections of buildings, outdoor features, or library collections.

Definitions

1. A building consists of a permanent, free-standing structure constructed to house library staff and materials and serve as a venue for library services.
2. A section of a building may include a wing, a floor, enclosed rooms, designated areas such as story-time corner, staircases, elevators, walls and other major structures that form an integral part of the building.
3. An outdoor feature includes a garden, courtyard, ornamental structure, fountain, or walkway.
4. A collection is a groups of books, media, and other information items.
5. Furnishings and equipment include furniture, computers, microfilm readers, and similar articles that are not a fixed part of the building and have a short life span.
6. Financial contributions include outright gifts of money, securities, real estate, personal property, in kind donations and endowments.

Library Building. At the discretion of the Board, the naming of the library building may be considered in the event of an extraordinary contribution for a library building project. The entity known as the Troy-Miami County Public Library shall not be subject to naming, but the buildings housing the libraries may be so named. Such naming shall only be considered for an individual or family.

Named Rooms and Special Use Areas. Generally, only meeting rooms and designated special use areas shall be named for an individual, family, foundation or corporation. The naming of such a space generally requires a contribution of a percentage of the cost of the area in proportion the total cost of the facility or the project for the facility but valuations may be assigned to naming rights possibilities on a case-by-case basis to aid with making decisions about granting naming rights. The proportion shall be determined by the Board who may take advice from such persons or other professionals as needed. Each case may take into account market comparisons for naming rights, for which professional advice may be sought. The Board of Trustees shall be responsible for determining the manner in which the name is recognized (e.g., signage). The physical display of the naming rights may be decided or negotiated on a case-by-case basis.

Name Recognition. Individuals contributing to a capital campaign an amount less than a named or titled area may be recognized on a conspicuously placed placard or other piece as determined by the Board of Trustees.

Eligibility for Corporate Naming and Name Recognition. Corporations that are compatible

with the Library's mission and purpose and reflect a positive influence on the Library may be eligible for naming or name recognition for all naming opportunities except for the naming of the Library building. Such corporations must have a high ethical standard of business practice. Corporate logos will be excluded from signage and placards to avoid appearance of commercial influence. Corporations experiencing name changes and desiring to update placards are responsible for all such costs involved.

Duration of Naming Rights and Removal of Naming or Name Recognition. Naming rights will remain in place for a period of at least 40 years, or as negotiated, and not extend beyond the normal life of the facility, whichever comes first for all contributions greater than \$50,000. In the event the room or building is significantly altered in a timeframe less than 75% of the agreed upon time

Procedures

1. Proposals for the naming of buildings, sections of buildings, outdoor features or collections may be submitted at any time during the year to the Library Director for review.
2. A proposal should include:
 - Applicant name
 - Contact Information including address, telephone and email address.
 - Naming opportunity of interest
 - Statement of the amount and method of the financial contribution to the Library
3. When the potential contributor is unaware of a specific naming opportunity, the Library Director will work with the contributor to determine the best naming/recognition opportunity in accordance with this policy.
4. An official letter of response will be sent acknowledging the proposal and outlining the steps necessary to proceed with the naming process or declining the proposal and stating the reason for this action.
5. In cases of donations of more than \$5,000 by an individual and \$10,000 by a corporation, the Library Director will present to the Board of Trustees the naming proposal for approval
6. Donations of less than \$5,000 by an individual or \$10,000 by a corporation will be submitted to the Board of Trustees for approval.
7. At the time that expenditures are made from this account for furnishings, equipment or library materials, the Library Director will approve the design, wording, and placement of any permanent signs, inscriptions or other recognitions with due consideration for the architectural style of a building and for consistency throughout the library system.

Patron Code of Conduct

Approved: April 20, 2016

Revised: July 15, 2020

July 21, 2021

Dec. 13, 2023

Feb. 19, 2025

May, 21, 2025

The Troy-Miami County Public Library seeks to provide pleasant, orderly facilities and quality library service for all users. To best serve all library users and staff, the library has established certain standards and rules to protect the rights and safety of patrons and staff, and to preserve and protect the library's materials, equipment, facilities, and grounds.

- Conduct that violates the safety of others, threatens to damage property or disrupts the use of the Library is prohibited.
- Actions of a person that present an imminent danger to the life or safety of others in the library is prohibited.

For the safety and comfort of all, patrons should comply with staff requests. Refusal to comply with staff requests will result in removal from the library.

TMCPL reserves the right to eject and to refuse further admission to those individuals who may violate the rights of the library staff or library users, who create disorder to the library, or who act inappropriately. Patrons may also be subject to arrest.

Inappropriate Behavior

Inappropriate behavior includes but is not limited to the following situations:

- Behave in a way that damages, disturbs, or defaces property. This includes but is not limited to:
 - Attempting to steal library property or property of another library user.
 - Destroying or defacing library property.
 - Failing to dispose of trash in proper receptacles.
 - Failing to maintain the cleanliness of an area to the standard of upkeep prior to use.
 - Eating or drinking in restricted areas.
- Engaging in any activity prohibited by local, state, and federal laws or library policy. This includes, but is not limited to:
 - Possessing anything unsafe, including firearms or weapons. A weapon is defined as a handgun, rifle, knife, and/or any other object whose purpose or use is to inflict physical harm to another individual.
 - Smoking or using tobacco products inside library buildings, on library property (including the park), or within 25 feet of entrances or operable windows.
 - Be under the influence, consume, or possess alcohol or illegal substances.

