

LINWOOD COMMUNITY LIBRARY DISTRICT NO. 1

BOARD OF DIRECTORS

BYLAWS

ARTICLE I

This organization shall be called "The Board of Directors of the Linwood Community Library District No.1", existing by virtue of the provisions of KSA 12-1238, with powers and duties as provided in KSA 12-1242 and KSA 12-1245 of the laws of the State of Kansas.

ARTICLE II

The officers of this Board shall consist of a Chairperson, a Vice Chairperson, a Secretary, a Treasurer and Vice-Treasurer, whose duties shall be those usually pertaining to these offices. They shall be elected at the first Board meeting following the Annual Meeting and hold their offices until the next Annual Meeting or until their successors are elected.

ARTICLE III

The Annual Meeting shall be held on the first Tuesday of March of each year at 7:30 P.M., as provided in KSA 12-1239, and notice of said Annual Meeting shall be given as provided in KSA 12-1240.

ARTICLE IV

The regular meetings shall be held monthly on the fourth Tuesday of each month at 7:00 P.M., unless otherwise ordered by the Board. Special meetings may be called by the Chairperson of the Board, and shall be called by the Chairperson upon the written request of a majority of the Board members. Written notice stating the time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Board at least two (2) days in advance of such meeting, and no business other than that stated in the notice shall be transacted at such special meeting.

ARTICLE V

Four (4) members shall constitute a quorum for the transaction of business. In the absence of the Chairperson and the Vice Chairperson of the Board, the members present shall elect a temporary Chairperson.

ARTICLE VI

At the first regular meeting following the Annual Meeting, the following standing committees shall be appointed by the Chairperson and confirmed by the Board:

Finance Committee

Building and Equipment Committee

Each committee shall consist of at least three (3) members, and they shall hold their offices until the next Annual Meeting or until their successors are appointed. Their duties shall be such as usually pertain to their respective titles. There shall also be such special committees as may be required. They shall be appointed by the Chairperson, unless otherwise ordered, and shall perform such duties as may be assigned to them by motion or resolution adoption.

ARTICLE VII

The Board has the responsibility of making and directing the policy of the library, in accordance at all times with the Statutes of the State of Kansas. Its responsibilities include promotion of library interests, securing of adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property and equipment.

ARTICLE VIII

The Board shall select a Library Director who shall be the administrative officer under the direction and review of the Board. The shall be responsible for the employment and direction of the staff in accordance with the policies as adopted by the Board for the efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the Annual Budget, and for such responsibilities as are delegated to the by the Board of Directors. The n shall attend all regular and special Board meetings.

ARTICLE IX

These by-laws may be repealed, amended, or revised at any regular meeting of the Board by a majority of those present, providing, however, that such proposed repeal, amendment or revision shall first be submitted in writing at a regular meeting of the Board and sent to those members not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board, and notice of intended repeal, amendment or revision shall be included in the notice of such meeting.

Adopted: 2/17/81

Amended: 1/26/98, 4/23/02, 3/26/13, 5/27/14, 8/20/15, 5/23/17

DEFINITIONS

Board of Trustees (Board) the Board shall consist of a Chairperson, a Vice Chairperson, a Secretary, a Treasurer and Vice-Treasurer, whose duties shall be those usually pertaining to these offices

Library Director (Director) The Director shall be the administrator under the direction and review of the Board

Friends of the Library (Friends) is a formal association of people who plan and execute, in conjunction with the goals of the Board and staff, programs and events to benefit the library. In particular, the Friends are involved in fundraising for the library and oversee periodic book sales. The Friends serve at the pleasure of the Library Board. Though the Friends have their own, separate officers and set of bylaws, a liaison from the Library Board will serve as an ex-officio member of the Friends.

OPERATIONAL AND MANAGEMENT POLICIES

Library Organization Chart

Board of Trustees <- Library Director <- Library Assistants, Staff, and Volunteers

Duties of the Board and the Library Director

- The BOARD employs a Director who meets the stated requirements and has the needed skills.
- The DIRECTOR hires and supervises staff according to policy and utilizes the skills and initiative of staff members to the library's advantage.
- The BOARD approves the policy manual, making sure that the policies concur with local, state, and federal laws that relate to the operation of libraries.

