



# **Northumberland Public Library/ Mobile Library and Ye Olde Book Shoppe**

## **POLICY MANUAL**

Revision dates are listed on **Appendix i** of this document.

**Mission Statement:** The Northumberland Public library exists to provide high quality Library services to all through our programs and facilities. It serves as an educational and recreational resource for the community. It provides materials and services to help meet residents personal, educational and professional needs.

Northumberland Public Library  
7204 Northumberland Highway  
Heathsville, Virginia 22473

## PREFACE

This Northumberland County Public Library Policy Manual has been prepared in general accordance with the following two documents:

Virginia Public Library Trustee Handbook, revised fourth Edition 2019 published by The Library of Virginia, Richmond, Virginia

Planning for Library Excellence, Standards and Guidelines for Virginia Public Libraries, 2019, Compiled by The Library of Virginia, Richmond, Virginia

## REVISIONS

Members of the Board of Trustees and/or the Director of the Library review this Manual and may submit recommended policy revisions to the Board for approval.

All approved revisions are incorporated into this Manual and the Revision page at the end of the Document is updated.

The Library Director maintains the master file and distributes revisions.

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# Policy Manual

The Policy Manual is organized into two main sections: the first deals with the policies of the Northumberland Public Library that impact the users and stakeholders of the Library; and the second contains the internal policies that provide guidance and direction in the management of the Library.

## **EXTERNAL POLICIES**

### **I. PUBLIC SERVICES POLICIES**

Public services policies regulate the availability of the library services and resources to the community.

#### **A. Service Outlets and Hours**

The Library will be open to the public at least 40 hours per week in accordance with State requirements, including appropriate morning, afternoon, evening and weekend hours.

The Library will be closed on the following days with certain days used as floating holidays (see below):

New Year's Day	Independence Day
Martin Luther King, Jr. Day	Labor Day
Presidents Day/Washington's Birthday	The 1 <sup>st</sup> Tuesday in November
Memorial Day	for Election Day
Juneteenth (additional 8 hours)	
Thanksgiving Day and Friday following	
Christmas Day and the day following	

Whenever such days fall on a Saturday or Sunday, the workday preceding or following shall be considered a paid holiday for full-time employees.

Election Day and Juneteenth may be considered floating holidays and used on another day as determined by the Director.

Any other recommended operating hours and days will be established by the Library Director and shared with the Board of Trustees. Recommendations may include closing early for a Saturday holiday and closing Saturday after a Friday holiday and similar occurrences. Other closings for situations deemed necessary are at the discretion of the Library Director and may coincide with County policy, such as power outages, emergency weather alerts or other emergency conditions.

During holidays the Book Drop Locations shall be maintained upon the recommendation of the Library Director.

## **B. Borrowing Policy and Privileges**

The general public has freedom of access to the library collection for use within the Library and may borrow materials subject to the restrictions below. The Director may restrict users from selected portions of the collection.

### ***(1) Eligibility***

Every person who wishes to borrow Library materials will be issued a free library card with a bar code, by completing a registration form containing the user's name, address, and telephone number; in addition, the Library may use other patron identification systems such as fingerprints.

Children aged 18 and under must have an adult sign the registration form. Each patron must have a library card or alternate authorized Library identification on file in order to check out Library materials.

### ***(2) Responsibility of Borrowers***

Holders of Library cards may borrow any materials designated for circulation subject to the following considerations:

- a. Adult Library cardholders are accountable for the timely return of all materials checked out, as well as payment of any fines or fees.
- b. Parents or other responsible adults are accountable for the timely return of all materials checked out by children, as well as payment of any fines or fees.
- c. Parents or other responsible adults are accountable for the type of materials checked out by their children.

## **C. Circulation Policies**

### ***(1) Confidentiality***

All circulation records and registration information are confidential. Circulation policies will be recommended by the Library Director, approved by the Board of Trustees, and will be included in the Policy Manual and Circulation Desk Handbook.

### ***(2) Books and Audio Books***

Up to 10 books and audio books can be borrowed per person for a three-week period, unless more are authorized by the Director on a case by case basis including three NEW books (identified by a red dot on spine). Renewals can be made once for three additional weeks, by phone or in person. **EXCEPTION—no renewals are permitted on new (red dot) books or books reserved for other patrons.**

### **(3) Paperbacks**

Catalogued paperbacks are borrowed on the same basis as books but up to 20 can be checked out at one time.

### **(4) DVD/Multimedia**

Up to three DVDs may be borrowed per person for a one-week period and may be renewed once for one additional week.

Cardholders under the age of 18 cannot check out DVDs.

### **(5) Magazines**

Up to five magazines may be borrowed per person for a one-week period with unlimited renewals. Current issues shall not be circulated.

### **(6) Playaways, Wonderbooks, Games and Backpacks**

Up to 5 Playaway's and Wonderbooks may be checked out for a 3 week period/ Games and Backpacks are 1 per family per 3 week period.

### **(7) Mobile Hotspots**

1 (One) Hotspot may be checked out to an adult patron who is a resident of Northumberland County for a 3-week period. One hotspot per family. There are no renewals on Hotspots. Should the data limit be reached during that 3 (three) week check out period, the unit automatically turns off and cannot be used.

See appendix VI for Circulation Rules by Patron Circulation Class

## **D. Internet Access Policy**

The Northumberland Public Library provides access to the Internet in keeping with its role as a source of information, intellectual development, and enrichment for the community. As part of making as much information available to as many people as possible, the Library does not restrict access to any resource in the Internet for reasons of content; however, the Library does monitor and filter content in accordance with State regulations.

The Northumberland Public Library has no control over the information accessed through the Internet and cannot be held responsible for the content or quality of information retrieved. Use of Internet resources carries with it a responsibility to evaluate the quality of the information accessed.



Individuals who feel information obtained through the internet is inaccurate or offensive, are encouraged to contact the original producer or distributor of that information. The availability of information does not constitute endorsement of its content by the Northumberland Public Library.

*The Library does not monitor Internet use. As is the case with all other library materials, children's access to the Internet is the responsibility of the child's parent or legal guardian.*

It is prohibited to use this access for any illegal or criminal use.

The Library shall install and maintain appropriate anti-virus software and firewalls to protect the computers, databases and web pages from unauthorized entry and damage.

The library computers on which the public can access the Internet are in public areas shared by Library users of all ages, backgrounds and sensibilities. Individuals, including those using their own computers, are asked to exercise consideration by respecting other patrons by not accessing potentially offensive information and images. Use of library terminals and the library wireless system for viewing or disseminating illegal or inappropriate images is not permitted.

Those who violate the policy above will be asked to stop the disallowed activity immediately and their session will be terminated for the day. *Should a patron refuse to stop their non-permissible activity, the County Sheriff will be called to enforce the policy regulations and the individual will be barred from the use of the Northumberland Public Library computers for one year.*

## **E. Interlibrary Loans**

Interlibrary loan (ILL) services shall be provided to Library users through established procedures with the Library of Virginia; state and national databases, and arrangements with other libraries. A minimal charge for interlibrary loan requests will be used for postage. This charge will be established by the Director. The Library shall consider requests from other libraries, when and if possible.

## **F. Facility Use**

### ***(1) Library Programs***

In accordance with efforts to expand its role as a community center, the Library will sponsor presentations and group activities on a regular basis for the general public and special audiences, such as specific age groups or interests (for example, gardening, authorship, genealogy). Programs will be developed independently as well as in cooperation with other community agencies and organizations.

## ***(2) Smoking, Food and Beverages***

Smoking is not permitted in the Library. Alcohol may be served to adult groups in the Library and meeting room by prior notification to the Director. The user group shall obtain any required permits pertaining to alcohol use and is responsible for any subsequent outcomes resulting from the use of alcohol. Food may be served in the Library or meeting room by prior notification to the Director. The user group is responsible to obtain, serve and dispose of any food that is brought on Library premises.

## ***(3) Meeting Room Use***

As a public service, the Library will make available its meeting room under the conditions described in Item G below.

## ***(4) Displays, Exhibits***

The Library reserves the right to reject any displays or exhibits. See also Paragraphs H and I below.

## ***(5) Community Bulletin Board***

The community bulletin board is to be used for community events, non-profits, and library information only. The Library reserves the right to remove any posted items. Library staff will post items dated and initialed. Items will remain on the board for 30 days.

## ***(6) Unaccompanied Children***

Unaccompanied children are not permitted in the Library under the age of 12. They must be accompanied by a parent or guardian at all times. Parents or guardians who leave their children at the Library must understand that the Library assumes no responsibility for unaccompanied children and cannot assure the safety, care, supervision, or entertainment of unattended minor children on Library premises, nor can they prevent the child from leaving the premises.

Appropriate library behavior is expected of all patrons regardless of age. Individuals of any age who display inappropriate or disruptive behavior may be asked to leave the library. In the case of a child causing a disruption which interferes with patrons or staff members, staff will approach the parent or guardian and request that the child be removed or kept with the parent at all times.

If an unaccompanied child is at the Library at closing, the staff member in charge will attempt to contact the child's parent or guardian 15 minutes before closing.

If the parent is contacted within 15 minutes, the staff will remain in the Library while the child is in the outer lobby. If the parent has not arrived, the staff member in charge will notify the Sheriff's office and turn the responsibility over to the Sheriff as follows:

- a. If the staff member is unable to contact a responsible adult within 15 minutes, he/she will contact the Sheriff.
- b. Under no circumstances will the staff member leave the Library with the child.
- c. Staff members may not offer rides to an unaccompanied child even at the request of the parent.

## **G. Meeting Room and Study Pod Policy**

This Library will make a meeting room/study pods available to the public it serves. These facilities are available on an equitable basis, regardless of the benefits or affiliations of individuals or groups requesting their use. A copy of this policy shall be provided to each applicant organization.

The meeting room/study pods are available at no charge to all not for profit organizations or for any program sponsored by the Library, the Friends of the Library, the Board of Trustees or County Government entities or for individuals. All other groups may rent the meeting room space for \$50 per meeting. The meeting room cannot be rented for birthday parties. This fee covers the additional cleaning cost as well as utility cost incurred by the Library. A group's use of the Library does not constitute endorsement of that group by the Library. The meeting room cannot be used by for-profit organizations whose intent is to sell items while on the premise.

Meetings scheduled when the Library is closed will require a responsible person to pick up the key in advance and return it via the drop box immediately after the meeting.

Reservations for the meeting room are to be made on a fiscal year basis and for no more than twelve months prior to use. Each group must resubmit their reservations annually. Applicants must be at least 21 years of age. Study pods may be reserved up to 3 months in advance. See the final paragraph in this section for more information.

Written applications are required and will be scheduled in priority order on a space available basis with library activities taking precedence. The Library reserves the right to cancel, with a one-week notice, a reservation granted an outside group in order to use the room for Library purposes.

Use of the meeting room includes use of the tables, chairs, projection screen, refrigerator, sink, and coffee pots. Use of the library's computer projector is by

reservation only and a member of the group must be an authorized user. Authorization is obtained by meeting with a Library staff member for an orientation session. Groups may also request Zoom set up through the Library Director with advanced notice.

The Library reserves the right to reject the application of any group or organization for cause; e.g., previous misuse of room or study pods, repeated no-shows, scheduling conflicts, or uses incompatible with the community well-being. Requests for frequent use; e.g., weekly, and/or on a long-term basis, will be evaluated by the Director and negotiated case-by-case.

The Library's name, address or telephone number will not be incorporated as a part of the user group's official address or headquarters designation.

Attendees of the meeting scheduled when the Library is open should use the parking lots on the side of the building or behind the building. Parking in front of the Library entrance is reserved for Library patrons.

The meeting room should be returned to the arrangement it was found in unless requested to do otherwise by library staff. Kitchen facilities and equipment must be left in a clean, orderly fashion. All trash must be removed. Refer to section I. F. 2 for Library smoking, food and beverage policy.

Whoever uses the meeting room while artwork is present must be respectful and see that no harm comes to any piece on display. Adults must be present at all times and are responsible for children.

The Library is not responsible for any injuries incurred during the use of the room or study pods or for any lost or stolen property. The user group must pay for any damage to premises or equipment as a result of use.

Study Pods are available on a reservation basis and can be used up to 3 hours per person, per day, during regular library hours. Usage is limited to one use per person or group daily. The single study pod accommodates one person, the double accommodates 2 persons. Reservations may be made with a library staff member up to 3 months in advance. Usage and reservations are first come, first served. If a reservation is not honored the study pod may be reserved by another person 15 minutes after the original reservation. Persons with a reservation should check in at the front desk for study pod entrance. No food is allowed in the study pods, a beverage in a covered container is allowed. Study pods are not intended as a place of business or office and must be kept in a clean condition. The windows may not be covered for any reason. NPL assumes no responsibility for unattended personal belongings. Study pods will be monitored and unattended items will be removed if left for over an hour or more. Other rules that apply to the meeting room will be enforced for the study pods. Misuse may result in loss of Library privileges. The study pods have electrical outlets, access to internet and a large screen monitor. (see appendix VII for the study pod reservation form)

## **H. Meeting Room Art Display Policy**

It is Library policy that artists be encouraged to display their works in the meeting room. Art displays will be planned and selected by a person or committee established by the Director, or in conjunction with the Friends of Northumberland Public Library and will not be limited to Northumberland County residents.

Art is defined as framed oil, acrylic, watercolor, pastel, charcoal, pen and ink, photography, graphics, fabric, needlepoint, samplers, etc. The artwork shall be limited to wall displays and designed for easy hanging. This will keep the floor area clear for meetings, work sessions, and classes. The Director may make exceptions for special displays on a case-by-case basis.

Art works shall be displayed on a rotating basis. One or more artists may show at any given time, at the agreement of the artists. Any publicity or pictures for the news media will be at the artist's initiative unless sponsored by the Friends of Northumberland Public Library. A sign may be placed in the main library to indicate "who and what" is featured in the meeting room.

Artists must sign a waiver releasing the Library from responsibility for damage or theft. If the art is for sale, prices may be displayed. The artist's contact information may be exhibited. A sign-in book identifying visitors may be placed in the meeting room. Library staff will not be responsible for any transactions related to art sales. There is a \$50 gallery fee on all art displays in which the art is for sale. This fee will be collected at the beginning of the show and used as a credit should sales exceed this amount; the artist will be responsible for remitting 25% of the show sales to the library minus the \$50 fee at the end of the show. This fee will be waived if the art show is sponsored by the Friends of the Library or the Library itself.

## **I. Displays and Exhibits Policy**

As an educational and cultural institution, the Northumberland Public Library welcomes exhibits and displays of interest, information and enrichment to the community. Information is displayed by the Library fairly and professionally and without personal bias, prejudice, or preference. Artwork, handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited.

Materials should not be excluded because of the origin, background, or view of those contributing to their creation. Materials and information presenting all points of view on current and historical issues are welcome and will not be proscribed or removed because of partisan or doctrinal disapproval.

The exhibit spaces and meeting rooms are made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Exhibits and displays may include information about the

exhibit/exhibitor. Exhibits cannot in any way disrupt the normal functions of the library.

