

HILLSDALE COMMUNITY LIBRARY

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Board of Trustee Manual 2005-2006

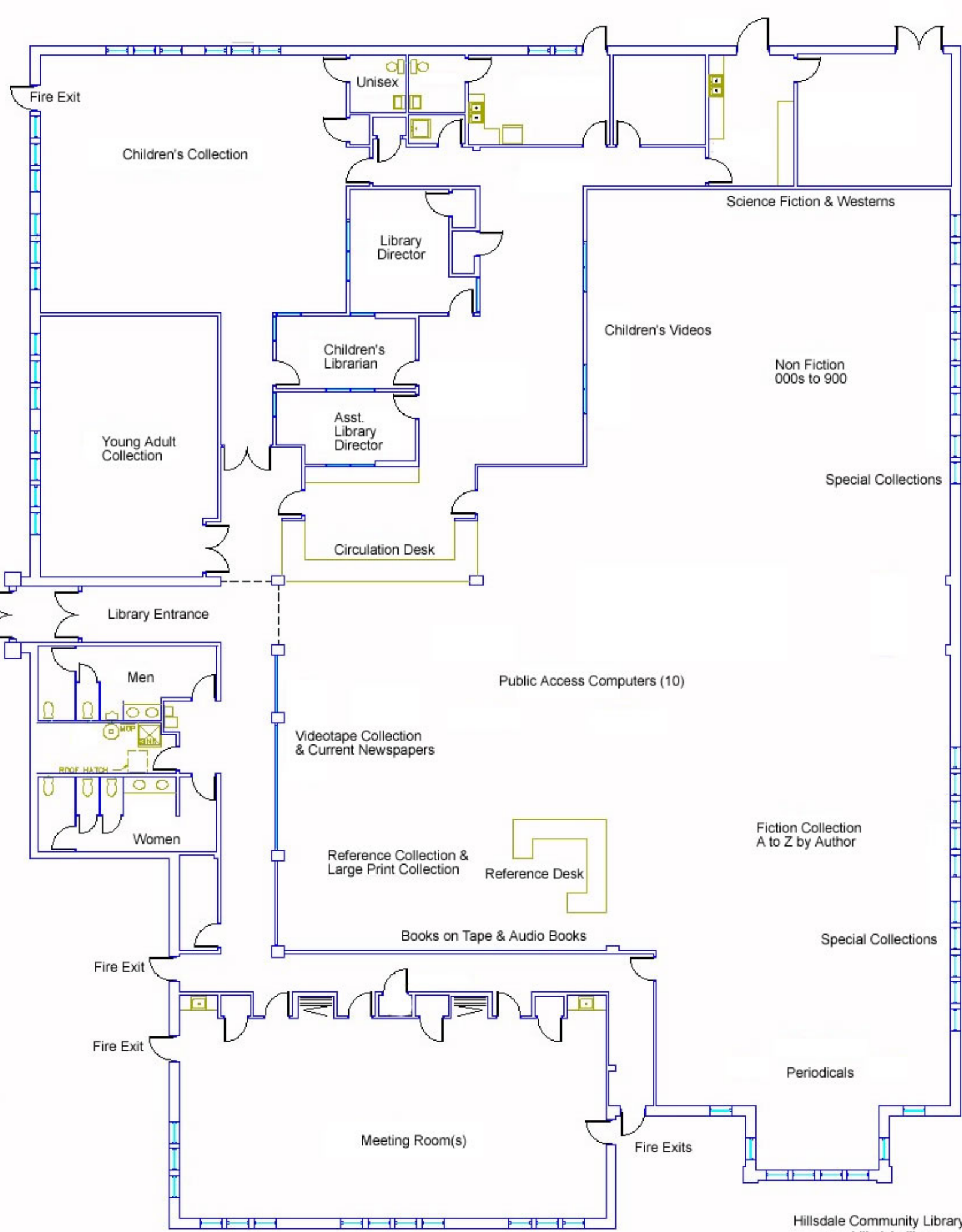
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Mission Statement

Hillsdale Community Library is dedicated to serving the informational, educational, and recreational needs of the citizens of Hillsdale. As a public agency the library is maintained as a service to the community and the people who support it. Service of the library is not limited to individuals, but extends to support the civic, educational and cultural activities of groups and organizations. The library cooperates with other organizations, agencies, and institutions to provide library service.

Vision Statement

The vision for this library builds on the strengths and achievements of the past and envisions a future in which the library reflects the changing needs and desires of those who use it and reaches out in a creative way to attract new users. The library provides a welcoming environment to all, makes the best technology available to serve the information needs of the community, and encourages lifelong learning.



**Staff and Library Board Directory
2005**

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Library Board By-Laws

Article I: Membership

The library board of the Hillsdale Community Library shall consist of five (5) trustees chosen for their fitness for office in accordance with the provisions of Chapter 2.48.020 of the Hillsdale Municipal Code.

Article II: Officers

Section 1: The officers shall be president, a vice president and a secretary elected from the chosen trustees at the annual meeting of the board.

Section 2: Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 3: The officers shall perform the duties generally associated with their officers and such others as may be designated by the board.

Article III: Meetings

Section 1: The regular meetings shall be held each month, the date and hour to be set by the board at its annual meeting.

Section 2: The annual meeting which shall be for the purpose of election of officers and the adoption of an annual report shall be held at the time of the regular meeting in April of each year

Section 3: Special meetings may be called by the president or at the request of three (3) members for the transaction of business as stated in the call for the meeting.

Section 4: A quorum for the transactions for business shall consist of a simple majority.

Section 5: Order of business for regular meetings shall be:

- Call to Order
- Approval of Agenda
- Approval of Minutes
- Statistical Reports
- Financial
- Circulation
- Old Business
- New Business

Section 6: Situations not covered by these by-laws or the board policies shall be governed by *Roberts Rules of Order*, latest edition.

Article IV: Library Directory and Staff

The board shall appoint a library director with appropriate professional and personal qualifications who shall be the administrative officer of the board.

The library director shall be responsible to the board for carrying out its policies; for specifying duties of other employees and recommending persons for appointment; for supervision of staff; for care and maintenance for library equipment and property; for selection, acquisition, and organization of books and other library materials; for the library's public relations.

The library director shall also be responsible for keeping the trustees informed of matters related to the library or to themselves as trustees; for preparing a preliminary draft of budget and annual reports for board approval, and for assisting the board in its decisions on policies, budget, and other such matters.

Article V: Committees

In most matters the board shall act as a committee for the whole, but standing or special committees may be appointed at the discretion of the board president. The committee shall be considered discharged upon the completing of its assignment and a final report to the board.

Article VI: General

Section 1: An affirmative vote of a majority of all trustees present shall be necessary to approve any action by the board unless the board had adopted a policy of operating by consensus when it chooses. In such cases the secretary shall indicate in the record that the decision was reached in this manner. The president shall be allowed to vote upon or to move or second a proposal before the board.

Section 2: The bylaws may be amended by a majority vote of members present to an official meeting of the board provided that the amendment was included in the call for the meeting.

Sec 3: Library Board members must, in general, avoid situations in which their personal interests conflict with the needs of the Library. This extends particularly to decisions involving financial transactions entered into by the Library.

A conflict of interest shall be defined as any situation in which the personal interests of a Trustee might be served or financial benefit gained at the expense of Library users or at the expense of the institution itself. A direct conflict exists whenever there is a proposed transaction or arrangement in which a Trustee has any actual or potential involvement, interest, relationship or gain. An indirect conflict exists in the following situations: when any party involved in a transaction with the Library is an entity in which the trustee has a material or financial interest; or if a trustee as an affiliation with a party involved in a transaction with the Library.