- Disturbing the staff or other library users or disrupting the legitimate use of the library facilities by others. This can include but is not limited to:
 - Using cell phones or playing audio equipment in a disruptive manner
 - Running or walking in an unsafe or disruptive manner
 - Viewing sexually explicit images on the internet or violating the library's Internet Use Policy
 - Sleeping
 - Panhandling or soliciting for sales or charity
 - Petitioning or distributing non-library approved materials
 - Congregating on library premises in a manner which obstructs access or interferes with others' use of the library
 - Bringing animals into the library other than service animals necessary for those with disabilities
 - Using personal transportation items such as rollerblades, skateboards, roller skates or similar devices inside the library.
 - Blocking aisles or other spaces with personal items.

- Disturbing others with conduct related to health and hygiene. This could include, but is not limited to:
 - Significant body odor or other excessive odors
 - Infestation
 - Vaping e-cigarettes and spit tobacco
 - Entering library premises without a shirt or shoes. Patrons must be fully clothed.

Refusal to leave the library

Any person refusing to leave the library after the hours set for closing is considered in violation of Ohio Revised Code 2911.21 regarding trespass.

For the Safety and Comfort of All

- Do not leave personal items unattended. The library is not responsible for lost or stolen property.
- Limited food and beverages are allowed in certain areas. Beverages should be in secured containers. Snack items only are allowed in the libraries. Food and beverages are not permitted in the Maker Lab or the Local History & Genealogy Center.

Conduct Relating to Children

- Responsibility for the care, safety, and behavior of children using the library rests with the parent/guardian or assigned caregiver, not with library staff no matter the age of the child. Under no circumstances does the library accept responsibility for a child at any age.
- Children should not be left unattended by a parent/guardian or assigned caregiver. Unattended is defined as no longer within eyesight.
- If children are left unattended after hours, the child will be referred to the local law enforcement agency.
- Adults should not attempt to solicit or engage any minor who is not under their care. This does not include library staff, volunteers, or law enforcement.

Violations of Code of Conduct

Any person who violates the Library's Patron Code of Conduct policy may be asked to leave library premises and/or have library privileges suspended. Authority to prohibit patrons from entering any TMCPL location beyond a single day will fall to branch managers and/or administrative staff. If a patron is suspended from one location, they are suspended from all Troy-Miami County Public Library Locations.

To consistently enforce the code of conduct, TMCPL has established guidelines for specific and/or repeated violations, resulting in loss of library privileges as described below. Consequences for violations not specified here will be evaluated on a case-by-case basis.

Failure to abide by imposed suspension periods may be viewed as criminal trespassing per Section 2911.21 of the Ohio Revised Code and violators may be prosecuted. Persons convicted of damaging or stealing library property will be held liable for full restitution.

Appeal Process

In cases where there is disagreement with the suspension, a patron may appeal the suspension by making an appointment to discuss the matter with the Executive Director. Final appeals may be presented to the Library Board via the Public Participation portion of a monthly trustee meeting.

Violation	First Offense	Repeat Minimum	Repeat Maximum
1) Any violation of the Ohio Revised Code, or other local or federal laws*	6 months	1 year (may be a school year in certain situations)	Permanent Ban
• Possession of weapons or other object used to inflict physical harm			
• Any person refusing to leave the library at closing or when asked to by a library staff person.			
• Theft, or attempted theft, of library property or personal property of another patron/staff			
• Improper use, destruction, or defacement of library property and/or materials			
• Fighting, challenging, or assaulting anyone on library property			
• Engaging in sexual activity, including solicitation for prostitution or indecent exposure, anywhere on library property			
• Possession, distribution, selling, or consumption of alcohol or illegal substances on library premises, including marijuana			
• Verbal or physical harassment, threatening behavior, and/or use of abusive, derogatory, or vulgar language or gestures			
• Alcohol or drug-related inebriation when consumption on premises can't be proven			
<i>* Violations may be reported to law enforcement.</i>			

2) Non-compliance with the Library's Internet Use Policy	1 month	3 months	Incremental increases as situation or frequency warrants
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3) Panhandling and/or solicitation of goods or monetary donations	1 month	3 months	Incremental increases as situation or frequency warrants
4) Disturbing the staff or other library users or disrupting the legitimate use of the library facilities by others, including, but not limited to:	1 Day to 1 Week, depending on severity	3 months	Incremental increases as situation or frequency warrants
• Using cell phones or playing audio equipment in a disruptive manner			

• Running or walking in an unsafe or disruptive manner			
• Sleeping			
• Panhandling or soliciting for sales or charity			
• Petitioning or distributing non-library approved materials			
• Congregating on library premises in a manner which obstructs access or interferes with others' use of the library			
• Bringing animals into the library other than service animals necessary for those with disabilities			
• Using personal transportation items such as rollerblades, skateboards, roller skates or similar devices inside the library or park.			
• Blocking aisles or other spaces with personal items.			
• Significant body odor or other excessive odors			
• Infestation			
• Vaping e-cigarettes and spit tobacco			
5) Unattended Children	1 Day to 1 Week, depending on severity	3 months	Incremental increases as situation or frequency warrants

Pest Control Policy

[Approved February 15, 2017 by the Troy-Miami County Public Library Board of Trustees]

It is the responsibility of the Troy-Miami County Public Library to maintain a healthy and clean environment for all library users and to protect the investment in library collections, equipment, and property. In order to fulfill this responsibility, the library may restrict a user's ability to borrow materials and/or to visit library facilities when such use may jeopardize the health and cleanliness of library facilities, collections, and users.