The Board of Trustees/ Director may review and approve in advance any material offered for display based on its suitability and availability. Application to exhibit should be mailed to the Director. Reservations for the Library display cases may be made up to one year in advance. Library use of exhibit and display areas takes precedence in scheduling.

Exhibitors/Artists are responsible for the installation and removal of their displays. The Library does not provide porter service, storage space, or special furnishings.

The Library assumes no responsibility for the preservation or protection, and no liability for damage or theft of any item displayed or exhibited. All items placed in the Library are at the owner's risk.

The Library does not carry insurance on artwork/items loaned to the Library for exhibit. The exhibitors must sign a form releasing the Library of liability, before any artwork/ items of value can be displayed.

## **J. Electronic Signs**

The Library electronic signs are used for Library programs and Library news only. No personal information or any other information not pertaining to Library news and programs can be posted on any electronic signs to include the outside and inside monitors.

## **K. On and Off Premise Library Materials Return**

Library books may be dropped off inside the library in the drop box located at the front desk. In addition to the materials return box located outside on the premises of the Library, drop off boxes for the return of Library materials off premises are maintained at (1) Lillian Hardware Home Center in Burgess- drop off box is located at the back of the store with items typically collected on Wednesdays; and (2) Wicomico Church Post Office- drop off box is located inside the post office at the front between the counters in front of the public bulletin board with items typically collected on Fridays.

## **L. Special Collections and Donated Collection Materials**

### ***(1) Special Collections***

The Library may develop special collections to meet the unique needs of Northumberland County and the Northern Neck and to support special programs of the local schools.

## ***(2) Donated Materials***

It is Library policy that donated materials, which can be used, will be added to the collection and all others will be sold or disposed of at the Director's discretion. The Library will not put a value on donated materials, but may provide a receipt when requested. All used and like new donations, are received at Ye Old Book Shop during the hours they are open. Donations from local authors of new books will be received at the Library at the discretion of the Director.

## **M. Reservations, Overdue, Lost, and Damaged Materials**

### ***(1) Reservations of Library Materials***

Any bar-coded item with the exception of reference materials in the collection may be reserved by contacting the Library in person, by phone, or via the online catalog. Reserved materials will be held for five days after notification of their availability.

### ***(2) Lost and Damaged Library Materials***

Library patrons are responsible for replacement costs of any checked-out Library materials which are not returned. The fee for lost materials is the price stated in the computer record. If there is no price listed, the Director will establish a fee.

If an item is paid for and then found, that item remains the property of the person who paid for it. No refunds are issued for paid items.

The fee for damaged materials is the cover price or the amount set by the Director, based on the extent of the damage and whether the materials can be repaired.

### ***(3) Overdue Material Policy***

The primary sanction for overdue materials is to levy fines. When materials are overdue, it deprives other patrons of their use. The goal of fines is to encourage timely return of materials and to recover overdue materials to serve our patrons.

When a patron comes to the desk and the Library system indicates the person has overdue items, the person should be notified of the fact and requested to return them promptly. The Library computer system identifies excessive overdue materials in the monthly overdue report. Based on the report the following actions are taken at the option of the Director:

- a. Shelves are checked for missing materials. Patrons are contacted via mail, email, and or telephone to inquire about the missing materials.
- b. If there has been no response after a period of three weeks, the patron will be called and/or sent a letter requesting a response and establishing a firm deadline for return of the materials. The person's library record will be blocked if the item has not been returned after the patron has been notified by a third letter or a period of nine weeks and no new materials may be borrowed until the matter is resolved.

## **N. Fines, Fees and Sanctions**

### ***(1) Library Cards***

Library cards can be replaced for a \$1.00 fee. Damaged or unreadable cards are replaced for free.

### ***(2) Collection Materials***

The fee for overdue DVDs, multimedia, audio books and Hotspots is \$1.00 per day, with a maximum fee of \$5.00 per item. There is no fee for other library materials.

The overdue fine is calculated from the due date with a one-day grace period through the date the item is returned, counting only the days the Library is open.

### ***(3) Interlibrary Loans***

When a patron requests an item, the Library does not have and it is borrowed from another library; there is a \$4.00 fee to partially cover the postage or delivery costs. The patron will pay this fee when the material is picked up.

### ***(4) Fax***

The fee for incoming faxes is \$0.10 cents per page. The fee for outgoing faxes is \$2.00 for the first five pages + \$2.00 for each additional five pages.

### ***(5) Black/White and Color Copies***

The fee for copies is:

Paper Size	Black/White	Color
8 ½ X 11	\$0.10	\$0.25
8 ½ X 14	\$0.25	\$0.50
11 X 17	\$0.50	\$1.00

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or any other reproductions of copyrighted materials. The person using



this equipment is liable for infringement; signs concerning this Code are posted next to the copy machine.

## **O. Library Behavior, Complaints and Chain of Authority**

### ***(1) Misbehavior***

Sanctions for egregious behavior, as adjudged by the Director may result in loss of Library privileges.

### ***(2) Complaints***

Complaints shall be addressed in accordance with the following policy:

- a. Complaints involving Library personnel (other than the Director) or volunteers will be addressed and resolved by the Director.
- b. Complaints about the Director should be addressed to the President of the Board of Trustees and resolved by the President with the advice of the Executive Committee.
- c. Complaints about the collection will be addressed and resolved by the Director and transmitted to the President of the Board of Trustees as necessary.
- d. Complaints about the Library operations and policies should be transmitted to the Library Director for resolution.

## **P. Outreach Services**

The Library shall provide outreach services to the degree feasible within the staff and budget constraints.

The Library shall provide bookmobile and/or library services as economically feasible and justifiable.

## **Q. Web Site and Social Media Policies**

### **I. Web Site Policy**

The Northumberland Public Library provides a web site that is an extension of the library's information resources and supports its mission to provide access to information and connections to knowledge for all residents of the community through library materials, services, facilities and programs. The Library's website is not intended to be open as a full or partial public forum. The website's primary audience

is Northumberland Public Library patrons. The Library Director and staff participate in the development and maintenance of the site.

The website may include links to public interest information from non-profit organizations, educational institutions, and government agencies, especially those that are unique to the local community. The website may also include links to Internet research tools or to sites that facilitate the public's access to commonly needed ready reference information.

Links that are placed on the web site must meet the following criteria:

- a. Sites should originate from the creating or responsible institution, not a third party;
- b. Material should be up-to-date, preferably with a creation or revision date and contact email address available;
- c. Information should be verified; and
- d. Sites should be examined and re-evaluated regularly for the quality and validity of information, access, design, and currency of content.

Links that are placed on the website must be regularly maintained and evaluated by the staff. At least annually, all links will be checked to ensure that the content remains accurate, reliable, and timely. Sites that no longer meet the needs of library customers or that no longer meet the selection criteria will be removed.

## **2. Social Media Policy**

The Northumberland Public Library sponsors social media sites to further its mission to provide access to information and connections to knowledge for all residents of the community. The Northumberland Public Library's sponsored sites are also a place for the public to share opinions about library related subjects and issues. Comments are welcome and will be reviewed prior to publishing.

As with more traditional resources, the Library does not act in place of, or in the absence of, a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.

- a. Social Media Acceptable Use:

The goals of the Northumberland Public Library sponsored social media sites are:

- To increase the public's knowledge of and use of library services;
- To promote the value and importance of the Library's services among governing officials, civic leaders, and the general public; and
- To maintain open, professional and responsive communications with members of the public and the news media.

Publicly posted information will be professional and reflect positively on the Northumberland Public Library staff, volunteers and services. Staff shall check facts, cite sources, present balanced views, acknowledge and correct errors, and check spelling and grammar before publishing any posts. The Northumberland Public Library reserves the right not to publish any posting or to later remove it.

b. Comments from the Public:

Comments, posts, and messages are welcome on the Northumberland Public Library social media sites. While the Library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy (before publishing when possible). Library sites are intended for moderated discussion and not for a public forum. All postings which contain any of the following could be removed, at the Library's sole discretion, and the poster disallowed from posting any subsequent messages to library social networking sites:

- Obscene or racist content;
- Personal attacks, insults, or threatening language;
- Potentially libelous statements;
- Plagiarized or copy-written material;
- Violation of intellectual property rights;
- Private, personal information published without consent;
- Comments totally unrelated to the content of the forum;
- Hyperlinks to material that is not directly related to the discussion;
- Commercial promotions or spam;
- Organized or political activity; and
- Photos or other images that fall in any of the above categories.

The Northumberland Public Library also reserves the right to edit or modify any submissions in response to request for feedback or other commentary.

The Northumberland Public Library is not obligated to take any such actions, and will not be responsible or liable for content posted by any subscriber in any forum, message board, or other area within the service.

By posting comments, individuals agree to indemnify the Northumberland Public Library, its officers and staff from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by any of them which arise out of or are related to the content posted by customers. Forums and messaging may not be used for commercial purposes or for organized political activity.

Northumberland Public Library assumes no liability regarding any event that occurs or interaction that takes place involving any participant in any Library-sponsored social networking service. The Library does not endorse or review content outside the "pages" created by the library staff. Participation in the Northumberland Public Library social networking services implies agreement with all Library policies, including its Social Media Policy and Public Internet Policy, and the Terms of Service of each individual third-party service. If an individual does not agree to these terms,

the individual should not use the Northumberland Public Library sponsored sites as a violation of these terms may lead to legal liability.

Social media sites may be terminated at any time without notice to subscribers.

Social media is defined as any website or application which allows users to share information. Social media can include, but is not limited to blogging, instant messaging, and social networking sites. Examples: Twitter, Facebook, YouTube, Flickr, Instagram and WordPress.

## **R. PUBLIC RELATIONS POLICY**

The public relations policy defines the purpose and procedure for the public information and public relations program. Publicity shall support the goals of the Library and its long-range plan.

The Director shall coordinate publicity for the Library. The Director shall be in communication with all individuals who have responsibility for Library activities, including the staff, Trustees, the Friends of the Library, Library Publicist, volunteers, and program chairpersons.

The Library Publicist shall work with the Director and Library staff to coordinate publicity opportunities. Publicity shall support the goals of the Library and its long-range plan.

Photography used in publicity and media releases will reflect the diversity of Library users.

The Library shall develop and maintain an Internet Web page to provide access to Library services and to provide information on Library services and programs. The Director or designee is responsible for Web page design, content and maintenance.

## **S. VOLUNTEERS AND FRIENDS**

The Director is responsible for recruitment, selection, and assignment of the volunteers. Position descriptions may be generated for volunteers and include individuals who support Library Operations, individuals who support the Library in community activities, the Friends of the Library, and Ye Olde Book Shoppe volunteers.

## **T. COOPERATION WITH LIBRARIES AND GROUPS**

Policies on cooperation define the sharing of resources and the establishment of networks with other libraries, groups, and agencies.

It is the policy of the Board to encourage cooperation and networking with other libraries and groups in order to enhance the services provided to the community.

This includes providing access to data bases provided by other institutions to facilitate research by Library patrons.

Disclaimer: this cooperation does not include collection of funds or performing any other financial service for non-Northumberland Public Library organizations.

## **U. RELATIONS WITH SCHOOLS**

Policies regarding relations with schools specify areas of cooperation and any limitations of services. It is policy of the Board to encourage cooperation and networking with the schools of Northumberland County in order to improve educational opportunities for all.

Materials shall be selected for the collection to specifically complement the research and reading materials provided by the schools.

# **INTERNAL POLICIES**

The Bylaws of the Board of Trustees constitute Board policy and are included in this section by reference and in the appendices under section IV.

## **I. Financial and General Management Policies**

The financial management policies provide direction for the planning, use and control of the Library financial resources, and the general management policies provide direction for administrative and planning decisions.

### **A. Financial Operations Policy**

#### ***(1) Bank Accounts***

The Library will maintain a checking and a savings account. The checking account shall be used for current operating expenses and to facilitate movement of funds to other accounts. Operating reserves and emergency funds will generally be maintained in the designated savings account. Establishment of any additional bank accounts must have prior approval of the Board of Trustees.

Signatures of the President of the Board of Trustees, the Library Director, and the Treasurer shall be on record at the bank used for the checking and savings accounts. Each is authorized individually to sign checks for amounts up to two thousand dollars (\$2,000.00). The signatures of two of the three are required for amounts in excess of two thousand dollars (\$2,000.00).

Expenses in excess of five thousand dollars (\$5,000.00) require prior approval of the Board of Trustees.

The Treasurer is responsible for assuring all funds are properly deposited and allocated to appropriate checking or savings accounts.

### ***(2) Daily Cash and Check Receipts***

Cash or check receipts will normally be collected at the Library's service desk. Checks will be stamped "For Deposit Only" upon receipt. All cash or check receipts (except for \$50.00) will be removed daily from the front desk. Cash and checks received will be counted, verified, stored in a locked secured space and deposited in accordance with established procedures.

### ***(3) Credit Card Payments***

Credit Card payments are accepted using Visa, Mastercard and Discover through BlueSwipe, a program of Primis. An additional fee of \$1.00 is attached to all credit card transactions as a convenience fee. Patrons are notified of this fee when they use a credit card and signs are posted accordingly. Credit Card transactions are not limited in amount.

### ***(4) Payments***

The Director or Board Treasurer must approve all expenditures of \$25.00 or more for goods and services before payment is made. Payments of \$25.00 or more shall be by check or Library credit card. Lesser amounts may be made by check or from petty cash fund (see below). When not in use, checks will be stored in a secure place.

### ***(5) Petty Cash Fund***

A petty cash fund shall be established in the amount of \$100.00, kept in a locked secured space. Designated employees will be in charge of the fund, making disbursements as needed. The fund may be used to pay for goods and services for amounts less than \$25.00.

### ***(6) Budgeting***

The Director, in cooperation with the Treasurer, shall develop the annual budget and present it to the Executive Committee for concurrence and to the Board for approval. The annual budget anticipates revenues, operating expenses, a capital budget, and reserves for capital replacement. Further, the Director will ensure that the requirements necessary to receive Grants-in-Aid from the State of Virginia are met.

## ***(7) Reports and Annual Financial Review***

The Treasurer or designee is responsible for preparation of a monthly profit and loss statement to be made available to the Director and a bimonthly balance sheet, profit and loss statement and budget analysis for the Board of Trustees.

This same report shall also be prepared for YOBS (Ye Olde Book Shoppe) by the designee and emailed to the designated treasurer for the Book Shoppe as well as the Director on a monthly basis. This will be reported to the Friends of Northumberland Public Library at their bi-monthly meeting.

The Library shall have an annual audit of the financial records made by an independent Certified Public Accountant after the end of each Fiscal year.

## **B. Investment Account Policy**

There shall be an investment account managed by the Board of Trustees.

### ***(1) Establishment of the Investment Fund***

The Northumberland Public Library Investment account has been established by the Library Board to enable the Library to have monies available from the earnings of the account, in order to offer increased services and opportunities to the clients of the Library. The Northumberland Public Library Investment account is established in accordance with the local Commonwealth regulations and statutes on investment accounts. The Board of Trustees Treasurer and President or designee has control of the account and may at any time, with permission of the Board manage and authorize access to the account for purposes of audit or designation of funds. At no time may changes be made to the account without a quorum of the Boards consent.