Sec 4: Should any trustee perceive a direct or indirect conflict of interest, it must be brought to the attention of the Board immediately. The Board shall examine the nature and extent of the potential conflict; any resolution shall hold the Library's interest paramount as well as maintain the Board's integrity in its governing role.

Library Page Job Description

General Description

The page position is important to the efficient operation of the library. Library Pages keep the library organized and serve as a back up to the professional and clerical staff on the desk, as well as assisting patrons when needed. Reports to, and is evaluated by, the Library Director.

Example of Duties

- The primary responsibility for Library Pages is to shelve library materials
- Shelf Reading must be done on a regular basis to keep the library materials in their proper order. Assignments will be posted and records kept for all sections of the library
- Serve as a backup to Library Clerk to assist patrons at circulation counter or with computers if needed
- Keep library neat, clean and picked up. Check tables and chairs in reading areas as well as the YA and Children's rooms
- Check date dues slips and make enough for the next day
- Run errands to City Hall, the post office or other places if required
- Help with opening or closing procedures
- Perform other tasks as required

Desired Qualifications:

- Must be 14 years of age and enrolled in school
- A recommendation is required from a teacher or other responsible adult
- Must keep a well groomed and neat personal appearance
- Must be able to understand and carry out written and oral instructions
- Knowledge of computer technology is helpful
- Must demonstrate a strong commitment to service and basic ability to work with the public

This is a part time position with some evening and or Saturday work.

The starting pay for this position is \$5.15 per hour.

Library Clerk Job Description

General Description

This position performs various duties as assigned in the day-to-day operation of the library. The primary responsibility of the Library Clerk is to work at the circulation desk and to assist patrons. Reports to, and is evaluated by, the Library Director.

Examples of Duties:

- Checks books, magazines and other library holdings in and out at the circulation desk and collects fines using an automated circulation system
- Assists patrons with questions about public access computers or computer functions
- Answers telephone and provides routine information to patrons
- Operates a variety of standard office and library machines
- Notifies patrons about reserve materials; calls for return of overdue materials
- Provides basic reference service or, if unable to do so, refers matter to librarian in charge
- Performs routine book maintenance and processing
- Assists librarian with collection development
- Helps oversee library pages and or volunteers
- Performs other related duties as required

Desired Knowledge, Skills and Abilities:

- High school diploma
- Position requires a service oriented individual who is able to interact with a diverse population, establish good rapport with library users, and maintain effective working relationships with fellow employees
- Some knowledge of library clerical procedures and practices
- Good knowledge of the English language
- Good ability to understand and follow written and oral instructions
- Good ability to pay attention to detail
- Ability to learn automated circulation system and library procedures
- Some basic accounting abilities

This is a 21 hour per week position with some evening and or Saturday work.

The City of Hillsdale uses a performance based pay scale. The starting pay for this position is \$6.96 per hour.

Children's Librarian Job Description

General Description

This individual will develop, implement, and supervise children and young adult services provided by the library. The Children's Librarian also assists in supervising the daily operation of the library as assigned, and provides assistance to library support staff as needed. Reports to, and is evaluated by, the Library Director.

Examples of Duties:

- Coordinates and directs programs of service to children and young adults
- Develops and proposes service programming, policies and procedures related to children and young adult services in the library
- Monitors the quality and effectiveness of existing programs and practices
- Assists Library Director with collection development and cataloging of new materials
- Assists patrons with question about public access computers or computer functions
- Answers telephone and provides routine information to patrons
- Maintains close contact with the Library Director to ensure administration of quality service
- Helps oversee library pages and or volunteers

Desired Knowledge, Skills and Abilities:

- A library science degree is preferred. An acceptable combination of education and experience in progressively responsible administrative roles with knowledge of library operations, practices, and procedures accepted
- Experience working with children
- Knowledge of children's and young adult literature and general interests
- Excellent written and oral communication skills
- Experiences in office practices, especially helping to prepare budgets and some basic accounting procedures.
- Willing to obtain library certification and further training in professional skills

This is a full time 40 hour a week position with some evening and or Saturday work.

The City of Hillsdale uses a performance based pay scale. The starting pay for this position is \$10.25 per hour.

Assistant Director Job Description

General Description

The Assistant Director assists the Library Director in the day-to-day administration of the library. The Assistant Director also assists in supervising the library staff as assigned, and provides assistance to library support staff as needed. Reports to, and is evaluated by, the Library Director.

Examples of Duties:

- Assists the director in all aspects of managing the library
- Provides reference services, including assistance in developing and maintaining the adult circulating and reference collections
- Plans outreach programs for community groups
- Develops new and creative marketing ideas for library programs and services
- Coordinates the ordering of supplies and other materials as needed
- Assists Director in cataloging new materials
- Assists the Director in collection development
- Monitors Library Pages as well as coordinates their work schedules
- Assists in training and evaluation of clerical staff.
- Prepares statistics for board packet and assists with packet mailing
- Performs related tasks as required

Desired Qualifications, Skills and Abilities:

- A library science degree is preferred. An acceptable combination of education and experience in progressively responsible administrative roles with knowledge of library operations, practices, and procedures accepted
- Knowledge of literature and general readers interests
- Excellent written and oral communication skills
- Knowledge of computers, particularly word processing software
- Experiences in office practices, especially helping to prepare budgets and some basic accounting procedures.
- Willing to obtain library certification and further training in professional skills

This is a full time 40 hour a week position with some evening and or Saturday work.

The City of Hillsdale uses a performance based pay scale. The starting pay for this position is \$10.96 per hour.

Library Director Job Description

General Description

The Library Director is responsible for general library operation, supervision of staff and service to the public. The Library Director operates as a link with staff and Library Board to achieve efficient library operation. Reports to, and is evaluated by, the Library Board and the City Manager.

Examples of Duties:

- Responsible for planning and evaluation, including helping to recognize library's strengths and weaknesses
- Administers library according to plans adopted by the Library Board of Trustees
- Recommends and drafts policies needed; advises Board on the merit of decisions being considered
- Prepares budget request recommendations, including allotment for continuing education of trustees and staff
- Makes expenditures within the budget allotment
- Keeps accurate records of all library income, including fines, gifts, and all library expenditures
- Gives monthly, quarterly, and annual report to Library Board
- Supplies data to the Board to aid in interpreting the library's financial needs
- Recommends way of stretching budget by cooperating with other libraries
- Monitors local, state, national, public and private sources of funding and makes recommendations to Board on how these may be obtained
- Interprets library policies, programs, and services to staff and to the public
- Participates in community activities
- Helps with orientation of new Library Board Trustees
- Provides appropriate job descriptions for all staff
- Employs and directs all staff members in cooperation with the Board
- Selects and orders all books and other library materials according to Board policy

Desired Knowledge, Skills and Abilities:

- Master's degree in library science from a college or university accredited by the American Library Association (ALA)
- Certification as a Professional Librarian issued by the State of Michigan
- Understanding of the principles and practices of management and supervision as it relates to library administration
- Knowledge of budget development and administration
- Experience in grant writing and or other fund raising efforts
- Excellent written and oral communication skills

This is a full time 40 hour a week position with some evening and or Saturday work. The City of Hillsdale uses a performance based pay scale. The starting pay for this position is \$15.96 per hour.