Examples of situations where borrowing of materials and/or access to library facilities may be suspended include, but are not limited to:

- Evidence that items on loan to a patron may have been returned with insects that are known to damage library materials, or that can result in pest infestations in library facilities, e.g. roaches, silverfish, beetles
- Patrons or patron possessions with fleas, lice, or bedbugs

Should it become necessary to suspend library privileges of a patron in order to protect library collections, facilities or other users, notification of the suspension will be made by the director or public services manager.

Any patron that has privileges suspended under the terms of this policy may request reinstatement upon the ability to demonstrate that the situation that resulted in loss of privileges has been resolved.

For reinstatement requests relating to suspension due to pest infestation, decisions will be made based on evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company, or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted. The director will make the decision about reinstatement of privileges.

Troy-Miami County Public Library
Pest Control Policy
PROCEDURES

When bed bugs or other pests are found, staff should adhere to the following procedures:

1. Immediately report the sighting to the manager. The manager will inform the director.
2. When found on library furnishings treat the area with disinfectant and remove furnishings from use until dry and re-inspected.
 - If the infestation appears to be beyond what disinfectant can control, contact the maintenance technician immediately for professional treatment.
3. When found on library materials:
 - Speak with the patron
 - Show patron infested materials and bugs, if possible
 - Suggest ways the patron can address the issue
 - Give patron Pest Control policy and explain potential consequences, including temporary revocation of use of the facility and materials
 - Explain how the patron can have privileges reinstated
 - Place note in ILS record with date and staff name/location
 - Treat item if possible
4. When seen on people or belongings of people inside the library, follow the basic procedures outlined above: Speak with the patron, provide suggestions on solutions, explain potential consequences, suspend library privileges until matter is adequately resolved, and specify what counts as proof of treatment or adequate resolution.

Petitioning and Solicitation Policy

[Approved January 15, 2014 by the Troy-Miami County Public Library Board of Trustees]

All library facilities are considered limited public forums and therefore provide access and use of designated library spaces to the general public. However, that access and use is limited to library purposes and approved activities.

Therefore, circulating petitions for signature in the library is prohibited. It disturbs the orderly operation of the library and may make some patrons feel harassed. Also, it may give the appearance that the library is supporting a specific cause or issue.

Library exterior spaces are considered public forums and petitioners are not restricted from seeking signatures within the guidelines established for this policy.

Petitioners may offer literature to individuals; however, petitioners are prohibited from placing leaflets on vehicles in library's parking lot.

Petitioners may not block doorways, prevent patrons from getting in or out of cars, use abusive language or behave in any way which is harassing or intimidating, or in any way interfere with a library patron's use of the library for its intended purpose.

Petitioners must stay clear of traffic lanes and vehicular entrances.

Petitioners may be asked to leave the property if these guidelines are not followed.

Exceptions to the policy include:

- Activities authorized and directed by the library administration include book/media sales/discounts/rebates in conjunction with programs or summer reading clubs.
- Patron surveys/polling.
- Fundraising initiatives conducted on behalf of the library or library volunteer groups, such as the Friends of the Library
- Solicitation and fundraising initiatives sponsored by the library staff and/or library volunteer groups, including book/food drives and levy campaigns.

Troy-Miami County Public Library

Photography Policy

Approved: August 17, 2022 By the Board of Trustees of Troy-Miami County Public Library

POLICY

The public may take photographs and/or videos in public areas of the Library to record their own visit or capture a building's architecture. However, such photography and/or videography may not include other patrons without their permission as this violates the expectation of privacy within a limited public forum. Permission to photograph or video record individuals must be granted by those individuals or their guardians. Minors cannot give permission – only their guardian can grant permission. Library staff will not administer permissions for members of the public to take photographs and/or videos of other individuals. Anyone taking photos should be mindful that some cultures object to being photographed.

TMCPPL staff may stop any photography and/or videography that appears to interfere with TMCPPL's ability to conduct business, violates a patron's privacy or that compromises public safety or security.

Non-flash photography and/or videography is permitted at Library programs and events for personal use, provided that it is not disruptive. Library sponsored programs, events and classes may be photographed or videotaped for Library promotional or historical purposes by Library staff. Patrons may request not to have their photo taken.

Community organizations (legal nonprofits and governmental agencies) holding scheduled events or meetings in TMCPPL study, conference, or meeting rooms may arrange for their own photography or videography of their event. The public may photograph and/or video record community events or meetings so long as the activity does not compromise public safety or security or interfere with the ability of the meeting organizer to conduct the business of the meeting.

Photography and/or videography of the exterior areas of Library property is allowed, as long as such activity complies with the Patron Code of Conduct and does not interfere with the flow of traffic and with patrons or staff wishing to enter or leave the building.