### ***(2) Responsibilities***

The Library Board of Trustees, with oversight of the Executive Committee, shall be responsible for the management of the investment account. Investment status and changes shall be reported to the Board by the Library Treasurer at each regular Board meeting.

### ***(3) Due Diligence***

In the investment, reinvestment, retention, and sale of securities for the benefit of the Library, the Library Board of Trustees shall exercise the same judgment of care, skill, prudence and diligence under the circumstances prevailing from time to time including, among other things, general economic conditions and the needs of the

Library, that prudent persons familiar with such matters and acting in their own behalf would exercise under the circumstances.

## **C. Long Range Financial Planning**

The Board shall review and adopt a Long-Range and Financial Plan, which shall provide the basis for budgeting and financial planning and acquisition of capital assets and technology. This plan shall be updated annually in accordance with the Library of Virginia submittal schedule. The Director is responsible for the implementation of this plan.

A new Long-Range Plan will be created every five years. The plan shall include quantitative and measurable goals where possible.

## **D. Travel and Professional Organization Attendance**

The Library Director and staff, with the permission of the Director, may be reimbursed for travel and other expenses related to official Board/Library functions and to attend professional Library organization meetings.

Travel expenses shall be reimbursed for use of their own vehicle at the current mileage rate authorized by the IRS, and other expenses shall be reimbursed at actual cost. Itemized expenses, including receipts for expenditures over \$25.00, will be submitted to the Director for reimbursement.

Should Board members need to travel with express purpose of Northumberland Public Library business, the Board President or Vice President shall approve Board Member travel in advance.

# **II. PHYSICAL FACILITIES**

## **A. Emergency Procedures**

At the discretion of the Director, the Library will be closed for weather and national emergencies. Public announcements will be made about Library closures as deemed appropriate by the Library Director.

The Library will follow the County on all closings, although the Library may close evenings, Saturdays, and other times when conditions are not safe.

The Library Director, in consultation with the Board President, may contract for services to mitigate physical facility damage caused by catastrophic events.

Emergency lighting and smoke detectors will be tested on a regular basis and batteries replaced per the manufacturer's instructions at least annually.



The Director shall coordinate any needed disaster/recovery plans with the Library Board Executive Committee or with County Emergency personnel as deemed necessary or appropriate. See the attached emergency plan in Appendix III.

## **B. Power Failure or Water Failure**

In the event of a power or water failure of any significant duration, the Library will be closed to the public. The Library director has the authority to determine the Library's operating schedule during and after such failure. The safety of the public and staff should be of primary concern in these decisions.

## **C. Keys**

The President of the Board of Trustees, the Treasurer, and the paid staff of the Library as determined by the Director are authorized to have keys to the Library building. The President may designate one other individual to have a key for emergency purposes. The Director shall maintain a list of persons with keys.

## **D. Maintenance**

The Director is responsible for the maintenance of the Library facilities. The responsibility includes contracting for necessary services and supervising contractor, staff and volunteer activities.

## **E. Insurance**

The Director is responsible for recommending levels of insurance to the Board. Annual policies must be renewed after the review and on recommendation of the Director, any changes must be approved by the Board.

## **F. Handicapped Access**

It is the policy of the Board that the Library shall meet all the requirements of the Americans with Disabilities Act of 1990 and amendments. It is the responsibility of the Director to assure the Library complies and to bring any problems to the Board for resolution.

## **III. COLLECTION POLICIES**

Collection policies are established to assure that the collection is comprehensive, balanced and accessible to the public.

# **A. Collection Development Policies for the Main Library and the Mobile Library**

## ***(1) Overview of the Community; Library's Roles and Mission***

The Northumberland Public Library exists to provide Library services of high quality to all persons who wish to use its services, programs, and facilities. As the public library for the County of Northumberland, most users will be citizens of the County; however, Library materials and services will be accessible and available, in accordance with the policies stated herein, to everyone, regardless of race, religion, origin, age, sex, economic status or personal or social views. The Library subscribes to the American Library Association's Bill of Rights as presented in paragraph (6) below. It will also work toward meeting the goals documented in the Library of Virginia's document titled: Planning for Library Excellence, 2019. Its efforts will be directed toward excellence in its chosen roles as:

- a. a popular materials resource for all age, cultural, and socioeconomic groups in the community;
- b. a center for reference, educational, and cultural materials;
- c. a learning center for all ages; and
- d. a community center, working with other organizations.

## ***(2) General Overview of the Collection***

Library materials and resources will be selected to reflect a broad range of subject matter and points of view with no attempt to promote or restrict the presentation of any particular opinion, belief, or philosophy. The type and formats collected shall reflect the needs and demographics of the community.

## ***(3) The Purpose of the Collection Development Policy***

The Library will strive to develop a collection that will provide enjoyment to Northumberland County residents and visitors while serving their varied interests and educational and informational needs.

The collection will contain materials targeted to the demographic composition of the community.

## ***(4) Selection Responsibility***

It is the responsibility of the Director to select materials for the Library. Materials will be organized and displayed in accordance with established library systems and procedures to facilitate accessibility to all users. Most materials will be available for circulation. Some periodicals and reference material, as well as rare or delicate items, may be designated non-circulating by the Library Director.

## **(5) Collection Maintenance**

The collection will be reviewed and evaluated on a regular basis to remove outdated, unused, and worn materials at the discretion of the Director.

## **(6) Intellectual Freedom**

### a. Library Bill of Rights (ALA)

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan and doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs of affiliations or individuals or groups requesting their use.
- All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, and safeguard all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

b. Procedures for requests to reconsider the acquisition and display of materials:

- The Library will consider written requests regarding reconsideration of acquisition and display of materials. Decisions made by the Director shall be considered final.

## **IV. GIFTS AND SPECIAL MATERIALS**

The purpose of an established policy on gifts allows the Library to accept or refuse gifts depending on their value, use, and practicality.

### **A. Gifts and Memorials**

The Library will accept donated materials, including property, paintings, equipment, money, etc., with the understanding that they will be retained in the collection, sold in the Ye Olde Book Shoppe, used, or disposed of at the Library's discretion. Donors are informed of this policy when their gifts are accepted. Acceptance or rejection of gifts and materials shall be at the Director's discretion subject to the limitations of this policy.

All monetary contributions, including memorials, shall be acknowledged in writing.

Memorial gifts may be accepted or rejected by the Library depending upon the conditions attendant to the gifts, and may be rejected by the Director if an undue or unique burden is placed on the Library.

### **B. Special Materials**

The Library encourages donations of historical materials relating to the community and writings of local authors.

The Library may refuse to accept or display religious, historical, contemporary, or other materials deemed objectionable by the Director.

The Director, in consultation with the Library Board President, shall determine the appropriate medium to recognize gifts to the Library.

## **V. PERSONNEL POLICIES AND DESCRIPTIONS**

All personnel policies comply with the Civil Rights Acts of 1964, as amended in 1972 and 1991, which prohibits discrimination on the basis of race, color, religion, creed, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any term, condition, or privilege of employment.

All personnel will be selected from the best-qualified applicants for all positions. The Library is an Equal Opportunity Employer with due consideration given to all applicants regardless of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

## **A. Roles of Volunteers and Employees**

### **(1) *Friends of Northumberland Public Library***

The Friends of Northumberland Public Library (NPL) are a separate 501(c)(3) with a governing board and general membership. The Friends of the Library are governed by a set of bylaws approved annually. They conduct an annual membership drive and hold an annual meeting for all membership in July. There are four offices, a President, Vice President, Secretary and Treasurer as well as seven members at large. The Library Director, a YOBS representative and the President of the Board of Trustees are ex officio members.

The Friends of NPL meet bi-monthly and exist to raise funds for the needs of the library with respect to programs and special events outside of the scope of the annual operating budget. The Friends are tasked with giving a set amount to the Library as per the budget on an annual basis. The programs and special events will be managed and coordinated with the Library Director and if possible, will take place on Library premises to promote the facility, although larger venues may be used for special events. The policies herein apply to all members of the Friends when using Library facilities or when representing the Library. See appendix V for current bylaws.

### **(2) *Ye Olde Book Shoppe***

Ye Olde Book Shoppe (YOBS) is a separate entity of the Library but should be held to the same standards as set forth in this policy manual. Ye Olde Book Shoppe operates out of a rented facility and all funds are managed by the Library Director as well as the Board Treasurer and a designated volunteer. Hours of operation are determined by the Director. YOBS is managed by volunteers and the Library Outreach Supervisor. Hours of operation may be changed with agreement of the Library Director. Since YOBS is operated by volunteers, hours are often subject to availability although the Director may assign a library staff member or the Outreach Supervisor to the facility to keep it open during regular hours if a volunteer is not available.

All fixtures and materials in YOBS are the property of the Library. YOBS accepts all donations on behalf of the Library with respect to books, audio visual materials, magazines and other items that can be sold. If an item is not sellable, the Library Director or designee may dispose of the item in the most appropriate manner including recycling, donation or other means. YOBS income is taxable and Virginia state sales tax must be paid on an annual basis.

### **(3) *Board of Trustees***

The Northumberland Public Library Board of Trustees is governed by an executive committee made up of a President, Secretary, Vice President and Treasurer and eight to nine Members at Large. The county will provide one Supervisor as an ex officio member. The Library Director as well as the President of the Friends will serve in an ex officio capacity as well. The Board of Trustees has its own set of bylaws which are approved annually and meets bi-monthly with a full membership meeting in the month of July. The Board of Trustees is a Governing board and follows all guidelines as established by the State Library of Virginia as explained in Virginia Public Library Trustee Handbook for Governing Boards published by the Library of Virginia in June of 2019. The policies herein apply to any and all board members as acting representatives of Northumberland Public Library. Board members are advocates for the Library and as such should conduct themselves with the best interest of the Library in mind. The Library Director reports directly to the Board of Trustees. See appendix IV for current Bylaws of the Board of Trustees

Please see Appendix II “Roles of the Trustees, Director, and Staff.” For further clarification.

#### ***(4) Chain of Command***

Should a disagreement ensue with one of the above parties the chain of command is established as such:

- a. Staff to Director or Board President in absence of Director (Only if no Director is appointed)
- b. Staff to Director; Director to Board President
- c. Friends of the Library to Director; Director to Board President
- d. Board President to Director; Director to entire Board.

Should the disagreement not be resolved a third party may be called in to mediate based on a quorum vote of the Board of Trustees.

This policy does not negate the Director from managing issues but rather gives the staff and those who are part of the serving entities a diagram for success in negotiation.

## **B. Job Descriptions for Paid Employees**

The job description for the Director will be maintained and updated by the Board President and one other Board member and will be approved by the Board of Trustees. Job descriptions for other paid employees will be developed by staff and the Director and approved by the Director. Job descriptions for paid employees are included in this Policy Manual in Appendix I.

## **C. Personnel Evaluation**

New employees will be evaluated after 90 days of employment to determine if the person and position are indeed a good fit. If at such time the determination is made that the person does not fit the position for which they were hired the employee may be terminated at the discretion of the Director. This is explained to the new employee at the time of hire as a probationary period. If the employee is retained they will receive an annual evaluation on the anniversary of their hiring. All employees will be evaluated on the anniversary of their hiring date on an annual basis. Evaluators for the Director will be the Board President and a Board Member selected by the President. The Library Director evaluates full-time/part-time staff. The Director shall maintain personnel files to include copies of evaluations. Access to these files shall be controlled by the Director.

## **D. Compensation**

The Director will maintain a salary range for all Library staff. Library staff member compensation is at the discretion of the Library Director. The Director may collaborate with the Board President and Treasurer as needed in conjunction with Library staff compensation as it relates to personnel achievement and the Library budget.

## **E. Annual Leave**

Annual leave is based on the fiscal year. Full-time employees will earn one day per month of annual leave during the first year of continuous employment, up to 12 days per year and in addition will receive a paid vacation day on their birthday. From the sixth year, 15 days of annual leave will be earned. From the 11<sup>th</sup> year, 20 days of annual leave will be earned. The 20 days are not to be used sequentially. A maximum of 20 days may be carried-over into the next fiscal year and a maximum of 20 days of unused leave shall be reimbursed at termination or retirement.

Part-time employees hired on or before December 31<sup>st</sup> 2014 with the exception of the Children's program coordinator, who work at least 20 hours per week will earn ½ day per month of annual leave after the first year of continuous employment, up to five days per year; and in addition will receive a ½ day off for their birthday. There is no carryover of annual leave into the next fiscal year. The Children's program coordinator will be the only position after December 31<sup>st</sup> 2014 eligible for this benefit.

## **F. Sick Leave**

Sick Leave is awarded on the basis of full-time employment and may be accumulated for necessary use in subsequent years. Effective March 12, 1997 annual sick leave is 12 days per fiscal year for full-time employees with less than five years employment, 14 days per fiscal year for five to ten years employment, and 16 days per fiscal year for employment in excess of ten years. Sick leave may be used for illness or death in the immediate family as well as medical and dental appointments.

Employees will not be reimbursed for unused sick leave at termination or retirement. No sick leave may be taken for more than six months at any one time.

## **G. Worker's Compensation**

The cost of the Worker's Compensation benefit is paid entirely by the Library and is intended to provide for work-related injuries. Coverage includes medical, hospital and surgical expenses. If injured on the job, the employee must report directly and immediately to the supervisor so medical attention can be given as required by the State Worker's Compensation Act. The "Employer's First Report of Accident" form must be completed immediately.

## **H. Civil Leave**

An employee may receive full pay for any absence necessary for serving on a jury or attending court as a witness under subpoena. When an employee is paid for civil duties, he/she will be paid the difference between the sum received for civil duty and his or her Northumberland Public Library salary.

## **I. Retirement Benefit**

The Library has established a retirement benefit plan with an investment company. The Board contributes 7½% of the salary of each full-time employee to be invested monthly. This amount is a line item budgeted expense and evaluated on an annual basis. The amount can be raised at the discretion of the Board with guidance from the Director if budget allows. All full-time employees are immediately vested after they satisfactorily complete their 90-day probationary period.

## **J. Health Insurance Benefit**

The Library shall establish or participate in a group health insurance program, within budgetary allowance. The Library shall pay 80% of the cost of any group or individual policy. This cost shall not exceed \$600.00 per month for full-time employees. The balance of the cost of the policy is to be paid by the employee by payroll deductions if a group policy exists or directly to the insurance company if an individual policy exists. Full-time employees have the option to accept the Library's group health insurance plan at the time of employment. Enrollment in the plan will not take effect until after the 90 day probationary period or at a time mutually agreed upon by the Director at the time of hire. As of 2020 no such plan exists but may be started if finding a full-time employee to fill a vacancy is contingent upon this benefit.