The History of the Mitchell Public Library 1908-1977¹

In *The Hillsdale Leader* for Friday, July 17, 1908 there is an article describing the dedication of the Mitchell Public Library. *The Hillsdale Standard*, another newspaper in town, also included an article describing the dedication on Tuesday, July 14, 1908: “the formal opening and dedication of the Mitchell Public Library, the gift to the city of Hillsdale by the late Hon. C. T. Mitchell, will occur, tomorrow (Wednesday) afternoon at 2:30 pm, if the day is fine the exercise will be held on the library lawn. If the day is wet, the program will be given in the library building.”

This gift of Charles Tenant Mitchell was made in his will dated October 29, 1895. He was seventy-eight and had lived a long and good life. The town had been good to him. He had been a man of modest means when he came to Michigan from New York fifty seven years ago. Now after much hard work, he was one of the top men in the city—rich, influential and revered. His will gave his home, upon his death and that of his wife, to the people of Hillsdale for use as a public library, and \$10,000.00 in securities to equip and furnish it.

His work on the construction of the Adrian-Hillsdale railroad from 1838-1841, the establishment of the first Hillsdale bank in cooperation with Henry Waldron and John P. Cook in 1855, and his appointment to the Republican national Convention in Baltimore where Abraham Lincoln was nominated for a second term were all mentioned in statement of Judge F. H. Stone at the dedication of the library.

Although Mitchell made no provisions in his will as to what the library should be called, he must have secretly desired that the library should be named after him. If so, his secret desire was fulfilled when the formal dedication of the library took place Wednesday, July 15, 1908, ten years after his death.

Thus, the Mitchell Public Library was dedicated, but what did the people of Hillsdale, Michigan do to satisfy a desire to read prior to 1908? Let’s go back into the 1800's and see the evolution of the public library in Hillsdale.

The Credit for its first circulation library should perhaps go to J.O. Ames, who as early as 1875, had a collection of books in his store available to the public on a rental basis. Hillsdale College, like many colleges did not have a general library, but seven separate libraries for the use various groups of students, with separate reading rooms for the girls and the boys. The several Sunday Schools at different times had collections of books to be loaned to their children. But Hillsdale as a community had no library where books might be borrowed by the public until 1879. A few efforts were made by individual citizens to establish one, but they all failed.

In the winter of 1879, however, some civic-minded woman of the town took the matter into their own hands, with the idea of forming a literary association to circulate good literature among the people of Hillsdale. They issued the following petition in the month of March:

¹ Adapted from *150 Years in The Hills and Dales: A Bicentennial History of Hillsdale County, Michigan*

To: Timothy E. Dibell, a Justice of the Peace of the County of Hillsdale. We, the undersigned, proprietors of a library, apply to you to issue your warrant, to be issued to one of our members, directing her to call a meeting of the proprietors for the purpose of forming a corporation under the provision of Chapter 110 of the Compiled Laws of the State of Michigan for the year 1871. Dated Hillsdale, March 18, 1879. Signed: Caroline W. Waldron, Cornelia M. Knickerbocker, Florence D. Bunt and Ellen Pratt.

The Warrant was issued to Caroline W. Waldron and at the ensuing meeting, articles of association were adopted and officers elected.

A Board of Directors was elected, a committee was chosen to solicit stockholders, and another committee was appointed to find a suitable room for the library. As a result the room on the southwest corner of Howell and McCollum Streets, over the dry goods store of J. H. Marvin, was rented at \$50.00 year and the book committee was authorized to select books. The first annual meeting was held on March 16, 1880 and the "Ladies Library Association of Hillsdale" reported the library had 522 books and 79 members holding 98 shares.

Entertainments of all sorts, public and private plays, and benefits were used to raise money for the increasing demand for books. Two bequests, totaling \$105.00 were received, as well as gifts of money. In 1900 a cook book was published which made a nice profit. The library attempted to meet the needs of all through book selections.

Mrs. Whittier, the first librarian, a sister of Mrs. Charles T. Mitchell continued in office until March, 1886. By this time the library had grown to such an extent that it was necessary to pay the librarian, even though the library was only open on Saturday afternoons. The Library changed rooms three times before it found its eventual home at the corner of Manning and McCollum Streets.

"At his death of C. T. Mitchell one of the city's early settlers and most substantial citizen, his spacious home on the corner of Manning and McCollum Streets was bequeathed to the City to take effect after the death of his wife. Mrs. Mitchell died on May 6, 1906, and on November 14 of the same year a meeting of the stockholders of the Ladies Library Association was called by Mrs. F. O. Hancock, the secretary, to consider the future of the association, since the need for it no longer existed." At the meeting, it was decided to give the Mitchell Public Library all of the books belonging to Ladies Library Association. The gift was accepted, but, as the new building was not yet ready for occupancy, the Ladies' Library continued the circulation of books until February 1908, when all books were called in, repaired, and delivered to the Mitchell Library on March 1. The Ladies turned over 2666 volumes to the new institution.

After Mrs. Mitchell's death, there was a delay in the opening of the library due to the current problems that faced the board. The question arose as to whether the Mitchell home should be used or returned to the heirs and its value in money used for the construction of a building especially intended for library purposes. It was decided to use the old home as that was Mr. Mitchell's original intention. Then it was found that there

was not sufficient money to cover the necessary remodeling and maintenance, for the trust fund covered only the expenses for furnishing, shelving and books.

Through the generosity of Mr. William Mitchell of Cadillac, Michigan, and Dr. and Mrs. Walter H. Sawyer of Hillsdale, Michigan, the remodeling work was allowed to go on. "They made their contribution to the library so it could be completed perfectly in accordance with the whole architectural plan." The dedication took place on July 15, 1908.

Mr. Mitchell's home was remodeled inside to be better suited for a library. Some walls and a fireplace were removed from the main floor and the stairs to the second floor were relocated for convenience. The original butternut woodwork was preserved, as were the beautiful Italian coved ceilings. The library itself was located on the main floor, together with reading and study rooms, and a reading room for men. The men could not only read and rest in the reading room, but smoke also if they wished. The second story contained a fine auditorium where various clubs of the city could meet and the third floor held the kitchen and loft for dances.

The remodeled home gave Hillsdale a library that was probably one of the finest in the state, for a town of its size, during the early 1900's. By the terms of the Mitchell will, the Board of Education was to act as the Library Board with full control of all funds, personnel and policies. The library facilities were also to be used by the Hillsdale Public Schools, the first such arrangement in the state. One Board member was designated "Library Trustee" and was responsible for all reports to the Board. Miss Mary Pratt was hired as the first librarian, with Miss Nell Rowley as her assistant. Miss Pratt had been a member of the first class to graduate from Vassar College, as had Mr. Mitchell's daughter, Kate.

Miss Pratt reported the following number of volumes on the new shelves: "From the probate library of C.T. Mitchell 322; from the Ladies Library 2522; from other friends, 208; purchased with the C.T. Mitchell bequest, 2786; Total: 5836. The number of periodicals totaled 34."

Two of the most popular features of the building in the earlier days were the Club Room on the second floor and the Library Loft, with its adjoining kitchen, on the third floor. In the Club Room (meaning the second floor auditorium) every Monday was held the meeting of the Women's Improvement Club. Other cultural organizations, such as the Tuesday Musicale, were given the privilege of its use on their individual afternoons or evenings. Afterwards all would adjourn to the Loft for refreshments.

About 1916-1917 the Historical Room was started on the second floor with the D.A.R. Genealogical Shelf as a nucleus. There were several items of interest in the Historical Room: the album of the first World War veterans which contains pictures of many men who became prominent in Hillsdale later; the old Jonesville paper copied almost entirely by hand; the old newspapers -- a complete file of *The Hillsdale Daily News*; pictures of Bull Run and other Civil War prints as well as personnel records from that war.