- The DIRECTOR provides the board with recommendations and materials to review and executes the policy manual.
- The BOARD adopts personnel policies as outlined in the personnel policy section of this policy manual.
- The DIRECTOR provides input, timely changes, and applies the personnel policies fairly and equitably to all employees.
- The BOARD provides an adequate salary schedule and fringe benefits for all eligible employees.
- The DIRECTOR suggests policy improvements needed in compensation, benefits, and working conditions.
- The BOARD notifies appropriate authorities and persons of vacancies on the board, organizes board elections, and provides new member orientation.
- The DIRECTOR recommends criteria for effective board members and participates in the election and orientation of newly appointed members.
- The BOARD develops criteria for evaluating the library Director's performance and reviews the Director's effectiveness in library administration.
- The DIRECTOR provides sample Director evaluation tools for the board to review. The Director maintains current job descriptions, position appraisals, and up-to-date records for all for all staff members. The Director advertises and hires to fill staff vacancies.

Trustee Training

The library Director in conjunction with the trustees will seek information and training through the Northeast Kansas Library System (NEKLS), the State Library of Kansas, the Kansas Library Association, the Kansas Library Trustees Association, and other sources to help the library board better understand its duties and responsibilities to acquire and maintain essential library skills such as budgeting, writing policy, evaluating personnel, and operating the library.

The library Director will coordinate a new trustee training session for new board members. The library will annually purchase membership for each trustee in the Kansas Library Trustees Association.

The library encourages trustees to be active in the state library organization and its efforts to inform decision makers of the benefits and needs of public libraries. The Director shall keep the board informed of opportunities and events available to the trustees.

Strategic Planning

The library Director in conjunction with library trustees and library staff shall conduct periodic community assessments to better understand the Linwood community and the needs of the patrons served by the library. The library board shall always have a current strategic plan in place. The library strategic plan should be reviewed at least annually by the board and the library Director. The board shall monitor the Director's progress with the goals set forth in the strategic plan, as well as any subsequent goals described by the board

Confidentiality of Library Records

Because the library must maintain trust with members of the public, the board of trustees shall make every reasonable and responsible effort to see that information about patron and individual choices remain confidential. Therefore, the board has adopted the following guidelines concerning disclosure of information about library patrons.

No information shall be disclosed regarding or including:

- a patron's name (or whether an individual is a registered borrower or has been a patron)
- a patron's address
- a patron's telephone number
- the library's circulation records and their contents
- the library's borrower records and their contents
- the number or character of questions asked by patrons
- the frequency or content of a patron's visits to the library
- computer use records
- or any other information supplied to the library, or gathered by it

to any individual, corporation, institution, or government agency without a valid process or subpoena.

Upon presentation of such a process or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Parents or legal guardians are permitted access to the records of their minor children through the age of 17. The parent/guardian must be accompanied by the child, provide

the child's library card, and/or provide acceptable identification. In the case of telephone inquiries, the child's library card number and verification of the child's address, telephone number, and date of birth are required.

(K.S.A. 45-221 (23) protects the confidentiality of library patron records.)

Statistics

The library Director will ensure appropriate library statistics are regularly reported to the board and that the information is retained according to the record retention policy. Statistics should be maintained throughout the year that as accurately as possible assist the Director in completing the annual state library report. The Director shall complete the state statistical report by the state deadline. Monthly library statistics shall be presented to the board at each board meeting; these shall include, at minimum, circulation, interlibrary loan, and program attendance statistics.

Director's Annual Report

The library Director shall annually create a report to the public that details important library statistics and library milestones that occurred the prior year. The annual report shall be made available on the library website and in print at the library free of charge. The Director shall also write a detailed report to the board with an overview of the year's activities, special events, and noteworthy administrative items.