## **K. Staff Development**



The Board will promote professional growth and competency. Funds will be budgeted and the Director shall determine their allocation to individual employees considering the long-term benefits to the Library. Training is encouraged and will be considered

during the course of evaluation as a positive sign of growth for all employees. The Director may designate up to three days per year as staff training days and require attendance by all paid staff members.

## **L. Work Schedule**

The Director sets the number of hours the Library is open to best serve the public within the Library's resources of money and staff. The Director arranges the hours of duty worked by an employee. Full-time employees work 40 hours per week except for allowances for holidays, vacation, and sick or personal leave.

## **M. Compensatory Time**

A full-time employee working more than the scheduled number of hours in a given week, where the Director has requested the additional hours be worked, shall receive credit. This compensatory time is to be applied within the same quarter as determined by the employee, Director and scheduling needs.

## **N. Leave Without Pay**

Upon the recommendation of the Director, leave without pay for an employee may be authorized by the Executive Committee of the Board of Trustees. Unless an emergency occurs, such leave must be approved in advance. The Executive Committee will set the term and any special conditions for such leave with the Director and employee.

## **O. Disciplinary Procedures/Termination of Employment**

The Library Director has a responsibility to establish performance of expectations of all employees in order to protect the welfare and safety of our employees and visitors. These performance expectations are outlined in the employee's job description/performance evaluation and in the Library's policies and practices. It is the employee's responsibility to know and adhere to appropriate professional conduct. Employees who fail to abide by the policies and rules of the Library or fail to perform the tasks and duties of their position, are liable to receive corrective discipline.

Where an employee's conduct is detrimental to the Library or the general welfare of a fellow employee, disciplinary action will be taken. Disciplinary action may be necessary because of inefficiency, incompetence, insubordination, failure to perform

assigned duties, absent without leave, narcotics addiction or abuse, or infraction of safety rules.

### ***(1) Steps of Disciplinary Procedure***

- a. A verbal reprimand to the employee involves identifying and discussing problem areas and the actions that must be taken to improve job performance and/or employee behavior within a specific time period. Written documentation of the warning should be given to the employee and a copy to be placed in the employee's official personnel file.
- b. A written reprimand to the employee is implemented if the employee fails to act to resolve the problem previously discussed or fails to correct it within the specified time. The written reprimand should again clearly identify the problem, relate what standards need to be met or rules observed within a specific time period, and include a written statement such as "future problems of a similar nature will result in more serious disciplinary action." A copy should be provided to the employee and one also placed in the employee's personnel file.
- c. A final written reprimand to the employee is issued for a repeated breach of rules of job performance standards or serious misconduct. The final written reprimand should again clearly identify the problem, relate what standards need to be met or rules observed within a specific time period, and include a written statement such as "future problems of a similar nature will result in more serious disciplinary action including termination." A copy of the final written reprimand should be provided to the employee, and one also placed in the employee's personnel file.

### ***(2) Unacceptable Conduct***

The following are some examples of unacceptable conduct, though not an all-inclusive list. Violation of these rules may be grounds for immediate termination or other disciplinary action. The Library reserves the right to take disciplinary action or terminate employment at any time without notice for any behavior deemed unacceptable.

- a. Careless performance of duties.
- b. Refusal to complete an assignment or meet a request of a supervisor or other proper authority unless refusal is based on legal, moral or ethical considerations.
- c. Repeated tardiness or absences or abuse of sick leave.
- d. Being under the influence or use of illegal drugs or alcohol.

- e. Unauthorized absence from work during working hours or not showing up for a scheduled shift.
- f. Conduct endangering life, safety or health of self or others.
- g. Sexual harassment.
- h. Sleeping on the job.
- i. Theft from the Library or from other employees.
- j. Malicious gossip or verbal attacks on any employee, patron or visitor.
- k. Altering, removing or destroying Library property.
- l. Any other conduct determined unacceptable by the Director.

**Revision List**  
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September 9, 2015

January 13, 2021

November 10, 2021

March 9, 2022

May 17, 2023

# APPENDICES

## Appendix I: Position Descriptions

### Position Description: Library Director

**Management Responsibilities and Essential Functions:** Responsible for the supervision and oversight of all library operations which includes the main library, a mobile library, and a used book shop. The Director provides leadership for developing, managing, and implementing its programs of services.

### General Description of Work

**Public Services:** Leads staff and volunteers in the creation and maintenance of a welcome and impartial environment for all library constituents. Establishes and maintains effective working relationships with community organizations. Develops, maintains, and evaluates all library operations and services to include outreach opportunities and programs. Serves as the public liaison and library representative at community events, programs, and civic meetings in promotion of and education about library services.

**Staff and Personnel Management:** Provides leadership to staff and volunteers. Assigns tasks for effective use of individual talents. Recruits and hires qualified library employees to provide services needed by community members. Oversees staff scheduling to support library activities. Fosters cooperation for a positive workplace environment. Maintains personnel records.

**Mobile Library:** Provides management oversight for community outreach via the Mobile Library, including supervision of personnel, collections, scheduling, programs, and maintenance of the vehicle.

**Ye Olde Book Shoppe (YOBS):** Oversees and delegates activities associated with YOBS management, including monitoring the budget in conjunction with the Library Board Treasurer, volunteer coordination, and inventory control.

**Collections:** Delivers management oversight for the selection and maintenance of all materials for the main building, the mobile library, and donated materials. Works in collaboration with the County schools for curriculum support.

**Technology Management:** Guides the maintenance of technology applications associated with library services. Utilizes best practices to maximize efficient and effective operation of library technologies. Collaborates with library staff in identifying

and maintaining effective technology applications for patron needs. Ensures secure and confidential information is maintained appropriately.

**Facilities:** Supervises the care and maintenance of the library building and grounds, and coordinates projects related to facilities. Arranges for use of library spaces for programs, meetings, or other events as needed.

**Fiscal Management:** Develops and administers the library budget. Evaluates and approves expenditures and allocated funding. Supervises the library bookkeeper and seeks and manages grant opportunities. Prepares statistical reports as required by the State Library Board, Library of Virginia and all other government entities associated with library finances. Works in collaboration with the Library Board Treasurer on fiscal matters to include annual fundraising activities, library audit, personnel costs, and unbudgeted expenses or projects.

**Board Relations:** Attends Library Board meetings and keeps the members informed on library related activities. Collaborates with Board members in strategic planning and for fund raising opportunities.

**Friends of the Library (FOL):** Collaborates with the FOL, attends meetings and functions, advises the group on library needs and provides requested information applicable to their fundraising activities.

**Knowledge, Skills and Abilities:**

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to prepare administrative reports in a clear, logical manner
- Ability to understand and interpret library policies, procedures, and rules
- Ability to keep records accurately
- Ability to interact courteously and effectively with elected and appointed officials, town employees, library staff and volunteers, the library's business contacts, and the general public
- Considerable knowledge of supervision, training, and staff utilization principles
- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities
- Ability to initiate, organize, and follow through on programs, services, and projects
- Solid knowledge of current trends and developments in the library profession

- Thorough knowledge of library resources: print, non-print, and electronic
- Knowledge of library automation
- Working knowledge of public relations procedures
- Ability to represent the library at professional and community meetings

**Required Education and Experience:**

Master's degree in library and/or information science (MLS/MLIS) from a graduate library program accredited by the American Library Association and certification as a professional librarian by the Commonwealth of Virginia.

At least 2 years of customer service experience in a managerial position and 2 years of experience in administrative management experience in a like environment.

**Position Description: Customer Service Supervisor**

**Full time Position**

Under direction of the Director, provides complex and specialized paraprofessional library support work, including circulation, reference, computer and software applications, cataloging, patron assistance, and book purchasing/processing.

**General Description of Work:**

Performs complex paraprofessional and/or specialized library support work, which requires the exercise of independent judgment, the application of paraprofessional skills and a knowledge of detailed or specialized activities related to the library function(s) to which assigned.

Manages and participates in library programming as directed.

Assists supervisor in the implementation of projects, and the creation of policies and procedures that achieve optimal operational workflow.

Reviews and selects materials for collections in various formats; reviews lost/damaged/missing/outdated items in collection and makes determination on whether they should be replaced.

Trains and directs volunteers in assigned duties.

Answers patron questions and instructs patrons in the use of library systems.

Locates materials for patrons, retrieves reserve books, renews and checks books in and out, and receives and records monies per library policies.

Plans, creates and maintains displays for promotion of collection materials.

Reviews donated items for potential to be added to collection; responds to memorial donations and coordinates donation program.

Interacts extensively, both in person and over the telephone, with patrons, management, outside agencies, vendors, and other libraries.

Uses various computer systems to enter, edit and retrieve information; assigns call numbers to books and ensures appropriate documentation utilizing library systems.

Maintains accurate records and files to include statistical data.

Schedules the library meeting room according to library policy.

Oversees and trains volunteers and part-time staff in work procedures as directed.

Demonstrates courteous and cooperative behavior when interacting with the public.

Acts in a manner that promotes a harmonious and effective workplace environment.

Maintains strict adherence to all privacy rights and ethical aspects of patron records and interactions.

**Knowledge and Abilities:**

- Library services, functions, reference materials and automated systems.
- Standard terminology and practices of library support work.
- Library public desk etiquette and methods of providing information.
- Business mathematical skills.
- Standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to library services.
- Financial record keeping and bookkeeping practices and techniques.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.



**Skills:**

- Performing technical, specialized, complex, difficult or technical office support work.
- Explaining and applying library policies and procedures.
- Answering patrons' questions.
- Instructing patrons in the use of specialized automated library systems.
- Exercising sound independent judgment within established guidelines.
- Performing a variety of office support work, including maintaining records and files, typing and data entry.
- Organizing, maintaining and researching office files.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with patrons and staff at various levels, the public, in person and over the telephone.

**Required Education and Experience:**

Equivalent to two (2) years of college level course work in library sciences; AND four (4) years of library customer service/support experience; OR an equivalent combination of education, training and experience.

**Position Description: Library Outreach Supervisor****Full Time Position**

**General Description of Work:** Manages the Library's used bookstore, and the Mobile Library, works at the main Library desk as needed and pursues other outreach opportunities as they arise. MUST BE ABLE TO LIFT HEAVY BOXES.

**Donations:** Volunteers can be trained to fulfill these duties as the Outreach Supervisor sees fit.

- Sort through all donations.
- Mark donations to be kept with pencil, month/year and price. Those not wanted get boxed and delivered to the refuse center or to thrift books for resale.
- Pick up donations that are left at the Library.
- Offer receipts for donations (for tax purposes).

**Scheduling:**

- Oversee and train volunteers and part-time staff or others on work procedures.
- Send out a schedule every Tuesday morning.
- Send out a revised schedule Wednesday morning.
- Cover the time shifts when no volunteers are available.

**Cleaning:** Volunteers can be trained to fulfill these duties as the supervisor sees fit.

- Windows
- Bathroom
- Vacuum
- Sweep entrance
- Water plants
- Dust shelves
- Display books in windows according to Holidays or seasons.

**Knowledge Skills and Abilities:**

- Ability to organize and plan effectively
- Work individually and in a team
- Excellent customer focus
- Self-motivated with a passion for books
- Ability to work in a variety of conditions and circumstances
- Ability to see the big picture and how we can partner with other community resources

**Required Education and Experience:**

Equivalent to two (2) years of college level course work in library sciences; AND four (4) years of library customer service/support experience; OR an equivalent combination of education, training and experience

**Position Description: Library IT Coordinator**

**Part-Time position**

In collaboration with the Library Director, coordinate all aspects of the library's IT operations and needs.

**General Description of Work:**

Coordinates daily operations of the Library's automation and communication systems, including the library catalog, Web server, Internet access, social media, telecommunications, and other related systems.

Monitors all system functions and assists with the technology operations of the library.

Reviews and recommends policy and procedures for use of computers and computer systems.

Provides assistance, training and instruction to staff on computer services as needed.

Keeps current on technological procedures, processes and equipment relevant to the needs of the library.

Compiles, interprets statistics, and prepares reports as needed.

In coordination with the library director, evaluates the present and future automation needs of the library, Reviews and makes recommendations for technology and applications to the Library director.

Communicates with vendors as needed.

Provides assistance to patrons as needed.

Maintains strict adherence to all privacy rights and ethical aspects of patron records and interactions.

**Knowledge, Skills and Abilities:**

- Strong verbal and written communication skills
- Ability to work with the technical jargon and translate that to the library workplace
- Ability to troubleshoot technology issues
- Ability to seek innovative uses of technology to further library service goals
- Ability to manage multiple priorities
- Demonstrated strong abilities with various technology applications
- Demonstrated customer service skills

**Required Education and Experience:**

Degree in a field consistent with the responsibility of the position and three (3) years of experience preferably in a public library setting.

**Position Description: Library Bookkeeper  
Part-Time position**

**General Description of Work:** Responsible for organizing and maintaining all accounting aspects associated with the library. Performs all other related work as required. Works closely with Library Director and Library Board Treasurer as required. Maintains strict adherence to all privacy rights and ethical aspects of financial transactions, patron records, and any interactions associated with the financial transactions of the library.

## **Responsibilities and Tasks**

- Ensures library invoices and financial obligations are paid timely with appropriate documentation and approvals
- Prepares standard monthly journal entries maintaining documentation and support for all entries
- Ensures accounting deadlines are met based on the monthly close calendar and business needs
- Understands and reconciles general ledger accounts; balance sheet accounts should be reconciled to detail documentation monthly
- Researches and analyzes transactions
- Researches and completes requests from Library Director, Board Members, and external auditors
- Reports questionable situations, concerns, complaints, or harassment immediately
- Prepares monthly financial statements and other periodic reports as needed

## **Competencies**

- **Accountability:** Takes ownership for responsibilities and commitments, and their outcomes
- **Business Acumen:** Understands the context, needs, and key factors with achieving business goals and objectives
- **Change Agility:** Effectively facilitates and supports changes in operating process and procedures as instructed by the Library Director
- **Quality:** Committed to maintain a high standard of excellence while also meeting or exceeding customer expectations
- **Job/Technical Proficiency:** Demonstrates the appropriate depth of knowledge and skill specific to the job function

## **Knowledge Skills and Ability**

- Understands general accounting practices
- Demonstrates knowledge of accounting framework
- Accurate data entry skills
- Assists with budget preparation; monitors and explains any variances from the projected budget
- Ability to coordinate, analyze, observe, make decisions, and meet deadlines in a detail-oriented manner
- Ability to work independently without continuous supervision
- Knowledge and proficiency with internet, email, and other general business applications
- Proficiency in Microsoft Word and Excel
- Proficiency with QuickBooks
- Produces work with a high level of accuracy and on-time

- Demonstrates professionalism and organizational skills
- Exhibits excellent customer service skills exercising good judgement, courtesy and tact in dealing with public, vendors and staff members
- Demonstrates ability to maintain and safeguard confidential information

**Required Education and Experience:**

License or Certification

- None

Minimum Qualifications:

- High school diploma required
- College course work beneficial
- Proficiency in Microsoft Office applications Outlook, Excel, Word required
- Proficiency in Intuit QuickBooks required
- Oral communication, written communication, fluency in English, active listening skills

Productivity Standards:

- Has regular, reliable, and predictable attendance and punctuality
- Adheres to dress code
- May be required to work weekdays and/or weekends, evenings and/or night shifts if needed to meet deadlines
- May be required to work on religious and/or legal holidays on scheduled days/shifts
- May be required to perform other duties as assigned by supervisor

**Position Description: Library Clerk**

**Part-Time position, this role relates to all positions except otherwise noted and encompasses the majority of staff.**

Under direction of the Customer Service Supervisor, provides library support work, including circulation, reference, computer and software applications, and patron assistance.