During World War I, when the American Expeditionary Force was sent overseas, the Library became the headquarters of the county Red Cross unit and cooperated with the war work of the American Library Association.

On July 13, 1933, the silver anniversary of the dedication of the Library was celebrated with a program at the High School auditorium. As coincidence would have it, this was just one hundred years after the first community tax-supported library was opened to the public in Peterboro, New Hampshire.

By this time, Miss Nellie Rowley, who had been assistant librarian, was head librarian. She had taken over in 1924. Miss Rowley's training, like Miss Pratt's was limited. Book selection was under the capable supervision of Carl L. Bailey, secretary of the School Board and member in charge of the library.

In 1935 Leithel (Mrs. Robert) Ford who had been Supervisor of the Hillsdale School Libraries was asked to head both the school libraries and the public library. During the first year of this arrangement, Miss Carol Hawkes was the Mitchell Public Librarian. She was the first graduate trained librarian for Hillsdale. Mrs. Ford, a college graduate, with and English major training in library science, received her master's with funds made available by the Kellogg Foundation.

It was under Mrs. Ford and Miss Carol Hawkes that Mitchell Public Library began to function as a true public library. They purchased the first copies of "Dewey Decimal Classification" and "Sears List of Subject Headings." They over-hauled the entire card catalog and brought all record keeping up to accepted library standards.

Miss Hawkes and Mrs. Ford were able to make the Historical Room usable to the patrons interested in genealogical research. Mrs. Ford reorganized the Reference section of the library and removed all fiction books from the Reference Shelf.

However, all this would not have been possible to complete without the aid of the United States government and Mitchell Public's next librarian, Miss Louise Hawkes. The government, through the WPA and NYA programs, made funds available to pay Hillsdale College students and others for work in the library.

Miss Louise Hawkes, sister of Carol Hawkes, had been working for Mrs. Ford at the High School Library and was transferred to the Public Library in 1936, when her sister accepted a position at Hillsdale College. Louise received her library training from Western Reserve University and was head librarian from 1936 to 1966. Under her leadership the summer story hour was initiated which is still looked forward to by hundreds of young Hillsdale boys and girls. A broad expansion of services took place during this time. This included the hiring of three additional library assistants.

The Kellogg Foundation not only made funds available for Mrs. Ford to attend graduate school, but also for the buying of books. For every five old books the library could collect, the Kellogg Foundation would buy the Mitchell Library a new book, at the average price of \$2.00 per volume. Then the University of Michigan examined the old books and if they were of value, restored and placed them in the University library.

There was some talk in the thirties of a county library system in Hillsdale County, with Mrs. Ford as a strong advocate. But, because of the depression, funds were limited and the library lost the fight for an increase in funds to the schools. That ended the county library movement.

In 1951 and 1952 Board member and library trustee, A. W. Pennock, tried in vain to get the city of Hillsdale to spend some money to renovate the library. The City Council was able to promise \$1500.00, but this sum was very inadequate as the entire outside was in dire need of attention.

In 1954, however, the city fathers voted to renovate the library. The roof was replaced and four 32 foot columns were placed in front of the library on a concrete porch. This replaced the former on story columns and the wooded porch.

In 1958, the fiftieth anniversary was celebrated with a large book display, on loan from the Michigan State Library. An open house was planned, and then canceled until the interior of the library could be painted. The painting was not completed until the spring of 1959 and the open house was held in the summer of 1959, one year late.

In 1958 an individual arrived in Hillsdale who made some changes affecting the Mitchell Library. He was Orville Meyer, the new city manager. Mr. Meyer realized the library was not getting the full benefit of its penal fines while under the direction of the School Board. Through his leadership all financial direction was transferred from the School Board to City Hall. The School Board is now represented by one voting member.

Miss Louise Hawkes, who resigned in 1966, after thirty years of faithful service devoted to the library work, received \$90 a month when she started work there. The city gave the library \$4500 the first year compared to \$17,325 in 1966. In this period of time, the number of adult borrowers had increased one and half times; the number of juveniles, three and a half times; the number of non-resident borrowers had increased from 2186 to 4562.

The summer reading program started locally the first year Miss Hawkes was librarian. In the thirty-first year of the program, the attendance had gone from 645 children with 468 books checked out for the eleven weeks, to one hundred children coming the opening day and checking out 495 books the same day.

The "Library Lady" was honored by a banquet given by the School Board and was designated the City Historian. A dogwood tree, growing beside the library blossomed for the first time the day she left as though saying "good-bye" to the kind Library Lady.

In July of 1966, the Mitchell Public Library acquired its sixth librarian, Mr. Raymond Ogden, a young man from North Dakota. He received his undergraduate training at the University of North Dakota, and while in Hillsdale enrolled in the Library School at Western Michigan University. He later became librarian at an Upper Peninsula college library.

In April of 1970, James Gordon Jaeger became the seventh librarian. He served previously at the Enoch Pratt Free Library in Baltimore, Maryland, 1964-68, the Clinton Public and the Monroe County Library. Mr. Jaeger, who was born in 1941, in Illinois, graduated from Blackman College, Carlinsville, Illinois, with a major in history, from Indiana University at Bloomington with a Library Science degree.

It appears that the history of the Mitchell Public Library is similar to that of many public libraries in the United States. Beginning with the collection of a group of small libraries and the bequest of a philanthropist for a building and books, it was slowly evolved to what we consider a small excellent public library today.

Library Directors of the Mitchell Public Library: 1908-2005

Mary Pratt (1908-1924)
Nell Rowley (1924-1935)
Liethel Ford (1935)
Carol Hawkes (1935)
Louise Hawkes (1935)
Raymond Ogden (1966-1970)
James Jaeger (1970-1977)
Randy Ballinger (1977-1983)
Sally Arrive (1983-1985)
Debbie Kirley (1985-1986)
Janet Johnston (1986-1989)
Ranae Scott (1989-1990)
Diana Pierson (1990-1998)
Jacqueline Morris (1998-2004)
Mark Maier (2005 to present)

The Mitchell Research Center

The Mitchell Research Center is located on the second floor of the Mitchell Building at 22 North Manning Street in Hillsdale, Michigan. The purpose of the MRC is to "make collected and donated research records and materials relative to genealogical, historical and archival subjects available; to provide needed or requested assistance to the public; and to continue doing needed indexing and compiling of research material."

Resources available at the MRC include:

- Birth Index -- 1866-1902
- Cemetery Records
- Census Indexes
- Church Records
- City Directories
- County Histories
- DAR Records
- Death Index -- 1867-2002
- Family Histories
- Maps
- Marriage Index -- 1835-2000
- Michigan Pioneer Records
- Military Records
- Newspapers
- Periodicals and Newsletters
- Surname Card Files

The MRC Hours are: 10:00 a.m. to 4:00 p.m. Monday through Thursday.

Other hours are available by appointment only.

Contact Information

Mitchell Research Center
22 North Manning Street
Hillsdale, MI 49242

Phone: 517-437-6488

E-mail: mrc@hillsdale-library.org

URL: www.hillsdale-library.org/mitchell.htm

Please note that the MRC will be closed if schools in the county are closed due to inclement weather. Call ahead to make sure we are open.

Woodlands Library Cooperative

What is Woodlands?

A regional structure for public library service in Michigan was mandated by P.A. 89 of 1977. Since then, thirty-six libraries of all sizes have joined together as the Woodlands Library Cooperative to provide improved service to over 488,000 residents of Southern Michigan.

This cooperative approach preserves local initiative and control while taking full advantage of the efficiencies that a larger service area makes possible.