Commercial Photography/Videography

No commercial photography and/or videography in Library facilities is permissible without the express permission of TMCPPL, which shall set forth the conditions under which the photography or videography may take place. Requests may be made to the Engagement Manager at hbaker@tmcpl.org or by calling 937.339.0502 ext. 134.

Media provisions:

TMCPPL welcomes news media photographers, videographers, and reporters documenting stories or projects that directly involve TMCPPL and its programs, resources and/or services, provided that notice is given and approved, the public use of the Library is not impeded, and the above provisions are followed. Requests may be made to the Engagement Manager at hbaker@tmcpl.org or by calling 937.339.0502 ext. 134.

We ask that news media photographers, videographers, and reporters do not approach minors for photography and/or videography requests unless an accompanying guardian grants permission. Minors are not able to provide consent and such requests are expressly prohibited.

We also ask that news media do not approach customers, or conduct or schedule interviews with the public, about non-Library stories or projects.

Individuals filming or photographing on Library premises have sole responsibility for gaining all necessary releases and permissions from persons who can be identified in any photograph. The Library undertakes no responsibility for obtaining these releases.

Photographing Materials

Researchers and journalists are responsible for obtaining permissions from material owners when photographing copyrighted material in the Library. Additional permissions must be obtained to photograph materials or items in special collections because of complex copyright issues in these areas.

DEFINITIONS

Photograph or photography - for purposes of this policy, photograph or photography means any method of media capture including image, video and audio recordings of any kind or process, including any method of still image or audiovisual capture now or in the future.

Library - for purposes of this policy, Library refers to buildings, property, and vehicles owned or leased by the Troy-Miami County Public Library.

Programs Policy for Troy-Miami County Public Library

Adopted February 16, 2022 by the Board of Trustees of Troy-Miami County Public Library

The Library supports its mission of connecting people with ideas and information by developing and presenting programs that provide additional opportunities to enrich, empower, educate, and entertain. Programming is an integral component of library service that:

- Expands the Library's role as a community resource
- Introduces patrons and non-users to Library resources
- Provides entertainment
- Provides opportunities for lifelong learning
- Expands the visibility of the library

Ultimate responsibility for programming at the Library rests with the Director, who administers under the authority of the Board of Trustees. The Director, in turn, delegates the authority for program management to other staff throughout the system.

Not all programs and events that occur in the library are covered by this policy. Library meeting and study rooms can be used by the public without being defined as library programming and are governed by the Meeting Room Use Policy. This policy is intended to cover library managed and library sponsored programs as well as programs that are library partnerships with external organizations.

The Library's staff use the following criteria in making decisions about program topics, speakers, and accompanying resources:

- Community needs and interests
- Availability of program space
- Treatment of content for intended audience
- Presentation quality
- Presenter background/qualifications in content area
- Budget
- Relevance to community interests and issues
- Historical or educational significance
- Connection to other community programs, exhibitions or events
- Relation to Library collections, resources, exhibits and programs

In addition, the Library draws upon other community resources in developing programs and actively partners with other community agencies, organizations, educational and cultural institutions, or individuals to develop and present co-sponsored public programs. Professional performers and presenters that reflect specialized or unique expertise may be hired for Library programs. Performers and presenters will not be excluded from consideration because of their

origin, background, or views, or because of possible controversy. Library staff who present programs do so as part of their regular job and are not hired as outside contractors for programming.

All Library programs are open to the public. Most library programs are free however, a fee may be charged for certain types of Library programs. The Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers and resources are not excluded from programs because of possible controversy.

Registration may be required for planning purposes or when space is limited. Programs may be held on site at any Library location, or off site. Any sales of products at Library programs must be approved by the Library and benefit the Library. Programs are not used for commercial, religious, or partisan purposes or the solicitation of business.

External organizations or individuals partnering with the Library on programs must coordinate marketing efforts with the Library's Community Engagement Manager.

Programs sponsored by the Library within the Library or at off-site library-sponsored events may be photographed or video-recorded by library staff or its representatives for use on the library's website or social media pages.

The Library welcomes expressions of opinion from patrons concerning programming. If a patron questions a library program, they should first address the concern with a Library staff member. Patrons who wish to continue their request for review of Library programs may submit the Request for Reconsideration form. After receiving a completed Request for Reconsideration, the Library Director will appoint an ad hoc committee of three professional staff to consider the request. The Director will respond in writing to the patron.

Request for Reconsideration Form for Programs @ Troy-Miami County Public Library

The Library Board of Trustees and staff realize that the Library may hold programs that will not be deemed suitable by some members of the community. Any request for reconsideration should be addressed by filling out this form. Name, address, and phone number must be included. The library director will respond in writing.

Please complete the following information:

Date of Request: _____ Date of Program: _____

Name: _____ Phone: _____

Address: _____

Title of Program: _____

Do you represent (Check one): ☐ Yourself ☐ An Organization?

1. How did this program come to your attention? (Recommended by friend, library calendar announcement, publicity announcement etc.) _____

2. What is your objection to this program? Please be specific.

3. What would you like the library to do about this it? _____

4. Additional comments _____

Patron signature: _____ Date: _____

Thank you for your comments.