**General Description of Work:**

Performs paraprofessional and/or specialized library support work, which requires the exercise of independent judgment, the application of paraprofessional skills and a knowledge of detailed or specialized activities related to the library function(s) to which assigned.

- Manages and participates in library programming as directed.
- Assists supervisor in regard to the implementation of projects,
- Reviews lost/damaged/missing/outdated items in collection and helps to make determination on whether they should be replaced.
- Trains and directs volunteers in assigned duties.
- Answers patron questions and instructs patrons in the use of library systems.
- Locates materials for patrons, retrieves reserve books, renews and checks books in and out, and receives and records monies per library policies.
- Helps to plan, create and maintain displays for promotion of collection materials.
- Interacts extensively, both in person and over the telephone, with patrons, management, outside agencies, vendors, and other libraries.
- Uses various computer systems to enter, edit and retrieve information.
- Schedules the library meeting room according to library policy.
- Oversees and trains volunteers and part-time staff in work procedures as directed.
- Demonstrates courteous and cooperative behavior when interacting with the public; acts in a manner that promotes a harmonious and effective workplace environment.
- Maintains strict adherence to all privacy rights and ethical aspects of patron records and interactions.

**Knowledge and Abilities:**

- Library services, functions, reference materials and automated systems.
- Standard terminology and practices of library support work.
- Library public desk etiquette and methods of providing information.
- Business mathematical skills.
- Standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to library services.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

**Skills:**

- Performing technical, specialized, complex, difficult or technical office support work.
- Explaining and applying library policies and procedures.
- Answering patrons' questions.
- Instructing patrons in the use of specialized automated library systems.

- Exercising sound independent judgment within established guidelines.
- Performing a variety of office support work, including maintaining records and files, typing and data entry.
- Organizing, maintaining and researching office files.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with patrons and staff at various levels, the public, in person and over the telephone.

**Required Education and Experience:**

A minimum of 2 years in a customer service position. High school graduate at least 18 years of age.

**Position Description: Children’s Program Coordinator**  
**Part-Time position with paid vacation benefits.**

Under direction of the Director, provides and implements programs for children and teen ages 0-18. The Children’s Program Coordinator (CPC) will have full supervision of the Children’s Area and maintain a safe, productive, and attractive environment. This position involves working directly with children and their parents or caregivers. The CPC should like and be comfortable with children; enjoy and be familiar with children’s literature; and understand collection development concepts. The theories of cataloging are understood, although it may not be required of the CPC. There is comfort and experience with a library’s online services such as the catalog, eBooks, websites, and Facebook. This person represents a positive image of the library and makes all people feel welcome and accepted at the library.

**General Work Description:**

- Selects children’s books and materials.
- Weeds the children’s collection of old and/or outdated materials.
- Assists students and parents in finding information, whether it is in print materials or on the computer.
- Develops, promotes, and coordinates library programs and services and for children such as the Summer Reading Program, Story Times, and homeschoolers, Northumberland County Schools and YMCA.
- Collaborates with Mobile Library staff on children’s programming.
- Supervises volunteers and staff when they are assisting with children’s programming.
- Monitors story time schedules and attendance to ensure meeting community needs.

- Creates timely bulletin board displays.
- Meets and communicates regularly with Library Director to clarify expectations.
- Works cooperatively, communicates effectively, and collaborates with staff and volunteers in completion of duties.
- Participates in staff meetings and conferences such as Virginia Library Association.
- Applies for grants relating to children's programming.
- Participates in the development of library policies and procedures and long-range planning.
- Maintains active membership in the Virginia Library Association and the American Library Association (paid by library).
- Stays up to date with trends in Children's Librarianship.

**Desired minimum qualifications:**

Education and Experience:

Master's degree in Library Science and experience in working with children.  
Or, life and career experience equivalent to children's librarian position.

**Knowledge, Ability and Skills:**

Knowledge of childhood development; Skill in written and spoken English; Knowledge of children's literature; Familiarity with technology as it relates to Children's Services; Knowledge of Spanish not required but would be an asset.

**Physical demands:**

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear, and to use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must be able to use computer equipment and move tables (with assistance as needed) and chairs.

**Work environment:**

The work is in a public library environment. Some travel is required, as is flexibility in work schedule for children's programming and other library events including working some Saturdays.

**Position Description: Youth Services Assistant**

**Part-Time position, 10 hours weekly**

Under direction of the Youth/Children's Services Coordinator, provides support to this department including all aspects of Youth/Children's services.

**General Description of Work:**



Performs specialized library support work, which requires the exercise of independent judgment, the application of coordinated skills and a knowledge of detailed or specialized activities related to the library function(s) to which assigned.

- Manages and participates in library programming as directed.
- Assists supervisor in regard to the implementation of projects,
- Trains and directs summer interns in assigned duties.
- Answers patron questions and instructs patrons in the use of library systems.
- Locates materials for patrons, retrieves reserve books, renews and checks books in and out.
- Helps to plan, create and maintain displays for promotion of collection materials.
- Interacts extensively, both in person and over the telephone, with patrons, management, outside agencies, vendors, and other libraries.
- Uses various computer systems to enter, edit and retrieve information.
- Demonstrates courteous and cooperative behavior when interacting with the public; acts in a manner that promotes a harmonious and effective workplace environment.
- Maintains strict adherence to all privacy rights and ethical aspects of patron records and interactions.

**Knowledge and Abilities:**

- Library services, functions, and automated systems.
- Standard terminology and practices of library support work.
- Library public desk etiquette and methods of providing information.
- Business mathematical skills.
- Standard office practices and procedures, including the use of standard office equipment.
- Computer applications related to library services.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

**Skills:**

- Performing technical, specialized, complex, difficult or technical office support work.
- Explaining and applying library policies and procedures.
- Answering patrons' questions.
- Instructing patrons in the use of specialized automated library systems.

- Exercising sound independent judgment within established guidelines.
- Performing a variety of office support work, including maintaining records and files, typing and data entry.
- Organizing, maintaining and researching office files.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Dealing successfully with patrons and staff at various levels, the public, in person and over the telephone.

**Specialized skills for position:**

- Ability to create crafts and help children during story time with crafts.
- Ability to work independently and communicate with the Youth/Children's Program coordinator sometimes via a notebook or email
- Ability to create projects based current story time theme and decorate with those themes in the children's area or in the meeting room
- Ability to work independently on projects as assigned
- Ability to lead or assist with elementary after-school events or on days off school
- Shelf-reading and straightening of books in childrens/juvenile area
- Ability to build displays, including facing out books, seasonal displays and bulletin boards

**Required Education and Experience:**

16 years of age or older, this position is specifically to allow a high school student the opportunity to work in a Library setting, honing skills that may allow for a future career in librarianship. This position is NOT for a high school graduate or someone over the age of 18 who has graduated from high school.

Ability to lift at least 30 pounds, squat, sit on the floor, prepare crafts using glue, and other crafting materials, including paints, and other liquid materials.

Must have a valid Virginia driver's license.

**Position Description: Tech Mobile Driver/Library Clerk  
Part-Time**

This position requires a valid Virginia driver's license, as well as a clean driving record. The person hired for this position will be driving the Mobile Library (ML) at all functions. The person in this position reports directly to the Outreach Supervisor.

**General Work Description:**

The ML driver is responsible for all reports on maintenance and upkeep of the ML to include annual inspections, tire rotation and general maintenance, to the Library

Director. Responsible for informing Outreach Coordinator of any mechanical issues. Other responsibilities include

- Plugging in the ML in cold weather
- Preparing ML for departures and ensuring all systems are running smoothly
- Preparing the ML for shut down, ensuring shut down procedures done properly and vehicle is locked.
- Ensuring the ML is properly parked at all locations and owners' instructions followed
- Ensuring there is sufficient fuel and asks for the fuel card as needed
- Making certain oil changes are done as needed
- Demonstrating familiarity with and comfort with the operating systems
- Having a good knowledge of computers and an ability to assist persons with logging onto a computer and finding information as requested.
- Showing a willingness to learn new skills
- Participating in local events as scheduled
- Demonstrating that patrons are the top priority, with courtesy.
- Maintaining flexibility with respect to schedules
- Helping with set up and tear down of activities
- Performing Pre-trip, during trip and after trip inspections
- All responsibilities of the Library Clerk Position
- Occasional reading to children may be required

**Minimum Qualifications:**

A Valid Virginia Drivers License

Clean driving Record

Knowledge of Operating Procedures for Larger Vehicles

At least 18 years of age with 2 years driving experience of larger vehicles.

**Physical demands:**

Person will be required to help set up and tear down at all functions which could mean lifting up to 30 pounds, pushing and pulling as well as standing, sitting and kneeling. Persons vision must be 20/20 with or without corrective lenses and valid driver's license should reflect the need for corrective lenses.

**Work Environment:**

The Mobile Library, sometimes in rain or inclement weather, driving throughout Northumberland County and sometimes further. There is heat and air on the ML and it is expected to be maintained at a reasonable temperature for all. Front Desk at the Library as needed, see Library Clerk Position description.

## Appendix II. Roles of the Trustees, Director and Staff

TRUSTEES	DIRECTOR	STAFF
Employ a competent and qualified director at an adequate salary.		
Provide an adequate and qualified staff to work with the director.	Select and supervise all library personnel and maintenance services.	Supervise employees as directed.
Attend Board meetings.	Attend all Board meetings except when the Director's salary or tenure is discussed.	Attend Board meetings when requested by the Director or according to library policy.
Establish policies (including personnel) to govern the operation and programs of the library and assign their execution to the Director and the staff, in compliance with the federal, state, and local laws.	Recommend needed policies for Board action. Administer the library, carrying out policies and objectives determined by the Board	Be familiar with library policies. Suggest needed policies or revisions to the director.
Establish conditions of employment and provide for the staff's welfare.	Write job descriptions and establish position classifications for all employees.	Assist Director in revision of job descriptions when requested.
Establish, support and participate in a vital public relations program for the library.	Conduct a forceful public relations program in accordance with Board policies.	Maintain good public relations with patrons. Assist the Director as requested.
Report regularly to the governing officials and to the general public and establish an annual reporting procedure.	Maintain records and prepare reports for the governmental bodies, the Library of Virginia, and the public.	Prepare reports as requested by the director.
Acquire knowledge about state and national library laws. Actively support state and national library legislation which would improve and extend library service.	Be familiar with laws governing public libraries and their administration.	
	Support legislation which would improve library service.	
Approve bylaws for the Board.	Recommend revisions to the bylaws to the Board.	
Adopt clear-cut policies and procedures in the area of collection management and censorship.	Select, acquire, and dispose of library materials in compliance with library policy.	Carry out policies, procedures. Report censorship incidents to the director.

TRUSTEES	DIRECTOR	STAFF
Determine short range and long-range goals and objectives of the library and reexamine them regularly. Study the programs and needs of the library in relation to the community by keeping informed on community changes, trends, needs, and interests.	Suggest and carry out plans for improving and extending library services.	Assist the Director with development of the long-range plan. Keep the director informed of community changes and needs.
Provide for accurate record keeping for the library and library Board.	Maintain proper records.	Maintains departmental records as specified by the Director.
Establish rules and regulations governing the use of the library, upon the recommendation of the director.	Recommend rules and regulations on the use of the library.	Suggest additions and revisions of rules and regulations to the Director.
Assist in the preparation of an annual budget as needed.	Prepare the annual budget and seek approval from the Library Board.	Provide requested information to the Director.
Help secure adequate funds from appropriating agencies and from new sources, if necessary, to carry out the library's programs and to make the objectives for updated and improved services a reality.	Assist the Board in securing funds by attending budget hearings. Investigate possible new sources of funding.	
Acquire an awareness of public library standards and library trends.	Be informed on significant developments in the profession, in the community, region, state, and nation, such as state and federal programs, library service agencies and areas of cooperation.	Be informed on development on specialized work-related areas.
Provide for building and space needs and maintain library property.	Recommend needed improvements to the facilities to the Board. Supervise maintenance of property.	
Affiliate with professional organizations and provide funds through the budgeting process for involvement by Trustees and staff.	Affiliate with the Virginia Library Association and other professional organizations. Attend related meetings.	Affiliate with appropriate professional; organizations.
Attend and participate in regional, state and national Trustee meetings and workshops for a fuller understanding and utilization of Trustee talent, knowledge and experience.	Encourage continuing education for Trustees, urging their attendance at Trustees' meetings, workshops, etc.	Attend staff meetings and other programs workshops, and conferences approved by the director.
	Know the resources available in the statewide library system and make efficient use of them.	
	Welcome new Trustees, help orient them to work of the library, encourage them to take an active part in the Board's activities.	

## **Appendix III: Disaster and Global Health Crisis Protocols**

### **General Best Practices**

- Sign at entrance: No one with fever or symptoms of COVID-19, or known exposure to a COVID-19 case in the prior 14 days, is permitted in the library.
- Signs: Keep 6 feet apart
- Signs: Curbside available
- Signs: Stay home if sick
- Limit to 50% occupancy – 6 ft. must be maintained
- Clean touch surfaces at least every 2 hours
- Keyboards, etc. should be cleaned after each use
- Employees wear face coverings

### **Social Gatherings (Library as meeting space, formal or informal)**

- Must maintain 6 ft. between people who are not part of the same household

### **Brick and Mortar Retail (Non-browsing circulations, holds pickup, copy and fax)**

- Mark 6 feet apart for places people will stand in line
- 6 feet between tables/seating
- Meeting rooms are closed
- If customers bring their own bags, they bag their own items
- Sneeze guards at service points

### **Personal Care (Computer help, passports, notary)**

- Services must be by appointment only
- Disinfect service station between clients
- Clients must wear face coverings
- Keep a list of names and contact information for all clients, including date and time services are received
- Limit service time

### **Entertainment and Public Amusement: Museums (Browsing, toys, children's game computers)**

- All shared items must be disinfected between uses
- Remove all shared objects and interactive exhibits

### **Library Application**

- Post required signs
- No toys or game computers (Remove interactive exhibits)
- Mark 6 feet from seating
- Mark 6 feet from front desk service point
- Limit patrons to 1 computer user by appointment, 1 fax by appointment, and 1 other

- Limit “other” and computer use to 2 hours
- Prohibit social gatherings and study groups
- Clean computer, etc. after each use
- Clean restrooms sink and toilet handles every two hours
- Clean soap and towel dispensers every two hours
- Clean door handles every two hours
- Employees wear face coverings
- Request users to wear face coverings
  - o Require for computer help, notary, and passport services
- Continue curbside
- Closed stacks (Remove interactive exhibits, facilitate social distancing, reduce common-use objects)
- Remove seating other than necessary for computer use
- No public use of the meeting room
- No library-sponsored group events
- Install sneeze guards at desk
- Staff do not handle bags brought in by patrons
- Staff wash their hands after handling money
- Keep list of name, contact, and service time for computer users, notary, and passport

Enhanced cleaning protocols will be put in place as well as all other guidelines from the Virginia Department of Health, the CDC and any other guidance handed down from the county. The board will be informed via email of all decisions and when necessary consulted for direction.