Meeting Space Use

The Linwood Community Library welcomes the use of its various rooms for activities of a civic, cultural, or educational nature and for the discussion of current public questions. Meetings may be held by nonprofit organizations regardless of the beliefs or affiliations of their members. Committees for the advancement of a political campaign may not meet in the library. Library-oriented and educational programs will be given priority scheduling.

1. No admission fee may be charged, nor a collection taken. The only exceptions are in the case of paid registration at conferences or institutes, held in cooperation with the Library, or payment of fees for regularly scheduled education courses.
2. No product may be sold, except during a library-sponsored event.
3. Light refreshments may be served. Organizations may provide their own utensils or use the library's utensils under the supervision of the Director. Alcoholic beverages are not permitted.
4. Organizations may make use of the library's two display televisions under the supervision of the Director. Other audiovisual equipment must be provided by the organization.

5. The organization will be responsible for setting up the rooms according to its own needs. The Library staff will bear no responsibility. The organization or group using the room must restore the furniture and room to the order in which it was found, including cleaning off the tables and counters.
6. All publicity must carry the name of the organization sponsoring the meeting. The library may not be listed as the sponsor.
7. Youth organizations using the meeting room must have one adult (18 or older) present at all times.
8. If a meeting is cancelled, the Director should be notified as soon as possible.
9. Meetings should be scheduled during hours in which the library is open to the public.
10. Meetings held must be open to the public and no group using the library as a meeting space may exclude any attendees on the basis of race, color, national origin, gender, religion, age, handicapped status, or sexual orientation.
11. Room requests are confirmed on a first-come, first-served basis.
12. Patrons must read and accept this meeting room policy before requesting a room.
13. The Director may accept or reject requests for meeting rooms under the established policy. In the event that questions arise as to the eligibility of any group or individual requesting the use of meeting rooms, library staff may seek more information from the group or individual. Library staff must confirm all reservations. The Director must approve any printed materials or displays used by the organization.
14. Up to three consecutive meetings may be scheduled at one time. Reservations may be made up to 6 months in advance. 24 hours' notice is required to reserve a meeting time.
15. Patrons agree to supply the library with a person's name and phone number that can be provided to the public to answer questions regarding meeting content.

Exhibits and Displays

As an educational and cultural institution, the Linwood Community Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The Director shall accept or reject material offered for display based on its suitability and availability.

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

Areas available for public display include the bulletin board and glass display case.

Bulletin Board

Bulletin board materials may be submitted for posting by the general public or organizations. Limited space generally allows only short-term notices. The Director shall approve all postings and may prohibit postings which do not meet general library standards. Library staff will place and remove postings promptly.

If the patron has asked for displayed items to be returned, the name and telephone number of the person to be contacted should be written on the back of each article. The library will contact the person to let him/her know the items may be picked up. The library will only hold such items for pick-up for a week; if items are not picked up in that time, the items will be disposed of.

Distribution of Non-library Materials

The library does not have space to distribute large amounts of non-library materials, pamphlets, or bulletins. The only space available for such materials is the bulletin board, and the bulletin board policy will be adhered to for non-library materials. Social service groups and charitable organizations may also place materials on the SRS table near the front door with the consent of the Director. Printed materials may be placed on the table in the vestibule. The Library is not responsible for the content on the table in the vestibule. Material may be removed at the discretion of the Director.

Inclement Weather and Closing

If inclement weather occurs, the library Director will make a judgment call whether to close the library early, open late, or be closed all day. Key considerations are staff transportation safety, the ability to keep sidewalks and general library areas in a non-hazardous condition. If there is no electricity, the library will be closed. Staff and patron's safety is to be considered foremost.

If the library Director is not present at the library and the library staff is/are concerned with weather conditions, s/he should contact the library Director for a decision on whether to close or not. If the library closes mid-day, a notice should

be placed on the front door indicating an early close.

The board president will be notified by the Director in the event of the library closing. The library Director will also contact the World Company in order to place a notification of closure on the World Company websites. The Director will also update the library website and any other applicable websites in the event of a closing, if possible.