The cooperative does not provide direct service to the public. Instead it provides interlibrary loan, delivery service, a union catalog, continuing education and vendor discounts to member libraries.

The Woodlands Library Cooperative currently has participating members in eleven counties across southern Michigan. The counties are Monroe, Lenawee, Washtenaw, Hillsdale, Calhoun, Branch, St. Joseph, Van Buren, Eaton, Barry, and Kalamazoo. Through its association with other regional cooperatives, Woodlands provides access to library resources throughout the state and the nation.

Technology Plan 2005-2008

Mission Statement

The Hillsdale Community Library is dedicated to serving the informational, educational, and recreational needs of the citizens of Hillsdale. As a public agency the library is maintained as a service to the community and the people who support it. Service of the library is not limited to individuals, but extends to support the civic, educational and cultural activities of groups and organizations. The library cooperates with other organizations, agencies and institutions to provide library service.

Vision Statement

The vision for this library builds on the strengths and achievements of the past and envisions a future in which the library reflects the changing needs and desires of those who use it and reaches out in creative ways to attract new users. The library provides a welcoming environment to all, makes the best technology available to serve the information needs of the community, and encourages lifelong learning.

Background

From 1908 to 2003, the Hillsdale Community Library was located in a three story building originally designed as a home built in the 19th century. The Library Board of Trustees purchased an adjoining building in 1997, and a capital campaign began in 1999-2000 which raised money for the expansion into the remodeled building. Construction was completed in early 2003. A Gates Foundation Grant in November 2000 gave us four computers, a server and a printer for public access. In 2001, our library received a Library Services and Technology Act (LSTA) grant of \$15,758.40 as partners with Hillsdale Community Schools and the North Adams-Jerome Schools, which allowed us to upgrade our Follett automation system to a Windows format, with a faster server and two dedicated Online Public Access Catalog machines (OPAC) and one circulation workstation. The upgrade to our Follett system included the addition of Web Collection Plus, a feature that allows patrons to access our library catalog online. Since opening the new facility, the library has added ten public access workstations and one circulation workstation. Additionally, the library has purchased two administrative workstations, one for the Children's Librarian and the other for the Assistant Director (the former was purchased through a gift to the library). The public access machines, with the exception of the workstations provided through the Gates Foundation, are running using K12 Linux Terminal Server Package 4.1.1 (K12LTSP), which is based on RedHat Fedora Linux and the Linux Terminal Server Project (LTSP). The computers in the Children's and Young Adults rooms are running Windows 2000 and are not connected to either the library's internal network or to the city's network. These computers are also not connected to the Internet other than to allow users to access the library's card catalog system. The workstations used by the Assistant Director, Children's Librarian, and the Library Director are connected to the city's network. For a more detailed description of the computers located in the library, please see the attached inventory which was completed in September 2004.

I. Technology Goals and Objectives

Goal: Continue the operation, maintenance and enhancement of the library's automated system.

- Annually review and upgrade Follett software as needed

Goal: Maintain and upgrade current hardware and software

- Add costs for purchase and maintenance of new components to 2005-2006 budget
- Develop a hardware and software inventory to help assess technology needs
- Install new Linux Terminal Server Project upgrades when available
- Replace cases on public access machines when needed
- Develop an equipment replacement policy with a cycle of three to five years
- Investigate the possibility of adding two new printers; one for the staff, and one for the Children's and Young Adult's access
- If funding is insufficient for all needs, establish priorities based on usage

Goal: Maintain and/or upgrade current telecommunication services to keep up with user needs.

- Investigate possibility of Universal Service Funds (USF) for library

Goal: Maintain and expand the Hillsdale Community Library's web page.

- Redesign library web page
- Research and find new web hosting solution for library website
- Track website usage and report statistics to Board on a monthly basis
- Once a month provide library news and information on all library-sponsored projects on the website
- By 2005, post all library policies on the website, including information on the Library Board of Trustees
- Continue to work with CIS to provide links and updates for Hillsdale County libraries
- Ensure that the website URL is correct on various online resources that contain information about the library

Goal: Continue offering Internet access to the public.

- By June 2005, begin to offer computer training to the public with bibliographic instruction on the library's online system and the Internet twice each year with morning, evening and weekend offerings
- Post signs throughout the library that advertises resources available through the Michigan eLibrary (MeL)
- Hold computer literacy classes for basic software and hardware at least one time annually
- With input from Library Board and staff review policies set for public use of Internet

Goal: Institute annual evaluation of technology goals.

- Include updates on technology goals in quarterly reports and the annual report

II. Professional Development

Goal: Provide opportunities for staff development.

- Send at least one staff member at a time to the workshops offered by the state library or cooperatives that are relevant to our library
- Train all staff to be able to handle basic computer and printer troubleshooting. All staff should receive training on the basics of Red Hat, Mozilla, OpenOffice, and any other software utilized on the public access computers
- Create basic troubleshooting guide for staff to help deal with commonly occurring problems
- Locate and organize manuals for equipment and make them available to staff

III. Assessment of the Telecommunications Services, Hardware and Software Resources Available at the Library

Telephone System

The Library has eight extensions on a Nortel ICS PBX system shared with the City of Hillsdale. This system utilizes Nortel's CallPilot voice mail system. The PBX is connected to the Public Telephone system via a 24 channel digital PRI circuit and three dual channel ISDN circuits. Both local and long distance telephone service is provided by SBC, Inc. Each full-time staff person has an extension and voice mail.

Internet Connection

The Public Access machines access the internet through a Comcast Cable modem. The typical connection speed ranges from 1.54 to 2.2 megabits per second. The administrative machines all access the internet through the City network. The library also has wireless capabilities throughout the building.

Hardware and Software

A Detailed inventory is available upon request.

V. Budget Requirements

Specified Year	2005	2006	2007
Hardware	\$1400.00	\$1400.00	\$1400.00
Software	\$100	\$100	\$100
Misc.	\$200.00	\$200.00	\$0
Staff Training	\$50	\$50	\$50
Contract Services	\$300.00	\$0	\$0

V. Evaluation Procedures

This plan covers a three-year period. As such, evaluation of this plan is an ongoing, continual process. The Library Director will regularly meet with staff to assess the Library's progress toward meeting its goals. In addition, the Library Board of Trustees will re-evaluate the validity of the goals as they relate to the current needs of the Library.

Library Card Policy

Permanent Residents

The following persons are entitled to a free library card:

Residents of the City of Hillsdale: Any person permanently residing within the corporate limits of the City of Hillsdale in a home or apartment owned by him or her or which is rented by him or her on a not less than month to month basis, together with all persons permanently residing in the household who are members of his or her immediate family. Immediate family for the purposes of this policy shall mean and include such person's father, mother, husband, wife, child or other blood relative, stepchild or step parent.

Residents of the Township of Hillsdale and Cambria: For the contracted period any person residing within the Township of Hillsdale or Cambria in a home or apartment owned by him or her or which is rented by him or her on not less than a month to month basis, together with all persons residing in the household who are members of his or her immediate family. Immediate family for the purposes of this policy shall mean and include such person's father, mother, husband, wife, child or other blood relative, stepchild or step parent.

Temporary Residents: The following persons are entitled to a temporary resident library card upon payment of a thirty five (\$35) dollar deposit, twenty dollars of which deposit shall be refunded upon surrender of the temporary card and return to the library of all books checked out on the card.