Although this policy covers a pandemic; in the case of a natural disaster like protocols will be put in place so that the Library will be able to serve the public to the best of its ability, giving first consideration to the safety of staff and patrons.

## Appendix IV: Board of Trustees Bylaws

### **BYLAWS OF THE BOARD OF TRUSTEES OF THE NORTHUMBERLAND PUBLIC LIBRARY, INC.**

#### **ARTICLE I NAME AND LOCATION**

The name of this organization shall be the Northumberland Public Library, Inc., a not-for-profit Virginia Corporation, 501 (c) (3), to be referred to in this document as the Northumberland Public Library or the Corporation. The principal office of the Corporation shall be in the Northumberland Public Library located at 7204 Northumberland Hwy. (State Route 360) Heathsville, Virginia, 22473. The Registered Agent shall be a resident of the Commonwealth of Virginia and shall be an Officer Trustee of the Corporation or a member of the Virginia State Bar. The fiscal year of the Corporation shall be a twelve-month period beginning July 1 and ending June 30.

#### **ARTICLE II PURPOSE AND USE**

A. **Purpose.** The Northumberland Public Library is to provide library materials, services, programs, and facilities to the diverse groups it serves. The purposes of the library are exclusively educational and charitable.

B. **Use of the Library.** The Northumberland Public Library shall be open and provided, free of charge, to any person. All library materials, circulating and non-circulating, including books, periodicals, audio-visual materials, electronic resources, and other printed matter, may be used in the Library by any person. A membership card may be obtained free of charge by any person. This membership card shall entitle that person to borrow materials designated by the library as circulating materials. All use of the Library materials, both within and outside of the Library, shall conform to Northumberland Library Policies, Rules, and Customs.

#### **ARTICLE III LIBRARY MEMBERSHIP**

The Corporation shall have two classes of membership:

A. **Sustaining Membership.** Sustaining Members shall consist of the elected Board of Trustees and only they shall have full voting rights at any meeting of the Board.

B. **General Membership.** General Membership shall be made up of all other library users.

#### **ARTICLE IV BOARD OF DIRECTORS**

A. **Board Composition.** The business and affairs of the Corporation shall be managed by and



controlled by the Board of Trustees consisting of not fewer than nine (9) nor more than fifteen (15) Trustees with new members being duly nominated by the Nominating Committee and elected annually by a majority of the Sustaining Members. All new Trustees will be provided with a mandatory orientation given by the Director of the Library.

**B. *Responsibilities.*** The Board of Trustees shall have final authority in matters pertaining to the operation of the Corporation. All board members must be willing to accept the duties and responsibilities in the activities of the Corporation as follows:

- 1) establishing organizational policies for governance and operation of the Corporation,
- 2) maintaining policies required to keep the Corporation in compliance with the governance policies required by the Internal Revenue Service and other regulatory agencies, as specified in the informational returns for organizations exempt from income taxes,
- 3) electing Officers of the Corporation according to these Bylaws,
- 4) approving the distribution of funds related to program funding, organizational operations, endowments, investments, and capital expenditures; and
- 5) attending Board of Trustees and committee meetings according to these Bylaws.

**C. *Ex-officio Members.*** The Northumberland County Board of Supervisors and The Friends of the Library may each appoint, annually, one of its members to serve as an ex-officio member of the Board of Trustees of the Northumberland Public Library, Inc. Ex-officio members represent the assigned entity and have the privilege to attend board meetings to share their influence and expertise. They shall not have voting rights in any actions of the Board of Trustees, nor be obligated to assume any responsibilities for board matters. Ex-officio members may not be counted as part of a board quorum.

**D. *Board Terms.*** The term of each Trustee will be three years, with the calendar year running from July 1 to June 30. The chair of the Nominating Committee shall consult with the Director regarding potential Board members and shall submit prospective names and resumes to the Board for review prior to a vote. Trustees are eligible for a second term but must be re-nominated and re-elected. No Trustees shall serve more than two consecutive terms. A Trustee who has completed the maximum number of terms may be nominated after a one-year absence.

**E. *Attendance.*** Each Trustee is required to attend the Regular and Special meetings of the Board. However, they may be excused by the presiding Officer, due to illness or circumstances beyond their control by submitting a request. Excused members may attend meetings virtually, but no more than twice in a calendar year as per the Virginia Code § 2.2-3708.3. A Trustee may be removed for cause at any time by a majority vote of the Trustees at a Special Meeting of the board called for that purpose.

**F. *Resignation.*** A Trustee may resign at any time by giving written notice to the Board President. A Trustee is required to resign if three meetings are missed without an excused absence. Unless otherwise specified in the notice, the resignation and acceptance shall take effect upon receipt.

**G. *Board Vacancy.*** A vacancy on the Board, due to resignation, death, or removal of a Trustee for cause, may be filled with Board approval by the Trustees, for a three-year term.

**H. *Compensation.*** The Trustees of the Corporation will serve without compensation, but the Board of Trustees may authorize payment by the Corporation of reasonable expenses incurred.

## **ARTICLE V ANNUAL MEETING**

**A. *Date and Time.*** The annual meeting of the Corporation shall be held at the Northumberland Public Library in September. The date and time will be published in the local media and posted at the Library. The General Members of the Library as well as the public are encouraged to attend.

**B. *Agenda.*** The agenda for the Annual Meeting shall include, but not be limited to, a report by the Board President and a report by the Library Director.

## **ARTICLE VI REGULAR MEETINGS**

The Board of Trustees shall meet for Regular Meetings at the principal office of the Corporation for the purpose of the transaction of board business. Regularly scheduled meetings shall be held bimonthly on a recurring day of a specific week determined by the Board of Trustees. A yearly schedule of the Regular meetings shall be dispersed to all Trustees at the Annual Meeting.

## **ARTICLE VII SPECIAL MEETINGS**

The President may call special meetings of the Board of Trustees, for any purpose or purposes. At the sole discretion of the President, a Special Meeting of the Board may be convened using generally available electronic meeting forums so long as the forum is available to a quorum of the Board and provided there are at least two members of the Board present at the meeting location designated by the presiding Officer. The President on receipt of a written request from thirty percent of the members of the Board of Trustees must call a Special Meeting.

## **ARTICLE VIII NOTICE OF ANNUAL OR SPECIAL MEETINGS**

Notice of the Annual Meeting and any Special Meetings, stating the time, place, and purpose or purposes will be given to each Sustaining Member not less than ten (10) nor more than thirty (30) days prior to the meeting, but the required notice may be waived in writing at the Regular Meeting of the Board of Trustees. Regular, Special and Emergency meetings may be held without public notice at any time and place as the Trustees may determine. Notice of the Annual Meeting will be given to all General Members by publication in a local newspaper not less than ten (10) nor more than thirty (30) days prior to the meeting.

## ARTICLE IX WAIVER OF NOTICE

Any notice required to be given by these Bylaws may be given by mailing, faxing and/or electronic filing to the person entitled to notice at his/her address as shown on the Corporation's books. Notice shall be deemed to have been given at the time of its issuance. Any notice required by these Bylaws to be given may be waived by the person entitled to such notice so long as said waiver is provided in accord with the provisions of Article VIII.

## ARTICLE X QUORUM

A quorum of the Board of Trustees is defined as a minimum of 3/5 (60%) of the members duly elected and serving.

## ARTICLE XI VOTING

At each meeting of the Trustees, every Trustee entitled to vote may vote in accord with the provisions of the Code of Virginia. Voting by proxy is not permitted.

## ARTICLE XII THE EXECUTIVE COMMITTEE

A. **Composition.** The Executive Committee shall consist of the President, Vice President, Treasurer, Secretary, and one other member at large named by the President.

B. **Purpose.** The Executive Committee is empowered to act in the absence of the full Board of Trustees and has the full authority to take any action granted to the full Board. The Executive Committee must report in writing to every member of the Board all of its actions within ten (10) days of the meeting.

C. **Director Supervision.** The Executive Committee shall have authority over the employment and contractual agreement with the Director of the Library. The President shall be the liaison with the Director of the Library, who shall report directly to the Executive Committee. The Board of Trustees shall evaluate the Library Director's performance annually and the Board President shall present the assessment to the Library Director.

## ARTICLE XIII STANDING COMMITTEES

The President shall form operating committees as necessary but is required to form the following Standing Committees by appointing a chairperson from among the Officers and members of the Board of Trustees:

A. **Finance & Capital Improvements.** Responsible for the oversight of the financial operation, budget development (in coordination with and the advice of the Library staff) and all financial reports presented to the Board

- B. **Facilities.** Responsible for the maintenance of and replacement of aging, failed or damaged equipment necessary for the operation of the Library
- C. **Nominating.** Responsible for nominating candidates for open seats on the Board and Officers
- D. **Financial Development.** Responsible for the long-term financial plan for the Library, program funding and, as appropriate, endowment development
- E. **Long-Range Planning Committee.** The Library's Long-Range Plan shall be reviewed annually, and when reformatted, forwarded to the Library of Virginia

## ARTICLE XIV BOARD OFFICERS

Officers are nominated by the Nominating Committee, elected by the full Board of Trustees at the Regular meeting in May, and installed at the July meeting. The term of the Officers shall be for a period of one (1) year and may be extended annually by board nomination and approval. In the event of the absence of the President, Vice President, Secretary, and Treasurer at a board meeting, a member of the Board shall be called by the members present to preside.

A. **President.** The President shall serve as the Chief Executive Officer of the organization and be responsible for the Bylaws and policies of the Corporation. The President shall chair the Executive Committee and be an ex-officio member of all Standing Committees but shall be excluded from participating in the nominating function. A written report shall be submitted annually by the President for the Library members.

B. **Vice President.** The Vice President reports to the President and shall serve as the President pro-temp in his/her absence. The Vice President shall serve as an ex-officio member of the Long-Range Planning Committee, and the Finance Committee. If the President leaves the office prior to the end of his/her term, the Vice President shall immediately assume the President's role, and the board shall elect a new Vice President.

C. **Secretary.** The Secretary reports to the President. The Secretary shall be responsible for the recording of all minutes of every Board meeting. In the event the Secretary is unavailable, the Board President shall appoint an individual to act as Secretary at the meeting. The Secretary shall prepare the minutes of the meeting, which shall be delivered to the Library Director to be placed in the minute books.

D. **Treasurer.** The Treasurer reports to the President and shall keep an official record of all monies received and expended for the use of the Corporation in accordance with the written financial policy approved by the Board. The Treasurer, in cooperation with the Library Director, arranges for all records to be audited annually by a Certified Public Accountant.

## ARTICLE XV SUBORDINATE OFFICERS AND AGENTS

The Board may appoint other subordinate Officers and agents with any powers and duties as it shall deem necessary.

## **ARTICLE XVI LIBRARY DIRECTOR**

The Board of Trustees shall recruit, employ, and annually evaluate a qualified Library Director who shall be the executive and administrative officer of the Library under the supervision and direction of the Board. The Director shall be held responsible for the proper direction and supervision of all staff, paid and volunteer, including individual evaluations; for the care and maintenance of library property; for an adequate and proper selection of materials in keeping with the stated policy of the Board; for the efficiency of the Library service to the public; and for budgeted appropriations. The Director shall report to the Board at each Regular Meeting and shall present an annual report at the Annual Meeting. The meeting minutes shall be included in the board packet that is provided to each Trustee at least one week prior to the regular meeting. The Director shall also be an ex-officio member of the Board of Trustees, Executive Committee of the Board of Trustees, and all Standing Committees except the Nominating Committee. The Director may assume the responsibility to set the agenda for board meetings in cooperation with the Board President.

## **ARTICLE XVII POWER OF TRUSTEES TO AMEND**

The Board of Trustees will have the power to make, amend, and repeal the Bylaws of the Corporation at any Annual Meeting, Regular Meeting, or at a Special Meeting called for the purpose by a two-thirds vote of the Board, provided that the amendment has been submitted in writing to the Board members at least thirty (30) days previously for review.

## **ARTICLE XVIII INDEMNIFICATION**

The Northumberland Public Library shall provide Board of Trustees and Officers Liability Insurance. Governing Library Trustees acquire their position through state law and, as such, are public officials.

The Northumberland Public Library shall indemnify and hold harmless its Trustees, Officers, and employees (and their respective successors, in interest, where applicable) against any and all losses, damages, judgments, claims, settlements, or other expenses (including reasonable attorney's fees incident thereto) for acts or omissions arising out of the performance of their duties or within the scope of their duties and employment, except where such persons shall have been found to be guilty of gross negligence or willful misconduct by a Court of Law either of the Commonwealth of Virginia or the United States Federal Court System or acknowledged themselves to have been guilty of gross negligence or willful misconduct and shall still indemnify if Trustees' majority votes in best interest of Northumberland Public Library so long as such conduct is covered under the insurance policy of the Library.

The Northumberland Public Library shall procure and keep current policy or policies of insurance from reputable insurers sufficient, in the judgment of the President and other appropriate Officers, to permit the Corporation to carry out its undertakings contained in the paragraph.

Any person seeking to assert a claim for indemnification under this Article shall deliver to

the Secretary of the Northumberland Public Library a written notice, in a timely fashion, containing a full description of the circumstances upon which the claim is based and shall provide such further information as the Corporation shall deem necessary.

## **ARTICLE XIX CONTRACTS**

The President, Vice President, or any other Officer or agent specifically authorized by the Board of Trustees may, in the name of and on behalf of the corporation, enter into those contracts or execute and deliver instruments authorized by the Board of Trustees. Each year the Board of Trustees shall establish a threshold dollar value for contracts that must receive prior authorization from the Board prior to execution. Without the specific and express authorization of the Board of Trustees, no Officer or agent of the Corporation may enter into any contract or execute and deliver any instrument in the name of or on behalf of the Corporation in excess of that threshold value. Additionally, extraordinary (those events totaling more than \$5000) un-budgeted financial events, both revenue and expense, should be promptly reported to the Trustees before the next scheduled board meeting and reported again at that meeting.

## **ARTICLE XX DISSOLUTION**

If the Corporation dissolves, prior to the distribution, but after payment, or provision for payment, of all debts and liabilities of this Corporation, the assets remaining shall be distributed by the Officers and Trustees of the Corporation to an entity organized under Section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE XXI CONSTRUCTION AND SEVERABILITY**

These Bylaws shall be construed, interpreted, and applied under and in accordance with laws of the Commonwealth of Virginia; any conflict with the statutory provisions for Non-Profit Corporations in the Commonwealth shall always give way to the superiority of the statute as passed and published by the Legislature of the Commonwealth. The invalidity or unenforceability of any provision of the Agreement shall not affect the validity or enforceability of any other provision.