BUDGET AND FINANCE POLICY

The library budget is a financial expression of the library's objectives. Before a budget can be formulated, the plan for library services must be developed and the goals and objectives established. It is the responsibility of the library board to provide for an adequately funded public library, directing the allocation of library funds in the following proportions:

<i>Salaries and Benefits</i>	60-70%
<i>Technology</i>	10-15%
<i>Materials and Resources</i>	12-15%
<i>Library Operations</i>	10-13%

The library board has the responsibility to establish the tax rate to meet the library's mission to provide the best possible service to the people in the library's taxing district. The availability of funding from gifts, endowments, and other citizen support should not be allowed to replace local taxes levied for the library.

The library board has authority over the library budget by statute, and the trustees should ensure that funds are allocated according to budget guidelines. The library board should budget to a plan rather than planning to a budget.

The library Director should review the library's funding allocations at the end of each month to make sure that the library is getting all the monies that it is legally entitled to under the current mill levy and any other allocation from the local government. Late or missed allocations shall be addressed as quickly as possible.

The library Director should assure that a monthly financial report is prepared for the library board. This report should include:

- A list of current monthly expenditures
- A list of current monthly income
- A total of current monthly expenditures by budget line item category
- The balance remaining for the fiscal year in each budget line item category

Annual Budget

The library Director should initiate a planning process to develop a strategic plan and an annual budget to provide for the library's anticipated programs and services based on an analysis of the community's needs and demands.

Budget Timeline

The library Director shall prepare a draft budget for the next calendar year during the month of May in the current year. The drafted budget shall be presented to the Finance Committee during the May committee meeting. The Finance Committee shall review the budget and make any suggestions for change. After approval by the Finance Committee, the budget shall be presented to the entire board for conceptual approval at the June board meeting. After the Director completes any requested changes, the board will approve a draft budget.

The Director shall receive the estimated annual property tax valuation by July 1st and shall then use valuation and the draft budget to develop the official budget summary for Leavenworth County. The Director will evaluate the level of mill levy required to fund the draft budget. The official budget summary and mill levy increase (if necessary) will be reviewed at the July board meeting. In the case that the mill levy is insufficient to fund the operating budget, the board shall endeavor to adjust the mill levy accordingly, rather than adjusting the budget.

The board and Director shall then hold a publicized Budget Hearing in early August to approve the budget and submit the official budget to the county clerk's office according to legally mandated schedules.

The Director will receive a final property tax valuation by the end of September. If necessary, he or she will adjust the operating budget and then submit a final operating budget for the next calendar year for board approval during the month of December of the current year.

Kansas State Aid

The library shall maintain its eligibility for the Kansas State Aid program. To maintain eligibility, the total amount of property taxes, back taxes, motor vehicle taxes and local ad valorem tax revenue funds for the coming year must be budgeted to equal or exceed the actual dollars for the preceding year. State aid eligibility is determined by comparing the levied amount submitted to the Leavenworth County Treasurer's Office in August of the preceding year with the actual expense reported on the Annual Library Survey and State Aid Eligibility Report submitted by the Director the following February.

Financial Records and Periodic Review

Financial records shall be organized in a logical fashion. Accounting records shall be maintained using QuickBooks or a similar formal accounting software. The board treasurer shall work with the Director to periodically review financial records. While a formal audit is not required for a library of our size, it is recommended that the board obtain a periodic, third-party review of the library's finances and records.

Bank Accounts

The Linwood Community Library shall maintain the following bank accounts:

- Checking Account
- Savings Account (for memorial and donated funds and as a temporary repository for received, budgeted funds)
- Capital Improvement Account

The board chair, treasurer, and vice treasurer shall have access to all bank accounts and the safety deposit box. Signature cards at the banks shall be updated as board members, board officers change.

Petty Cash

The library shall maintain a petty cash fund in order to make change to the public for services rendered (such as copies, fax, prints, etc.) and for immediate, small library expenses. Library staff shall record the purpose of all money received and keep detailed receipts for any monies spent. The Director shall periodically reconcile the petty cash fund, keeping accurate and detailed records, and making any necessary bank deposits or withdrawals to keep the petty cash fund in a proper working amount.