Non-Residents

1. Any person who does not fit into one of the above categories must pay an annual non-refundable non-resident fee for library service and to obtain issuance of a non-resident library card.
2. Each non-resident card shall expire one year after the issuance date.
3. A family non-resident card for the fiscal years 2003-2005 shall cost \$35.00 and shall entitle the cardholder and his or her immediate family members permanently residing with him or her to all library services without restriction. Immediate family for the purposes of this policy shall mean and include such person's father, mother, husband, wife, child or other blood relative, stepchild or stepparent.
4. The non-resident fee shall be computed at the beginning of each fiscal year and shall remain in effect until the following July 1. The board shall consider the total library budget, the library tax paid by the City of Hillsdale and the contract amount paid by townships when setting non-resident fees.

Other Library Card Rules

1. The person in whose name the card is issued shall be responsible and liable for any and all fines, losses or fees assessed against said card.
2. Any person must show his or her library card to check out materials
3. Replacement for a lost card will cost \$2.00
4. No library card shall be issued to any minor person under the age of sixteen (16) without prior written consent and acceptance of responsibility and liability for all fines, losses or other assessments against the library card by the minor's parent or legal guardian.
5. Library cards shall be issued only after verification of identity, residence address, mailing address and telephone number: home, work or cell. To verify identity a Michigan driver's license with current address or a State identification card are required.

Adopted September 1982 (revised August 2004)

Book Selection Policy

Objective of selection

Within the limitations of space and budget, the library selects books which meet the educational, informational, and recreational needs of the citizens of the community. It is an objective of the library to provide a resource where the individual can examine many points of view and make his or her own decisions. Book selection attempts to provide materials which will facilitate informal self-education of all the people in the community.

Responsibility of selection

The responsibility of selection lies with the staff and the library within their areas of responsibility. The ultimate responsibility for selection lies with the Library Director, who operates within the framework of policies determined by the Library Board.

General Criteria

1. Relevance to community interest
2. Current significance
3. Attention of critics, reviews and the general public
4. Number and nature of requests from public
5. Common sense
6. Reputability of author and publisher
7. Suitability of format for library use

It is impossible with limited staff to review each book which the library selects for addition to the collection. Therefore, selection of materials is accomplished primarily through reviewing periodicals hands-on examination. Particular importance is given to reviews which are directed to the library market, such as *Library Journal*, *Publishers Weekly*, *Booklist*, *Horn Book*, *School Library Journal*, and other reviewing media. A book will also be purchased if there is sufficient patron interest and request for a title.

Materials with an emphasis on sex, or containing profane language should not be automatically excluded if the book presents a true-life situation which deals with characters and situations realistically presented. This library has a comprehensive reading public which it has an obligation to serve, the same as any other patron. "Best Seller" lists are constantly being referred to by many of our patrons so the library should strive to maintain at least one copy of best sellers, even though sometimes these books do not meet the selection standards set forth in this policy. Responsibility of the reading habits of children rests with the parent or legal guardian; therefore, selection should not be inhibited by children. The library will not knowingly purchase material which has been declared illegal by the Courts of the Michigan or Country.

With regard to books dealing with sex education, the library will purchase books written for the adult, young adult, and child. The materials selected for these groups should have a minimum of two reviews backing up the librarian's selection. Recognized book lists such as *Best Books for Young Adults* and *Notable Children's Books* are also used for consideration. If possible, the librarian should personally review each title keeping in mind the needs of the community served. The letter designation (E, J or YA) on material does not limit its use. It is not intended to restrict readership to an age or interest group.

Since the level of sophistication varies within each community, materials for the less mature and the poorer reader, as well as for the person already comfortable with adult materials should be provided. We support the American Library Association's assertion that:

The librarian who would restrict the access of minors to materials and services because of actual or suspected parental objection should bear in mind that he is not *in loco parentis* in his or her position as a librarian

The American Library Association holds that it is the parent -- and only the parent -- who may restrict his children -- and only his children -- from access to library materials and services. The parent who would rather his child did not have access to certain materials should so advise the child.²

Auxiliary collections

The paperback collection in the library is heavily used. Popular works are selected. The librarian must be familiar with the broad range of current adult, young adult, and juvenal titles.

Paperbacks are purchased most frequently through publisher's pre-selected lists. Most books are reprints of hardbound titles. However, a great many titles are paperback originals and not reviewed in almost all reviewing sources. Upon examination of the paperback titles, if a book is deemed unusable for the collection, it will be given to another library, sold in a book sale, or discarded.

The library has a responsibility to provide patrons with factual information about the religions of the world. Materials whose sole purpose is persuasive or solicitous for a religious group will not be selected. The library will attempt to have religious literature of an authentic historical and/or educational content. These books must meet the general criteria set fourth in this policy.

Summary

The library's aim is to present the community with a well balanced collection that meets the educational, informational, and recreational needs of the citizens of the community. This is done with careful consideration keeping in mind the selection of high quality, informative, and readable materials within the library's budget, space, and criteria set fourth in this policy.

Adopted November 1982

² American Library Association. Office of Intellectual Freedom, Intellectual Freedom Manual (n.p.; American Library Association, 1974), pt. 1, pp. 14-15.

Gift Policy

The Hillsdale Community Library welcomes gifts of all types including library materials, equipment, and funds for the purchase of material and equipment. The Library encourages gifts of cash not earmarked for specific items in order to permit the most flexible use of the donation for the enrichment of the Library program.

The Library makes the final decision on its own use or other disposition of the gift.

The Library will not affix a value for income tax purposes to any gift accepted; this is the responsibility of the donor. The Library will, however, on request, acknowledge the gift by letter and specify the type, quantity, condition, etc., of the gift for the donor's records.

I. Gifts considered for inclusion in the library's collection

Any gift considered by the Library for inclusion in the Library's collection is subject to the following conditions:

1. If the only purpose of the donation is to add it to the Library collection, the donor must make this desire known upfront. The Library Director must approve the gift. If the item(s) cannot be added to the Library's collection, the Library will contact the donor who may choose to reclaim the item(s).
2. The Library retains unconditional ownership of an accepted gift. No gift will be returned to the donor.
3. The Library reserves the right to decide the conditions of display, housing and access to the material.
4. When gift items are withdrawn from the collection, the Library will not notify the donor of the withdrawal. The Library will not automatically replace worn-out or lost gift items.

II. Gifts not intended for inclusion in the library's collection.

Donated items that cannot be added to the Library's collection will be placed into the Library's book sale and proceeds will be used to enrich Library services. Unsold items are recycled or discarded.

Adopted September 1983

Book Withdrawal (Weeding) Policy

The library's collection of books, audio visual materials, and other materials cannot be built in quantity or quality solely by the selection of new materials. There must also be a constant, on-going, evaluation of the collection which inevitably will result in the discarding of out-dated materials, worn-out items, and the replacement of necessary titles. Continuous appraisal of the collection is essential and every bit as important as the initial selection for inclusion.

Discarding or "weeding" of materials is the way to ensure the best and most economical utilization of space in the library. "Weeding" is selection in reverse. Just as all materials which are added to the library's collection are expected to be useful for the people in the community which is served by the library, so to should they be withdrawn if they cease to serve that purpose. It enhances the reputation for reliability of the collection and assures the orderly growth of a quality collection.

Criteria for discarding

- Material out of date
- Worn out or in need of mending
- Duplicate copies
- Not used (3-5 years)
- Books which have ceased to fulfill their purpose in the library

As a general rule material to be discarded will not be rebound if it meets the criteria for discarding. If, however, the book is listed in the current edition of the *Standard Public Library Catalogs* published by Wilson, regardless of its circulation history, the book will be kept, rebound, or if still in print, reordered.