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From the Bylaws as revised, edited, amended, and approved on September 21, 2017; June 10, 2020; October 16, 2020; January 13, 2021; September 14, 2022.

## Appendix V:

Amended: 11/3/2022  
Confirmed Version

BYLAWS  
of the  
FRIENDS OF THE LIBRARY  
ALSO KNOW AS  
FRIENDS OF THE NORTHUMBERLAND PUBLIC LIBRARY

### Article I. NAME AND LOCATION

The name of this organization shall be Friends of the Library, also known as Friends of the Northumberland Public Library, (hereinafter referred to as the Friends). The post office address shall be the same as the headquarters office of the Northumberland Public Library, Inc. (hereinafter, the Library).

### Article II. PURPOSE

Section 1. The Friends shall comprise an association of caring people who support, improve and promote the Library. The association's purposes shall include focusing public attention on the Library and stimulating use of its resources and services; encouraging financial support of the Library; and cooperating with the Library's Board of Directors and staff in developing services and facilities for the community consistent with the policies of the Board. The Friends is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations under Section 501(c)(3) of the Internal Revenue Code.

Section 2. No part of the net earnings of the organization shall be distributable to its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c) (3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt

from federal income tax under Section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

Section 3. The Friends will act as an entity separate from the Board of the Northumberland Public Library, Inc. volunteering help as requested.

### Article III. MEMBERSHIP AND DUES

Section 1. Membership in the Friends shall be open to all interested persons, families, and organizations in sympathy with its purposes upon payment of the annual dues set by the Executive Board and affirmed by membership vote.

Section 2. Each individual member shall be entitled to one vote; each organization has one vote; and family membership shall be entitled to two votes. A family is defined as two or more individuals with a common address.

### Article IV. MEETINGS

Section 1. Regular meetings of the Friends shall be held every other month on dates to be determined by the Executive Board, normally on the second Tuesday. The Annual Meeting shall be held in September, during the normally scheduled meeting on the second Tuesday.

Section 2. Special meetings of the Friends may be called at any time by the Executive Board or its President upon notice to all members at least one week prior to the special meeting.

Section 3. Two thirds of the Executive Board members shall constitute a quorum, and action on motions shall be decided by a vote of a majority of those present.

### Article V. EXECUTIVE BOARD

Section 1. The governing authority of the Friends shall be an Executive Board comprised of six (6) and no more than twelve (12) elected members, each elected for a three-year term. In case of a tie vote on any issue before the Board, the vote of the President shall prevail. New members shall be elected at each annual meeting for three-year terms. No Executive Board member may serve more than six



consecutive years, provided, however, that a majority of the board in their discretion, may vote to extend the term of service of a member beyond six years.

Any vacancies that occur will be filled at the recommendation of the Executive Board.

New Executive Board members shall be elected by a majority of the members present and in good standing, each member having one vote.

The Executive Board shall elect annually four Officers as described in Article VI. OFFICERS.

Section 2. The Executive Board shall have overall responsibility for policy development, governance, and the activities of the Friends in its internal operations and its relationships with the Library and the community. A majority of the members present of the Executive Board shall constitute a quorum for conducting the business of the Friends.

Section 3. Upon the dissolution of this organization assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code or shall be distributed to the Federal government, or to a state or local government, for a public purpose.

## Article VI. OFFICERS

Section 1. At the annual meeting, the Board shall elect the following officers: President; Vice President; Secretary; and Treasurer whose duties are described below.

Section 2. A Nominating Committee, appointed by the Executive Board at least a month prior to the Annual Meeting shall present a slate of candidates for elected office. Additional nominations may be made from the floor at the Annual Meeting. In all cases nominees shall consent to have their names placed in nomination.

Section 3. Vacancies occurring in the Officer positions may be filled by an appointment by the Executive Board until the next scheduled election.

Section 4. The areas of responsibility for the elected Officers are described below.

The President is the chief executive officer of the Friends with primary responsibility for carrying out the decisions of the Executive Board and for the policies and activities of the group, consistent with the rights of the members. The President shall

- Preside over and conduct meetings.
- Appoint standing and special committees or individuals for specific assignments.
- Serve as an ex officio committee member if he/she so desires.
- Prepare an annual budget in cooperation with the Treasurer for review and approval of the Executive Board.
- Sign letters or documents necessary to carry out the business of the Friends.
- Report to the Executive Board all matters which should be brought to its attention in the best interests of the group.
- Maintain coordination with the Library's Board of Directors and staff and communicate with them as necessary.
- Attend Library Board of Directors Meetings, ex officio, or send a representative.

The Vice President shall assume the duties of the President in his/her absence and become President if the latter becomes unable to perform the duties of that office for the remainder of the current term.

The Secretary shall maintain the minutes and official records of the Friends. The Secretary shall

- Record attendance at all meetings.
- Authenticate official documents of the Friends.
- Conduct the official correspondence of the Friends unless assigned to other officers or committees.

The Treasurer shall receive, account for, and retain custody of all funds and securities of the Friends. The Treasurer shall

- Disburse funds as authorized by the Executive Board.
- Report regularly on the financial status of the Friends to the Executive Board and the membership.
- Maintain the list of members in good standing and provide the information to other Officers and Committee Chairpersons as requested.
- File Federal and State required documents.

## Article VII. COMMITTEES

Committees will be appointed by the Executive Board as needed.

## Article VIII. AMENDMENTS

Amendments to, additions to, or deletions from this document may be made at any meeting of the membership with the affirmative vote of two-thirds of those present and voting. Such modifications shall become effective immediately.

When any formality beyond the ordinary courtesies of joint action is required, Roberts Rules of Order shall govern the proceedings.

The Constitution and Bylaws were amended as of December 7, 1995, to comply with the Internal Revenue Service requirements for application for recognition for exemption under Section 509 (a)(2).

Amended with corrections as of June 20, 1996.

Amended on January 15, 2004 to change the method of electing officers and other items.

Amended January 23, 2013 to expand board membership from six to up to twelve members.

Amended January 10, 2017 to clarify meeting dates and duties of Vice President.

Amended September 7, 2021 to update Bylaws.

Amended March 8, 2022 to clarify when annual meetings will occur.

Amended November 3, 2022

## Appendix VI: Circulation Rules by Patron Circulation Class

Patron Circulation Class: Non-Resident Juvenile [\[Clone\]](#) [Go Back](#)

Item Circulation Class	Circ Period Or Circ Date	Fine Amount	Lost Item Processing Charge	Fine Period	Max Fine	Grace Period	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves	Allow Auto-Renew	Allow In Self Check	Action
Audio	21 days	1.00	0.00	1 days	5.00	1 days	10	1	10	10	No	Yes	Edit on
Circulation	21 days	0.00	0.00	1 days	5.00	1 days	10	1	10	10	No	Yes	Edit
eBook	21 days	0.00	0.00	1 days	0.00	1 days	10	1	10	10	No	Yes	Edit dit
Equipment	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit dit
Hot Spot	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit dit
Interlibrary Loan	28 days	0.00	0.00	0 days	0.00	0 days	5	1	10	10	No	Yes	Edit dit
Multimedia	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit dit
New	21 days	0.00	0.00	1 days	5.00	1 days	3	0	3	3	No	No	Edit dit
Paperbacks	21 days	0.00	0.00	0 days	0.00	0 days	20	8	10	10	No	Yes	Edit dit
Playaway	21 days	1.00	0.00	1 days	5.00	1 days	5	1	5	5	No	No	Edit dit
Reference	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit dit
Video	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit dit
Wonderbook	21 days	1.00	0.00	1 days	5.00	1 days	5	1	5	5	No	No	Edit dit
Reference	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Video	7 days	1.00	0.00	1 days	5.00	1 days	3	1	3	3	No	Yes	Edit

Patron Circulation Class: SLAC [\[Clone\]](#) [Go Back](#)

Item Circulation Class	Circ Period Or Circ Date	Fine Amount	Lost Item Processing Charge	Fine Period	Max Fine	Grace Period	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves	Allow Auto-Renew	Allow In Self Check	Action
Audio	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Circulation	21 days	0.00	0.00	0 days	0.00	0 days	5	0	3	3	No	No	Edit
eBook	21 days	0.00	0.00	0 days	0.00	0 days	5	1	3	3	No	Yes	Edit
Equipment	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Hot Spot	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Interlibrary Loan	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Multimedia	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
New	21 days	0.00	0.00	0 days	0.00	0 days	3	0	1	1	No	No	Edit
Paperbacks	21 days	0.00	0.00	0 days	0.00	0 days	5	0	10	10	No	Yes	Edit
Playaway	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Reference	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Video	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Wonderbook	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Multimedia	21 days	1.00	0.00	1 days	5.00	1 days	0	0	0	0	No	Yes	Edit
New	21 days	0.00	0.00	1 days	5.00	1 days	3	0	3	3	No	Yes	Edit
Paperbacks	21 days	0.00	0.00	0 days	0.00	0 days	20	8	10	10	No	Yes	Edit
Playaway	21 days	1.00	0.00	1 days	5.00	1 days	5	1	5	5	No	Yes	Edit
Reference	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Video	7 days	1.00	0.00	1 days	5.00	1 days	3	1	3	3	No	Yes	Edit
Wonderbook	21 days	1.00	0.00	1 days	10.00	1 days	5	1	5	5	No	No	Edit

Patron Circulation Class:  [\[Clone\]](#) [Go Back](#)

Item Circulation Class	Circ Period Or Circ Date	Fine Amount	Lost Item Processing Charge	Fine Period	Max Fine	Grace Period	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves	Allow Auto-Renew	Allow In Self Check	Action
Audio	21 days	1.00	0.00	1 days	5.00	1 days	10	1	10	10	No	Yes	Edit
Circulation	21 days	0.00	0.00	1 days	5.00	1 days	10	1	10	10	No	Yes	Edit
eBook	21 days	0.00	0.00	1 days	0.00	1 days	10	1	10	10	No	Yes	Edit
Equipment	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Hot Spot	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Interlibrary Loan	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Multimedia	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
New	21 days	0.00	0.00	1 days	5.00	1 days	3	0	3	3	No	Yes	Edit
Paperbacks	21 days	0.00	0.00	0 days	0.00	0 days	20	8	10	10	No	Yes	Edit
Playaway	21 days	1.00	0.00	0 days	5.00	1 days	5	1	5	5	No	Yes	Edit
Reference	none	0.10	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Video	none	1.00	0.00	1 days	5.00	1 days	0	0	0	0	No	No	Edit
Wonderbook	21 days	1.00	0.00	0 days	0.00	1 days	5	1	5	5	No	No	Edit

Patron Circulation Class:  [\[Clone\]](#) [Go Back](#)

Item Circulation Class	Circ Period Or Circ Date	Fine Amount	Lost Item Processing Charge	Fine Period	Max Fine	Grace Period	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves	Allow Auto-Renew	Allow In Self Check	Action
Audio	21 days	0.00	0.00	0 days	5.00	1 days	10	1	10	10	No	Yes	Edit
Circulation	21 days	0.00	0.00	0 days	5.00	1 days	20	1	10	10	No	Yes	Edit
eBook	21 days	0.00	0.00	0 days	0.00	1 days	20	1	10	10	No	Yes	Edit
Equipment	21 days	0.00	0.00	0 days	0.00	0 days	1	0	1	1	No	Yes	Edit
Hot Spot	21 days	0.00	100.00	0 days	0.00	1 days	1	0	1	1	No	No	Edit
Interlibrary Loan	28 days	0.00	0.00	0 days	0.00	0 days	5	1	10	10	No	Yes	Edit
Multimedia	21 days	0.00	0.00	0 days	5.00	1 days	3	1	3	3	No	Yes	Edit
New	21 days	0.00	0.00	0 days	0.00	1 days	3	0	3	3	No	Yes	Edit
Paperbacks	21 days	0.00	0.00	0 days	0.00	0 days	20	8	10	10	No	Yes	Edit
Playaway	21 days	0.00	0.00	0 days	0.00	0 days	5	1	5	5	No	Yes	Edit
Reference	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Video	7 days	0.00	0.00	0 days	0.00	1 days	3	1	3	3	No	Yes	Edit
Wonderbook	21 days	0.00	0.00	0 days	0.00	1 days	5	1	5	5	No	Yes	Edit

Patron Circulation Class:  [\[Clone\]](#) [Go Back](#)

Item Circulation Class	Circ Period Or Circ Date	Fine Amount	Lost Item Processing Charge	Fine Period	Max Fine	Grace Period	Max Items Out	Max Renewals	Max Reserves	Max OPAC Reserves	Allow Auto-Renew	Allow In Self Check	Action
Audio	40 days	1.00	0.00	1 days	5.00	1 days	10	1	10	10	No	Yes	Edit
Circulation	40 days	0.00	0.00	1 days	5.00	1 days	20	1	10	10	No	Yes	Edit
eBook	40 days	0.00	0.00	1 days	0.00	1 days	20	1	10	10	No	Yes	Edit
Equipment	21 days	1.00	0.00	0 days	0.00	1 days	1	0	1	1	No	No	Edit
Hot Spot	21 days	1.00	100.00	1 days	5.00	1 days	1	0	1	1	No	No	Edit
Interlibrary Loan	28 days	0.00	0.00	0 days	0.00	0 days	5	1	10	10	No	Yes	Edit
Multimedia	21 days	1.00	0.00	1 days	5.00	1 days	3	1	3	3	No	Yes	Edit
New	21 days	0.00	0.00	1 days	5.00	1 days	3	0	3	3	No	Yes	Edit
Paperbacks	40 days	0.00	0.00	0 days	0.00	0 days	20	8	10	10	No	Yes	Edit
Playaway	21 days	1.00	0.00	1 days	5.00	1 days	5	1	5	5	No	Yes	Edit
Reference	none	0.00	0.00	0 days	0.00	0 days	0	0	0	0	No	No	Edit
Video	14 days	1.00	0.00	1 days	5.00	1 days	3	1	3	3	No	Yes	Edit
Wonderbook	21 days	0.00	0.00	0 days	0.00	0 days	5	1	5	5	No	No	Edit

## **Appendix VII: STUDY POD RESERVATION FORM/ MEETING ROOM RESERVATION FORM**

### Study Pod/s Rules and Guidelines

- A patron must be 18 or older to use the study pod/s, special exceptions will be given for proctored tests or if a parent is on premise
- Usage is limited to 3 hours daily per person
- Pod/s may not be used as a place of business
- The single pod accommodates one person, double accommodates two persons
- Reservations may be made up to 3 months in advance
- Usage and reservations are first come, first served
- No food is allowed, a covered beverage container is acceptable.
- Items left in the pod/s for more than 15 minutes can be removed by Library staff and the next reservation will be accepted
- The pods must be left in a clean condition
- The windows in the pod/s may not be covered at any time
- If the pod/s is left unattended for more that 15 minutes it will be reassigned
- Pod/s will be monitored. Library staff has the right to expel individuals who violate the guidelines for use or are otherwise behaving inappropriately.
- Proctored tests require reservations but time may be extended at the discretion of the Librarian and is subject to room availability.
- NPL assumes no responsibility for unattended items.