Staff use only:

Date: _____ Location: _____ Staff Initials: _____

Public Participation in Board Meetings @ Troy-Miami County Public Library

Approved: February 21, 2007

Revised: February 19, 2020

Dec. 13, 2023

Meetings of the Board of Trustees are held at 4 p.m. on the third Wednesday of every month. The Board does not meet in July. Meetings are held in the Board Room, located in the administrative offices on the second floor of the Hobart Center for County Government, unless otherwise stated.

Public comments at library board meetings are not required by statute; however, it is the intent of the Board of Trustees that anyone wishing to address the board or ask questions shall be afforded an opportunity to do so. In order for the board to fulfill its obligation to complete the scheduled agenda in an effective and efficient fashion, a maximum of 30 minutes of public participation is permitted at each meeting. For those wishing to speak, an oral or written communication to the Library Director stating a concern or topic at least 24 hours prior to the meeting is required. Troy-Miami County Public Library is a county district library and will only allow speakers from Miami County.

All visitors are required to sign in before the call to order and to indicate if they wish to speak. Those visitors who have indicated a desire to speak will be recognized in the order in which they have signed in. Speakers must identify any groups or organizations for which they will speak in an official capacity.

Each speaker is given three (3) minutes to share their views with the board. If several people wish to speak, each will be allotted three (3) minutes until the total public participation time of 30 minutes is used. No person may speak more than once per meeting.

It should not be expected that the board would take immediate or official action on any subject brought before it without having time for review or study of facts or matters presented.

The Board President recognizes each registered speaker. The Trustees listen and do not interact with the speakers. The Board President introduces each speaker and keeps track of the time. The Board President may ask questions or ask for additional information from persons appearing before the board.

Name: _____

Address: _____

Email or phone number: _____

I request to be placed on the agenda for the meeting of the Board of Trustees of Troy-Miami County
Public Library on _____, 20__.

Subject (optional): _____

Staff use:

Date: _____

Time: _____

Initials: _____

Notes for follow up: _____

Public Records & Retention Policy of Troy-Miami County Public Library

Approved: October 16, 2013

Revised: February 15, 2023

Revised: October 18, 2023

Introduction:

It is the policy of the Troy-Miami County Public Library that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the policy of Troy-Miami County Public Library to strictly adhere to the state's Public Records Act. All exemptions to openness are to be construed in their narrowest sense and any denial of public records in response to a valid request must be accompanied by an explanation, including legal authority, as outlined in the Ohio Revised Code. If the request is in writing, the explanation must also be in writing.

Section 1 Public records

This office's records, in accordance with the Ohio Revised Code, and applicable judicial decisions, are defined as any item that (i) contains information stored on a fixed medium (such as paper, electronic – including but not limited to email – and other formats); (ii) is created or received by, or sent under the jurisdiction of a public office and (iii) documents the organization, functions, policies, decisions, procedures, operations or other activities of the office.

Section 1.1 It is the policy of the Troy-Miami County Public Library that, as required by Ohio law, records will be organized and maintained in order to be readily available for inspection and copying (See Section 4 for the e-mail record policy). All records of the Troy-Miami County Public Library are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

Record retention schedules will be readily available upon request. A posting describing our public records law will be placed in a conspicuous spot in all agencies.

Section 2 Record requests

Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1 Requests must be made to the Library Director or Fiscal Officer by email, telephone, onsite, mail, or fax. Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the Library Director or Fiscal Officer to identify, retrieve, and review the records. If a requester makes an ambiguous or overly broad request or has difficulty in making a request for copies or inspection of public records under this section such that the public office or the person responsible for the requested public record cannot reasonably identify what public records are being requested, the public office or the person

responsible for the requested public record may deny the request but shall provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the public office and accessed in the ordinary course of the public office's or person's duties. ORC §149.43 (B)(2)

Section 2.2 This office may ask the requester to provide his identity or the intended use but will inform the requester that the requester may decline to disclose this information. The request does not have to be in writing.

Section 2.3 Public records responsive to the request are to be available for inspection during regular business hours, with the exception of published holidays. Public records will be made available for inspection promptly. Copies of public records will be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Section 2.4 Each request will be evaluated for an estimated length of time required to gather the records, an estimated cost if copies are requested, and any items within the request that may be exempt from disclosure.

Section 2.5 Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released.

Section 3 Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies. All copying will be handled by the staff member in charge of the requested record.

Section 3.1 The charge for paper copies is 10 cents per page.

Section 3.2 The charge for downloaded computer files to a flash drive is \$1 flash drive.

Section 3.3 There is no charge for a record to be emailed. Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

Section 4 E-mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the office. E-mail is to be treated in the same fashion as records in other formats and should follow the same retention schedules.

Section 5 Photography/Videography

The public areas in Troy-Miami County Public Library facilities are part of a public environment. Troy-Miami County Public Library frequently engages in photographing and recording programs and events for its own publicity and promotional purposes. Library staff may cease and delete any photography and video recording upon a request from a

patron or staff. Photographs will be made available in accordance with our public records policy.

News photographers and reporters are welcome in the Library system. News media may request additional library information and/or access by contacting the Library's Market & Public Relations Manager. Valid press credentials may be requested by Library staff as needed.