Disposal of withdrawn materials

After materials have been withdrawn, they will be disposed of in one of three ways:

1. Gifts to other libraries:

Materials in good condition which are found to be inappropriate for our collection, no longer needed, or of a special research nature may be given to other libraries. Local libraries will receive first consideration for such gifts.

2. Book sales:

Outdated, damaged, or worn materials which may be of interest to others will be donated to organizations sponsoring book sales for fundraising purposes.

Organizations such as the Friends of the Library, which use proceeds from such sales for the benefit of the Hillsdale Community Library, will have first priority. Books not sold will be disposed of at the discretion of the sponsoring organization.

3. Discards:

Materials of very limited use to the general public (old statistical reports, outdated directories, documents, etc.), reference books owned by the publishing companies which the Library is not permitted to pass on, and materials in very poor physical condition are discarded through the City of Hillsdale waste disposal procedures.

The Library Director, under authorization conferred by this policy, is responsible for discarding materials. This responsibility conferred by this policy, is responsible for discarding materials. This responsibility for discards may be delegated to the staff member authorized to select books in a particular area. The Library Director must implement this policy with appropriate administrative procedures.

Adopted May 1983

Overdue Materials Policy (Revised 4/92)

Overdue materials are materials retained longer than the stated period of loan. These materials are subject to the penalties set forth in this policy.

Overdue charges

1. A charge of ten cents (.10) per day per item shall be made for all juvenile, young adult, adult, hardcover and paperback books, magazines and vertical file items.
2. A charge of ten cents (.10) per day shall be made for all interloan items.
3. A charge of one dollar (\$1.00) per day per item for video cassettes.
4. A maximum charge on all items shall not exceed the price of the item.
5. Library borrowing privileges will be suspended under the following conditions:
 - a. Overdue materials have not been returned.
 - b. Finds have not been paid even though materials have been returned.

Notice of Overdue Materials

1. When materials are not returned a notice is sent via letter or phone call.
2. 2nd notice one week after the 1st notice is sent via letter.
3. 3rd notice one week after 2nd notice is sent. This letter will serve as a final notice to return materials within 7 days or have the matter turned over to law enforcement officials for treatment as a misdemeanor per Michigan Compiled Law 750.364

750.364 Larceny from libraries.

Larceny from libraries—Any person who shall procure, or take in any way from any public library or the library of any literary, scientific, historical or library society or association, whether incorporated or unincorporated, any book, pamphlet, map, chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof, with intent to convert the same to his own use, or with intent to defraud the owner thereof, or who having procured or taken any such book, pamphlet, map, chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof, shall thereafter convert the same to his own use or fraudulently deprive the owner thereof, shall be guilty of a misdemeanor.

4. If materials have not been returned one week after the third notice is sent the patron will be informed via letter that the matter has been turned over to the appropriate authorities per MCL 750.364.

Damaged Materials Policy

A patron is requested to pay for damages when material is returned in an unsuitable condition. This payment may take the following forms:

1. Rebinding costs. If the book is eligible for rebinding, the patron will be requested to pay a \$6.00 rebinding charge.
2. Replacement costs on books that are beyond rebinding the patron will be requested to pay a full charge as determined by the list price of the item.
3. Other items will receive the following charges:
 - a. Mass market paperbacks, replacement cost of book, plus \$1.00 processing fee.
 - b. Magazines, replacement cost of magazine, plus \$1.00 processing fee.

Adopted September 1987

Internet Acceptable Use Policy

The Hillsdale Community Library provides access to the Internet in keeping with its role as a source of information, intellectual development, and enrichment for the community. The Internet allows users to connect to networks of resources outside the library walls and allows access to ideas, information and commentary from around the globe. As such, while it offers access to a wealth of material that is personally, professionally and culturally enriching to individuals of all ages, it also offers access to some materials that may be offensive or illegal. The Hillsdale Community Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. It is the responsibility of the library patrons to monitor their own use. Additionally, parents or guardians are responsible for Internet content selected and or accessed by their children. Anyone under 18 will not be allowed to use the library computers to access the Internet without a parent or guardian with them to monitor their use.

Guidelines for Responsible and Ethical Use

1. Patrons may use the library's computers to access systems, software and databases for educational, recreational and information purposes. Due to limited resources, Internet access is primarily for research and information gathering purposes.
2. Patrons must obey all applicable federal, state and local laws and regulations.
3. Patrons should avoid any activities which might be disruptive to other library users.
4. Patrons are prohibited from damaging computer equipment, altering computer settings, or installing unapproved software.
5. Patrons must respect international copyright laws and honor software licensing agreements.
6. Patrons may not access, upload, download, or distribute pornographic, obscene, or sexually explicit material.

Conditions and Terms of Use

Individuals who wish to use the library's computers must sign the user log before and after using the computers. If the computers are all busy, the library reserves the right to limit use time to thirty minutes. The library staff also reserves to the right to ask anyone to leave who does not comply with this policy.

Meeting Room Policy

The Hillsdale Community Library offers its meeting room(s) to public groups wishing to present programs or hold meetings which serve the community's needs.

Rules applying to all meetings.

1. Groups using the rooms agree not to hold responsible the Hillsdale Community Library, the City of Hillsdale, its agents and representatives, from any and all suits, actions, claims, or demands arising from injuries to people or damage to or loss of property belonging to the organizations using the meeting rooms.
2. Smoking, alcoholic beverages and any illegal substances are not permitted on library property.
3. A uniform fee of \$10.00 shall be charged for the use of one section of the main meeting room, \$20.00 for two sections and \$30.00 for the entire large room. Payment to be made 24 hours in advance of the meeting.
4. Each group is responsible for setting up tables, chairs, furniture and any equipment prior to the meeting and for returning all library property to its designated location at the close of the meeting.
5. The group is responsible for leaving the room in a clean and orderly condition and will be billed for any damage to the room as a result of the group's use.
6. Eating and drinking in the main rooms of the library is strictly forbidden. Any group wishing to serve light refreshments must provide its own utensils for serving and preparation. Articles of food and drink must be consumed in the meeting room so designated and not carried into the halls, restroom or the library proper.
7. Advanced notice of 24 hours must be given the library in the event a scheduled meeting is to be canceled.
8. Meetings must comply with the "Open Meetings Act" as it applies to the group.
9. Granting the use of its meeting rooms does not imply endorsement or approval of the group, the meeting, or the ideas presented at the meeting by the library, its board and its employees, or the City of Hillsdale.
10. This policy is subject to review and modification when deemed necessary by the Hillsdale Community Library Board at its sole discretion.

Adopted August 2003

Professional Development Policy

Staff members and employees of the Hillsdale Community Library who would benefit from further development of their library skills and abilities by attending professional training sessions, seminars, conferences, conventions, or other educational programs, are encouraged to attend such programs.

During the first five (5) years of employment with the Hillsdale Community Library and the City of Hillsdale, the following policy shall prevail: In the event and to the extent that the City of Hillsdale has paid for such educational programs or pursuits on behalf of its employees leave the employ of the city of Hillsdale within one (1) year of attendance at such a program, the staff member or employee shall reimburse the City of Hillsdale for any amount over \$100.00 on a pro-rated basis.

To determine the amount on a pro-rated basis, the City of Hillsdale shall divide the total cost of the program by 365 to find a daily rate. Reimbursement shall be made for the remaining portion of the year that the staff member or employee is no longer employed with the Hillsdale Community Library.

Adopted May 1991

Staff Performance Evaluation Policy

All employees shall meet existing, basic standards of performance in their work.