- The study pod/s is not completely sound proof so please be mindful of your conversation level.
- Double pod/s are for no more than 2 people
- Telehealth visits using the pod/s are at the discretion of the user and medical care provider and are not the responsibility of the library. Using the pod/s for this purpose does not guarantee privacy.

I have read and understand the rules and guidelines for the study pod/s and will leave the pod/s in good, clean condition after use. I understand that misuse of the pod/s or non-adherence to the guidelines may negate my use of a pod/s in the future.

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

Signed Name: \_\_\_\_\_

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

## Meeting Room Policy

### Meeting Room Policy

This Library will make a meeting room available to the public it serves. These facilities are available on an equitable basis, regardless of the benefits or affiliations of individuals or groups requesting their use. A copy of this policy shall be provided to each applicant organization.

The meeting room is available at no charge to all not for profit organizations or for any program sponsored by the Library, the Friends of the Library, the Board of Trustees or County Government entities. All other groups may rent the meeting room space for \$50 per meeting. The meeting room cannot be rented for birthday parties. This fee covers the additional cleaning cost as well as utility cost incurred by the Library. A group's use of the Library does not constitute endorsement of that group by the Library. The meeting room cannot be used by for-profit organizations whose intent is to sell items while on the premise.

Meetings scheduled when the Library is closed will require a responsible person to pick up the key in advance and return it via the drop box immediately after the meeting.

Reservations are to be made on a fiscal year basis and for no more than twelve months prior to use. Each group must resubmit their reservations annually. Applicants must be at least 21 years of age.

Written applications are required and will be scheduled in priority order on a space available basis with library activities taking precedence. The Library reserves the right to cancel, with a one-week notice, a reservation granted an outside group in order to use the room for Library purposes.

Use of the meeting room includes use of the tables, chairs, projection screen, refrigerator, sink, and coffee pots. Use of the library's computer projector is by reservation only and a member of the group must be an authorized user. Authorization is obtained by meeting with a Library staff member for an orientation session. Groups may also request Zoom set up through the Library Director with advanced notice.

The Library reserves the right to reject the application of any group or organization for cause; e.g., previous misuse of room, repeated no-shows, scheduling conflicts, or uses incompatible with the community well-being. Requests for frequent use; e.g., weekly, and/or on a long-term basis, will be evaluated by the Director and negotiated case-by-case.

The Library's name, address or telephone number will not be incorporated as a part of the user group's official address or headquarters designation.



Attendees of the meeting scheduled when the Library is open should use the parking lots on the side of the building or behind the building. Parking in front of the Library entrance is reserved for Library patrons.

The meeting room should be returned to the arrangement it was found in unless requested to do otherwise by library staff. Kitchen facilities and equipment must be left in a clean, orderly fashion. All trash must be removed. Refer to section I. F. 2 for Library smoking, food and beverage policy.

Whoever uses the meeting room while artwork is present must be respectful and see that no harm comes to any piece on display. Adults must be present at all times and are responsible for children.

The Library is not responsible for any injuries incurred during the use of the room or for any lost or stolen property. The user group must pay for any damage to premises or equipment as a result of use.

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

**Requested Date (s):** \_\_\_\_\_

**Time:** \_\_\_\_\_ **Expected Attendance:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Responsible Party:** \_\_\_\_\_

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

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone (Day, Night and or Cell):** \_\_\_\_\_

**If a FOR PROFIT organization, I have paid the \$50 fee for this meeting.** \_\_\_\_\_

As an authorized representative of the organization named above, I have read and agree to comply with the conditions for the use of the Northumberland Public Library Meeting Room.

I accept responsibility for any and all damage to library property and will report such damage to the staff. If coffee/tea makers are used, they will be cleaned and put away after use. I shall be responsible for assuring the room is left in the same condition it was found, which includes leaving the kitchen area clean and free of litter and food\*, taking any trash away at the conclusion of using the room, and insuring that all tables and chairs are returned to the storage area.

**I also agree to cancel any and all dates the organization will not be using the room.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Library Staff Approval:** \_\_\_\_\_

**\*Any food left in the kitchen area will be thrown away, unless other approved arrangements are made in advance.**

Revised and Updated November 23, 2020

**When borrowing the key to the Meeting Room of the Northumberland Public Library, I agree to return the same after use. If not returned, I agree to pay for the cost of replacement. When use of the meeting room is complete and the room has been secured, return the key in the Library Book Drop.**

**Date Signed Out:**

\_\_\_\_\_

**Library Staff Member Who Checked out the Key:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

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

\_\_\_\_\_

**Responsible Party:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Telephone (Day, Night and/or Cell):** \_\_\_\_\_

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

**Date Returned:** \_\_\_\_\_

**Library Staff Member Who Checked in the Key:** \_\_\_\_\_

Revised and Updated November 23, 2020

**Rights & Responsibilities:**  
**The Rights of Requesters and the Responsibilities of the Northumberland Public Library**  
**Under the Virginia Freedom of Information Act (FOIA)**

The Virginia Freedom of Information Act (FOIA), located in § 2.2-3700 *et seq.* of the Code of Virginia (1950, as amended) (hereinafter, Va. Code), guarantees citizens of the Commonwealth and representatives of the media access to public records held by public bodies, public officials, and public employees.

A public record is any writing or recording --regardless of whether it is a paper record, an electronic file, an audio or video recording, or any other format -- that is prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business. All public records are presumed to be open, and may only be withheld if a specific, statutory exemption applies.

The policy of FOIA states that the purpose of FOIA is to promote an increased awareness by all persons of governmental activities. In furthering this policy, FOIA requires that the law be interpreted liberally, in favor of access, and that any exemption allowing public records to be withheld must be interpreted narrowly.

**Your FOIA Rights**

- You have the right to request to inspect **or** receive copies of public records, or both.
- You have the right to request that any charges for the requested records be estimated in advance.
- If you believe that your FOIA rights have been violated, you may file a petition in district or circuit court to compel compliance with FOIA. Alternatively, you may contact the FOIA Council for a nonbinding advisory opinion.

**Making a Request for records from the Northumberland Public Library**

- You may request records by U.S. Mail, fax, e-mail, in person, or over the phone. FOIA does not require that your request be in writing, nor do you need to specifically state that you are requesting records under FOIA.

From a practical perspective, it may be helpful to both you and the person receiving your request to put your request in writing. This allows you to create a record of your request. It also gives us a clear statement of what records you are requesting, so that there is no misunderstanding over a verbal request. However, we cannot refuse to respond to your FOIA request if you elect to not put it in writing.

- Your request must identify the records you are seeking with "reasonable specificity." This is a common-sense standard. It does not refer to or limit the volume or number of records that you are requesting; instead, it requires that you be specific enough so that we can identify and locate the records that you are seeking.
- Your request must ask for existing records or documents. FOIA gives you a right to inspect or copy **records**; it does not apply to a situation where you are asking general questions about the work of the Library, nor does it require the Library to create a record that does not exist.
- You may choose to receive electronic records in any format used by the Library in the regular course of business.

For example, if you are requesting records maintained in an Excel database, you may elect to receive those records electronically, via e-mail or on a USB drive, or to receive a printed copy of those records.

- If we have questions about your request, please cooperate with staff's efforts to clarify the type of records that you are seeking, or to attempt to reach a reasonable agreement about a response to a large request. Making a FOIA request is not an adversarial process, but we may need to discuss your request with you to ensure that we understand what records you are seeking.

**To request records from the Library, you may direct your request to Jane Blue, Library Director. She can be reached at 7204 Northumberland Hwy, Heathsville, VA 22473 or by phone 804-580-5051, by fax 804-580-5202 or by e-mail at [Jblue@nplibraryva.org](mailto:Jblue@nplibraryva.org) You may also contact her with questions you have concerning requesting records from the Library. In addition, the Freedom of Information Advisory Council is available to answer any questions you may have about FOIA. The Council may be contacted by e-mail at [foiacouncil@dls.virginia.gov](mailto:foiacouncil@dls.virginia.gov), or by phone at (804) 225-3056 or [toll free] 1-866-448-4100.**

**The Library's Responsibilities in Responding to Your Request**

- The Library must respond to your request within five working days of receiving it. "Day One" is considered the day after your request is received. The five-day period does not include weekends or holidays.

- The reason behind your request for public records from the Library is irrelevant, and you do not have to state why you want the records before we respond to your request. FOIA does, however, allow the Library to require you to provide your name and legal address.

- FOIA requires that the Library make one of the following responses to your request within the five-day time period:

- 1) We provide you with the records that you have requested in their entirety.

- 2) We withhold all of the records that you have requested, because all of the records are subject to a specific statutory exemption. If all of the records are being withheld, we must send you a response in writing. That writing must identify the volume and subject matter of the records being withheld, and state the specific section of the Code of Virginia that allows us to withhold the records.

- 3) We provide some of the records that you have requested, but withhold other records. We cannot withhold an entire record if only a portion of it is subject to an exemption. In that instance, we may redact the portion of the record that may be withheld, and must provide you with the remainder of the record. We must provide you with a written response stating the specific section of the Code of Virginia that allows portions of the requested records to be withheld.

- 4) We inform you in writing that the requested records cannot be found or do not exist (we do not have the records you want). However, if we know that another public body has the requested records, we must include contact information for the other public body in our response to you.

- 5) If it is practically impossible for the Library to respond to your request within the five-day period, we must state this in writing, explaining the conditions that make the

response impossible. This will allow us seven additional working days to respond to your request, giving us a total of 12 working days to respond to your request.

- If you make a request for a very large number of records, and we feel that we cannot provide the records to you within 12 working days without disrupting our other organizational responsibilities, we may petition the court for additional time to respond to your request. However, FOIA requires that we make a reasonable effort to reach an agreement with you concerning the production of the records before we go to court to ask for more time.

### **Costs**

- A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in Va. Code §2.2-3704 (F).

- You may have to pay for the records that you request from the Library. FOIA allows us to charge for the actual costs of responding to FOIA requests. This would include items like staff time spent searching for the requested records, copying costs or any other costs directly related to supplying the requested records. It cannot include general overhead costs. • If we estimate that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.

- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.

- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, the Library may require payment of the past-due bill before it will respond to your new FOIA request.

### **Types of records**

If you are unsure whether the Library has the record(s) you seek, please contact Jane Blue at Northumberland Public Library 7204 Northumberland Hwy Heathsville, VA 22473 or by phone 804-580-5051, by fax 804-580-5202 or by e-mail at [jblue@nplibraryva.org](mailto:jblue@nplibraryva.org)

### **Commonly used exemptions**

The Code of Virginia allows any public body to withhold certain records from public disclosure. The Library commonly withholds records subject to the following exemptions:

- Personnel records (Va. Code § 2.2-3705.1 (1))

- Records subject to attorney-client privilege (Va. Code §2.2-3705.1 (2)) or attorney work product (Va. Code §2.2-3705.1 (3))
- Vendor proprietary information (Va. Code §2.2-3705.1 (6))
- Records relating to the negotiation and award of a contract, prior to a contract being awarded (Va. Code §2.2-3705.1 (12))
- Records used in closed session for Economic Development prospect/negotiations not announced by the governing body (Va. Code § 2.2-3705.1 (5))

**Policy regarding the use of exemptions**

- The general policy of the Library is to provide documents as requested unless (i) particular circumstances apply that would make release of the records detrimental to the interests of the Library or its employee(s); and (ii) an exemption from mandatory disclosure is allowed by state law.

## Northumberland Public Library Fee Policy

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### Citizen Rights & Responsibilities under Virginia Freedom of Information Act (FOIA):

In accordance with the Virginia Freedom of Information Act, the Library may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records. The Library may not impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the Library. Any duplicating fee charged by the Library shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in Virginia Code § 2.2-3704 (F).

- If the Library estimates that it will cost more than \$200 to respond to your request, we may require you to pay a deposit, not to exceed the amount of the estimate, before proceeding with your request. The five days that we have to respond to your request does not include the time between when we ask for a deposit and when you respond.
- You may request that we estimate in advance the charges for supplying the records that you have requested. This will allow you to know about any costs upfront, or give you the opportunity to modify your request in an attempt to lower the estimated costs.
- If you owe us money from a previous FOIA request that has remained unpaid for more than 30 days, the Library may require payment of the past-due bill before it will respond to your new FOIA request.
- The Library's fees to respond to a FOIA request are as follows:

Less than 25 pages copied and less than thirty minutes of staff time required to compile records	\$.10 per page up to 24 pages
Twenty-five or more pages copied	\$0.20 per page in excess of 24 (\$.10 for first 24 pages) plus Staff Time Fee, if any
Unlimited pages, electronic copy only	No charge per page; Staff Time Fee only, if any
Unlimited pages, on USB drive	\$5.00 for USB drive plus Staff Time Fee, if any
Staff Time Fee, if research and copy time is thirty minutes or less	No fee
Staff Time Fee, if research and copy time exceeds thirty minutes	\$7.50/30 minutes (\$15.00/hour), rounded to the half hour (i.e., 30 minutes), for time in excess of the first half hour. (No charge for first half hour of staff time.)





**NORTHUMBERLAND  
PUBLIC LIBRARY**

**REQUEST FOR RECORDS PURSUANT  
VIRGINIA FREEDOM OF INFORMATION ACT**

**INSTRUCTIONS**

This REQUEST FOR RECORDS PURSUANT TO VIRGINIA FREEDOM OF INFORMATION ACT form may be returned by mail, fax (804-580-5202), e-mailed to [Jblue@nplibraryva.org](mailto:Jblue@nplibraryva.org), or hand-delivery to the Library Director, Northumberland Public Library 7204 Northumberland Hwy Heathsville, VA 22473. The Northumberland Public Library shall provide a response to this Request in accordance with the provisions of the Virginia Freedom of Information Act, § 2.2-3700 et.seq. of the 1950 Code of Virginia, as amended.

**REQUESTING PARTY INFORMATION**

REQUESTING PARTY  
NAME: \_\_\_\_\_  
(Optional)

REQUESTING PARTY MAILING ADDRESS (Only information necessary to respond to this Request need be provided):

_____	_____	_____	_____	_____
Street Address or P. O. Box Code & Home Telephone	City	State	Zip Code	Area
_____	_____	_____	_____	_____
Area Code & Work Telephone	Area Code & Mobile Telephone	Area Code & Fax Number	E-mail	

**INFORMATION REQUEST**

I HEREBY REQUEST COPIES OR ACCESS TO THE FOLLOWING RECORDS PURSUANT TO THE VIRGINIA FREEDOM OF INFORMATION ACT:

**REQUESTING PARTY SIGNATURE**

\_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

Signature of Requesting Party (optional)

**FOR LIBRARY USE ONLY**

DATE REQUEST RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

Initials