Section 6 Security Cameras

We have installed video cameras in specific areas both inside and outside of Troy-Miami County Public Library buildings. These cameras serve the purpose of ensuring the safety and security of our patrons, staff, and library property. They also help in identifying individuals who might be breaching our Patron Code of Conduct. Any footage captured by these security cameras will be made available in accordance with our public records policy.

Section 7 Failure to respond to a public records request

The Troy-Miami County Public Library recognizes the legal and non-legal consequences of failure to properly respond to a public records request.

Library Records Commission

The Troy-Miami County Public Library will create and maintain a records commission composed of the Director, Members of the Board of Trustees, and the Fiscal Officer.

1. The Records Commission will meet at least once every twelve (12) months coinciding with the October regular meeting of the Board.
2. The functions of the Records Commission are to review applications for one-time disposal of obsolete records (RC-1), certificates of record disposal (RC-3), and to ensure that records which can be disposed of without an RC-3 are done so in accordance with the record retention schedule approved by the Ohio Historical Society and Auditor of State (RC-2).
3. The Records Commission will ensure record retention schedules are updated regularly and are made readily available to the public.

Records Disposal Procedures

1. No record may be disposed of when subject to or likely to be subject to current or pending litigation, claim or proceeding.
2. When the Troy-Miami County Public Library Records Commission has approved a Library application for one-time disposal of obsolete records (RC-1) or a certificate of record disposal (RC-3), the commission must send that application or certificate to the Ohio Historical Society (OHS) for review.
3. OHS will review the application within sixty (60) calendar days after receipt. Upon completion of its review, OHS will forward the application for one-time disposal of obsolete records or the certificate of record disposal to the Auditor of State for the Auditor's approval or disapproval.
4. The Auditor must approve or deny the application or schedule within sixty (60) calendar days after receipt.
5. Records considered transitory in nature with durations listed as "Until no longer of use" may be disposed without certification notice to the Ohio Historical Society. Record series with defined durations may be disposed without certification notice to the Ohio Historical society but will be logged internally at the time of disposal. A list of items disposed will be part of the board meeting and included in the board minutes.
6. Public records that require Ohio Historical Connection (OHC) review before their disposal must be identified by the TMCPL Records Commission through submission of an RC-1 or RC-3. The OHS must be given a period of fifteen (15) business days to select for its custody those public records that it considers to be of continuing historical value. RC-1 forms are used for a One Time Disposal of Obsolete Records that are no longer created or maintained. These records will no longer be included on the RC-2 but their disposal will be documented through submission of the RC-1 to the OHC and approved by the Auditor of State. RC-3 forms are only required for records series indicated by OHC on the TMCPL Records Retention Schedule (RC-2 form).
7. Disposition schedules noted as "until audited" and "provided audited" denotes audits performed by the Auditor of the State or other contracted independent auditors.
8. The Ohio Historical Society may not review or select for its custody any records pursuant to Ohio Revised Code Section 149.432 providing confidentiality of library records and patron information.
9. Records of possible historic value will be offered to the Library's Local History Branch in lieu of destruction, and if accepted will be accessed, used and disposed as determined by the policies and procedures of the Local History Branch.
10. Records approved for disposal will be shredded, boxed or bailed for recycling. All bound books or records unable to be shredded will be burned at a county incinerator or otherwise disposed of as approved by the Fiscal Officer.
11. Unless otherwise noted, retention schedules apply to original documents only. Copies or duplicates may be disposed when determined to be no longer of administrative value.

Refund Policy of Troy-Miami County Public Library

Approved: February 2010

Revised: August 18, 2021

POLICY STATEMENT: To encourage patrons to look for lost items, refunds will not be given for materials that are found that have already been paid for by the patron.

Troy-Miami County Public Library will not provide a refund for any item that a patron has lost. The library does not charge overdue fees and patrons are encouraged to look for their items—even past the due date—before paying for lost items.

RESOLUTION TO DECLARE TROY-MIAMI COUNTY PUBLIC LIBRARY AND
GROUNDS A NON-SMOKING, NON-VAPING, NO TOBACCO ENTITY

WHEREAS, Troy-Miami County Public Library (the Library) has been a non-smoking building for several decades; and

WHEREAS, many children come to the library every day; and

WHEREAS, the U.S Surgeon General has declared that smoking is harmful to one's health; and

WHEREAS, the U.S. has also declared that, "There is no safe level of exposure to secondhand smoke;"

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees of the Troy-Miami County Public Library, County of Miami, State of Ohio, that:

The library and its grounds are smoke free, vaping free, and tobacco free environments.

--Approved by the Board of Trustees of Troy-Miami County Public Library October 16, 2019.

Service Dog Policy of Troy-Miami County Public Library

Approved: September 20, 2023

Any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability is allowed inside library buildings or vehicles. The work or tasks performed by a service animal must be directly related to the individual's disability. TMCPL staff may ask if the animal is required because of a disability and what work or task the animal has been trained to perform.

A service animal is not required to wear a harness, tags or other information indicating that it is a service animal. TMCPL staff shall not require proof of certification or other such evidence of service animal status before permitting the service animal to accompany the person with a disability. In accordance with the ADA, TMCPL requires service animals to be under the control of their handlers. The TMCPL is not responsible for the care or supervision of service animals.