- A. An employee will be evaluated in relation to quantity and quality of work, dependability, work habits, initiative, judgment and other factors as may be determined by the Library Director to be valuable in measuring the value of the employee to the library.
- B. An employee shall be evaluated by his or her supervisor at the midpoint of his probationary period in an effort to ascertain if he or she has acquired or refined existing skills to a level which would allow the employee to function satisfactorily as a permanent employee in that job classification. Thereafter, written performance evaluations shall be completed annually for all employees but may be done more frequently at the option of the supervisor.
- C. Upon completion of an evaluation, the supervisor shall review the same in a personal interview with the employee. If the evaluation was below average, written prescriptive recommendations for performance improvements should be given to the employee during the interview.
- D. Both the supervisor and the employee shall sign the evaluations form with the form to be placed in the employee's personnel file.
- E. Informal performance evaluation should involve an on-going continuous communication process between the employee and his or her supervisor. Frequent talks should be held in addition to the formal process so that the supervisor and the employee may work cooperatively to understand, evaluate and improve the individual performance.

Use of performance evaluations

Past performance evaluations shall be given consideration in making promotions, granting most pay increases, determining actions, and in granting step increases.

Adopted November 1982

Library Director Performance Evaluation Policy

Why Evaluate?

The purpose of this procedure is to improve communication between the Library Board and the Library Director, to improve job performance, to aid in professional development, to improve library service to the community, and to encourage and reward effective library administration.

Who Evaluates?

Evaluation of the Library Director is the responsibility of the Library Board. Selection and termination of the Library Director, as well as salary / merit increases continue to be the responsibilities of the Library Board. The Library Board may consult with the City Manager, members of the community, and the library staff for additional perspective, as well as the Library Director. Self-evaluation should be an integral part of the evaluation procedure.

When to Evaluate?

Informal evaluation should occur spontaneously throughout the year. Formal evaluation will occur each spring, prior to the adoption of the library budget.

What to Evaluate?

Evaluation will be based on the duties and responsibilities as outlined in the Library Director job description, which is approved by the Library Board.

How to Evaluate?

1. In the month prior to a formal evaluation, the Library Board should receive a written self-evaluation from the Library Director.
2. In the month prior to a formal evaluation, the board may elect to consult the City Manager, members of the community and the library staff.
3. In the month prior to a formal evaluation, Board members will submit their completed performance evaluation forms to the Board President.
4. Based on the above perspectives, the President will write a formal evaluation and submit to the Board for approval.
5. The Library Director may elect to receive the evaluation in a closed session of the Library Board Meeting.
6. The Library Director may elect to agree or disagree with the evaluation and attach written comments to the evaluation.
7. The evaluation and written comments (if any) will be submitted to the Library Board for formal approval.
8. A copy of the evaluation will be placed in the Library Director's file at City Hall.

Adopted August 1982

Public Relations Policy

The Hillsdale Community Library wishes to ensure that the public receives consistent and accurate information about library policy, procedures, programs and services. To further that aim, we establish the following regulations:

Contacts initiated by the media should be directed to the Library Director.

Contacts to the media initiated by the library will be done by the person or persons in charge of the specific program, service or policy being addressed after consultation with the Library Director.

Speaking engagements made by library staff on behalf of the library will be coordinated and approved through the Library Director

Promotional materials will follow standard guidelines for use of copyright-free art and quality design. All promotional materials should be reviewed by the Library Director prior to distribution to the public.

Adopted March 2005

Volunteer Policy

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Hillsdale Community Library. Volunteers are considered unpaid, but are nevertheless subject to library personnel policies and procedures.

Volunteers are actively recruited, interviewed, and subject to criminal background checks. Once accepted, volunteers are assigned to tasks based on interest, skill, and need. Volunteers work under the supervision of library staff and are evaluated on a regular basis. Volunteers who do not perform in accordance with acceptable library standards are either assigned to alternate jobs or advised that their services cannot be used by the library.

Volunteers shall only work during hours when adequate supervision is available. Typically, a volunteer works a 2-3 hour time slot each week. Individual work schedules and specific time commitments will be mutually arranged in advance by the volunteer and the Director.

Volunteers are asked to keep an accurate record of the hours they work each week, for the use of the Director.

Persons who seek volunteer assignments at the Hillsdale Community Library to meet a requirement set by an outside agency for the performance of community service shall be subject to the above selection process and all other provisions of this policy.

Adopted March 2005

Selections from the City of Hillsdale Charter Relating to the Library

Power to Support Library

Section 2.4: In accordance with the authority of Act #86 of 1941, there is expressly included and continued in this Charter the power contained in Section 1 of Chapter XI of Act 215 of the Public Acts of 1895, which constitutes a part of the Charter of Hillsdale granted or passed by the Legislature for said city, to establish and maintain a public library, and to provide a suitable building therefore, and to aid in maintaining such other public libraries as may be established within the city by private beneficence as the council may deem to be for the public good.

Charter Amendment Relating to Board Membership

Commencing January 1, 1992, no person shall be eligible for appointment to any City Board, Commission, or Committee who has served thereon for the three (3) consecutive terms or the ten (10) consecutive years immediately preceding the term for which the then current appointment is being made (Amended 11/5/91).

Sections of the City of Hillsdale Municipal Code Pertaining to the Hillsdale Community Library

Sections

2.48.010: Appointed

2.48.020: Members

2.48.030: Terms, vacancy, removal and compensation

2.48.040: Powers and duties

2.48.050: Library fund established

2.48.010: Appointed

There shall be a library board appointed for the purpose of operating and maintaining a public library within the city pursuant to Act 164 of the Public Acts of Michigan for 1887 (Ord. 1978-38 (part), 1978: prior code 1.151).

2.48.020: Members

The library board shall consist of five directors appointed by the mayor with the approval of city council, the directors to be chosen from the citizens of the city at large with reference to their fitness for office; provided, however, that not more than one member of the city council shall be a member of the board at any one time; provided further, that one such member shall be a member of the board of education of the Hillsdale Community Schools (Ord. 1978-38 (part), 1978: prior code 1.152(a)).

2.48.030: Terms, vacancy, removal and compensation

A. The board members appointed hereunder shall be first appointed as follows: one director shall be appointed for a term of five years, one director shall be appointed for a term of four years, one director shall be appointed for a term of three years, one director shall be appointed for a term of two years, one director shall be appointed for a term of one year. Annually thereafter the mayor, with the approval of city council, shall appoint one member of such board for a term of five years.

B. Vacancies in the board of directors occasioned by removal, resignations, or otherwise shall be reported to the city council and filled in like manner as original appoints for the unexpired portion of the term remaining at the time such vacancy occurs

C. The mayor may, by and with consent of the city council, remove any director for misconduct or neglect of duty.

D. No director shall receive compensation as such (Ord. 1978-38 (part), 1978: prior code 1.152 (b—c)).

2.48.040: Powers and duties

The board of directors shall have the powers and duties specified in sections 5, 6, and 7 of Act 164 of the Public Acts of Michigan for 1887, being MCLA 397.205, 397.206, and 397.207 respectively (Ord. 1978-38 (part), 1978: prior code 1.153).

2.48.050: Library fund established

Annually hereafter, the city council may appropriate such sums of money as it deems reasonable and necessary for the support and maintenance of the Mitchell Public Library.

and such other public libraries as shall be hereafter established in the city; and such money shall be kept somewhere separate and apart from other funds of the city and be known as the library fund. The city council may also annually levy and collect taxes, in like manner with other general taxes of the city, to an amount to exceed one mill on the dollar on all taxable property in the city (Ord. 1978-38 (part), 1978: prior code 1.155).