In accordance with the ADA, TMCPL may ask an individual with a disability to remove a service animal from the premises if:

- (i) The animal is out control and the handler does not take effective action to control it;
- or
- (ii) The animal is not housebroken; or
- (iii) The animal acts in a vicious or aggressive manner.

If an animal is properly excluded, TMCPL shall give the individual with a disability the opportunity to obtain services and accommodations without having the service animal on the premises.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition and are not allowed inside the library.

Other Guidance

In the event someone has severe allergies to animals or has asthma, the TMCPL staff will make a risk assessment in accordance with the criteria and procedures set forth herein. Staff shall take reasonable steps to ensure that any potential harm is minimized by moving affected staff or visitors to other areas or rooms, or by making other reasonable modifications. Care must be

taken to ensure that any relocations of staff and the public are made without regard to disability, and that persons using service animals are not the individuals routinely asked to relocate.

All indoor areas of each establishment during business operating hours are included in this policy.

Special Events:

Special Events hosted by the TMCPL may include, at discretion of the Executive Director, dogs or other animals intended for educational/entertainment purposes and will included advanced notice to the public as well as posted signage the day of the event.

All TMCPL staff have agreed to the following:

- Ask qualifying questions any time a patron enters the facility with a dog.
- Lead by example, through consistent application of training.
- Inform teammates of policies and practices, current and future.
- Provide unobstructed access to goods and services for all, through fair and accurate information, to the best of my ability.
- Continue learning and engaging in routine Service Dog Aware training.

Social Media Guidelines Policy

Adopted February 16, 2022 by the Board of Trustees of Troy-Miami County Public Library

The purpose of this policy is to address the content of the Library's various social media pages.

All Troy-Miami County Public Library social media pages are designed to help encourage connection and conversation, while increasing awareness and access to our followers. The focus is on our catalog and resources, both digital and physical, as well as programming, events, and other news or entertainment relevant within our communities.

While we encourage healthy and productive dialogue on social media, Troy-Miami County Public Library has the right and obligation to remove any posts or comments as well as block any users that do not adhere to the commenting guidelines below. Under no circumstances does Troy-Miami County Public Library accept:

- Abusive behavior, harassing, stalking, threatening, or personally attacking others
- Hateful language targeting race/ethnicity, religion, gender, nationality, political beliefs, sexual orientation
- Fraudulent, deceptive, misleading, or unlawful posts/comments
- Content that is spamming in nature
- Solicitation of goods or services
- Defamatory, offensive, obscene, or vulgar comments
- Uploading files or links that contain viruses or programs that could damage the operation of other people's computers
- Trolling or deliberate disruption of discussion
- Any other unacceptable posts or comments that prevents a positive experience for all users.

Please be aware that all content and posts are bound by that platform's terms of service.

The Troy-Miami County Public Library encourages user interaction on its social pages, but is not responsible for comments or wall postings made by visitors to the page. Additionally, the appearance of external links, as posted by fans of this page or other Facebook users, does not constitute endorsement on behalf of the Troy-Miami County Public Library. In most if not all cases, external links posted by fans will be removed.

Do not provide private or personal information (phone, email, addresses etc.) regarding yourself or others on social media pages. Any posts or comments containing personal information of this nature will be hidden.

Volunteer Policy of Troy-Miami County Public Library

Approved: February 2, 2010

Revised: January 19, 2022

March 15, 2023

The Troy-Miami County Public Library Volunteer Program is designed to expand and enhance public service to the community. Volunteers generally provide support services to paid staff or work on special projects.

Volunteers are expected to act in accordance with all library policies and to reflect positive customer service attitudes to all library patrons.

Selection of Volunteers

Volunteers are selected based on their qualifications in relation to the needs of the library at any given time, and based on their ability to commit to a consistent schedule of volunteer hours. If there are no suitable volunteer opportunities at the time of application, forms will be kept on file one year. Applicants will be called if a project is identified which matches their interests or qualifications.

Guidelines

1. Volunteers shall conduct themselves in a professional manner, are expected to adhere to all library policies and procedures, and must accept the guidance and decisions of the paid staff.
2. Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior code as employees.
3. Volunteers work under an at-will status and may be discharged with or without cause or advance notice.
4. Volunteers must maintain confidentiality of all proprietary or privileged information whether this information involves an individual staff member, volunteer, patron, or involves library business.
5. Volunteers will not be compensated by wages, benefits or any other means.
6. Volunteers may have their photograph taken as part of library promotions.
7. Volunteers are asked to wear a name badge that identifies them as a volunteer.
8. Volunteers must stay within the bounds of their given responsibilities. Volunteers are expected to refer all requests for information to the library staff, other than purely directional questions (e.g. "where is the bathroom?"; "where is the children's room," etc.)
9. Volunteers must be reliable in their commitment and to notify the library in advance if they are unable to work their regularly scheduled time slot. In turn, volunteers will be notified immediately on any given day when the library opens late or closes early for any reason.
10. Volunteers must keep an accurate record of the hours they work each week for use by Administration.
11. The library is generally unable to accommodate court-ordered community service.

12. Volunteers under 18 need a parent or guardian signature.

13. Volunteers over 18 will be asked to submit to a background check.

14. The Human Resources Manager shall oversee the use and recognition of volunteers. Each department that uses volunteers shall designate a Volunteer Supervisor to train and supervise volunteers.

TMCPL Volunteer Service Application/Agreement

The mission of the Troy-Miami County Public Library is to maintain and improve the quality of life for all citizens of the community by providing resources that enrich, empower, educate, and entertain residents.

If you are interested in becoming a volunteer, please submit a completed application to kbrubaker@tmcpl.org.

First Name: _____ Last Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home/Mobile Phone: _____ OR Email: _____

Emergency Contact Name: _____ Telephone: _____

Briefly describe any work/volunteer experience: _____

When are you available? (Please include times and days)

Would you be available for: (check all that apply)

_____ Short term projects _____ Long term projects (working on a weekly basis) _____ On call as needed

Preferred Volunteer Activities: _____

Would Rather Not Do: _____

Library service areas that are most interesting to you (check all that apply):

_____ Building & Grounds (e.g. gardening, picking up litter)

_____ Youth Services (e.g. pre-program craft preparation, summer reading program helper, reading buddy, homework help)

_____ Organization (e.g. shelving materials, "reading"/straightening shelves)

_____ Friends of the Library (your contact information will be shared with the Friends)

I certify that all statements made in this application are true and correct to the best of my knowledge and ability, and I agree and understand that any false statements may result in my dismissal from the program.

Signature: _____ Date: _____

Parent/Guardian (if under 18): I grant permission for the above minor to participate as a volunteer.

Parent/Guardian Signature (required): _____ Date: _____

Administrative Use:

_____ Application Signed by Volunteer

_____ Interview Completed

_____ Application Signed by Parent/Guardian

_____ Volunteer tag issued

Volunteer: **Not Placed** **Separated**

Date: _____ Reason: _____

TMCPL Volunteer Service Application/Agreement

The mission of the Troy-Miami County Public Library is to maintain and improve the quality of life for all citizens of the community by providing resources that enrich, empower, educate, and entertain residents.

If you are interested in becoming a volunteer, please submit a completed application to kbrubaker@tmcpl.org.

First Name: _____ Last Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home/Mobile Phone: _____ OR Email: _____

Emergency Contact Name: _____ Telephone: _____

Briefly describe any work/volunteer experience: _____

When are you available? (Please include times and days)

Would you be available for: (check all that apply)

____ Short term projects ____ Long term projects (working on a weekly basis) ____ On-call as needed

Preferred Volunteer Activities: _____

Would Rather Not Do: _____

Library service areas that are most interesting to you (check all that apply):

____ Building & Grounds (e.g. gardening, picking up litter)

____ Youth Services (e.g. pre-program craft preparation, summer reading program helper, reading buddy, homework help)

____ Organization (e.g. shelving materials, "reading"/straightening shelves)

____ Friends of the Library (your contact information will be shared with the Friends)

I certify that all statements made in this application are true and correct to the best of my knowledge and ability, and I agree and understand that any false statements may result in my dismissal from the program.

Signature: _____ Date: _____

Parent/Guardian (if under 18): I grant permission for the above minor to participate as a volunteer.

Parent/Guardian Signature (required): _____ Date: _____

Administrative Use:

____ Application Signed by Volunteer

____ Interview Completed

____ Application Signed by Parent/Guardian

____ Volunteer tag issued

Volunteer: **Not Placed** **Separated**

Date: _____ Reason: _____

Youth Library Card Policy

[Approved January 21, 2016, by the Troy-Miami County Public Library Board of Trustees]

Troy-Miami County Public Library seeks to limit barriers to service for all ages. The library staff acknowledges the fact that some children are not responsible for fines/fees accrued on their cards as a result of misuse by their parents or guardians which results in loss of library privileges. In an effort to serve these children, the library will offer Youth Cards in certain circumstances as defined below. The Youth Card will allow the child to check out up to two books on the bookmobile. The books must be returned before others can be checked out.

Youth cards would be offered to minors (ages 5-17) under the following conditions:

- The child currently has a library card with fines/fees that no longer allow use of the card.
- The child does not have a library card and does not have a parent with them.
- The child knows their first and last name.
- The child knows the name of the street they live on.
- The child knows their date and month of birth *and* either their year of birth or their age.

Library staff reserves the right to determine which children are eligible for this card. Initially, Youth Cards will only be offered to bookmobile patrons and will only be accepted at bookmobile stops.

Youth Cards will not accrue overdue fines and there will be no charge for damaged items. However, lost materials must be returned or paid for before the card can be used again.

Once the child turns 18, the Youth Card will expire and will be deleted. At that time, a child can obtain an adult card. If the child has a regular card with fines/fees in excess of those allowed, those charges will be waived and the child will be given a fresh start.

Procedures for Staff

Either the parent or child can fill out the Youth card application.

A full address is requested and preferred. If all other information is provided, however, the name of the street, without the house number, will be accepted.

Youth cards will expire on their 18th birthday.

Youth cards will be hole-punched in the upper left hand corner to easily identify them.

All Youth cards will be blocked stating: Youth card – limit of 2 books – bookmobile checkout only.

All Youth cards will be placed under the patron code of TMC Provisional.

Notifications will not be sent out for items on Youth cards.

Reserves may be made on Youth cards – up to two items and only books, for bookmobile pick-up only.