The petty cash fund shall be locked during the library's closed hours. The petty cash key should be kept in the library in the key box. Under no circumstances is the petty cash key to leave the library at any time. Only library staff shall have access to the petty cash fund.

Fundraising and Donations

Donations of materials or cash in any amount become the sole property of the library and will be accepted with the understanding that the library Director and Board of Trustees may utilize donated cash in any manner they see fit. The Director will consult with the Board regarding the use of any cash donations totaling one hundred dollars or more. Donations of cash are tax-deductible and the library can provide the patron with a letter of receipt if requested. The library reserves the right to sell, give to other libraries or otherwise dispose of gift materials that are not added to the library collection or no longer are appropriate for library use.

The Director will consult with the Board prior to accepting any offered real estate donations. The board reserves the right to refuse donations for any reason. Like cash donations, real estate donations are similarly tax-deductible.

Exceptions to the donation and gifts policy may be approved by the Director. Any type of gift not mentioned above should be discussed with the library Director prior to acceptance.

The library Director, library staff, or library board shall write thank -you notes to donors or honor them in another manner as appropriate, i.e. a plaque.

Fundraising will be handled by the Director and possibly the Friends of the Library. A separate fundraising policy will be created to be included in the Friends of the Library policy manual.

Capital Improvement Account and Policy

The Linwood Community Library has established a capital improvement account by resolution and shall maintain it in perpetuity.

The library board is authorized by K.S.A. 12-1258 to direct a transfer annually from the general operating account of such library not to exceed 10% of the amount of money credited to such fund to a capital improvement account. All money credited to such fund shall be used by the library board for the purpose of improving, furnishing, equipping, remodeling or making additions or major repairs to the library.

If the library board determines that money which has been transferred to such fund or any part thereof is not needed for the purpose for which transferred, the library board is hereby authorized to direct a retransfer of such amount not needed to the general operating fund.

In making the budget of the library, the amounts credited to, and the amount on hand in the capital improvement fund and the amount expended therefrom shall be shown on the budget for the information of the taxpayers of the municipality in which the library is located.

FACILITIES AND MAINTENANCE

Animals in the Library

The only animals allowed in the library are service animals. Exceptions may be approved by the Director, such as animals in the library for a featured library program or event.

No-Smoking Policy

To support the health and well-being of our employees and patrons, the Linwood Community Library is committed to providing a smoke-free environment in the workplace.

In accordance with K.S.A. 21-4009 and the Kansas Indoor Clean Air Act (2010 House Bill 2221), the library shall adhere to the following policy:

No smoking is permitted anywhere inside or outside (within a 10-foot radius of any doorway, open window, or air intake) of the Linwood Community Library.

Janitorial Services

A janitor will be employed to do weekly cleaning of the library facility. See the janitor's job description for more detailed duties. Mid-week cleaning, as needed, will be performed by the library Director and staff.

Grounds and Building Maintenance

The Director will contact and hire all outside service providers for building and grounds maintenance. Unless the maintenance need is immediate, the Director will submit all construction bids to the Board for approval.

Emergency Preparedness

The Library Director shall maintain a set of procedures detailing the proper staff response to various emergency situations. The Director shall review and update the procedures periodically. The Director shall review the procedures with the staff periodically and ensure that a copy of the emergency procedures are available to staff at all times.

The Library will keep a list of contact information for various emergency services and administrative personnel, which will be held at the circulation desk.

PERSONNEL POLICY

The goal of the Linwood Community Library's personnel policy is to present information that applies to all employees of the library. Its contents should not be interpreted as a contract between the library and its employees. This policy supersedes all previous personnel policies.

The Linwood Community Library Board of Trustees reserves the right to change its policies without prior notice. The Library Director shall be responsible for carrying out the Personnel Policies adopted by the Board of Trustees.

A. Employment Relationships

Employees of the Library are "employees at will." Either the Library or the employee may terminate the employment relationship at any time.

B. Equal Employment

The Library maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the Library will be influenced in any manner by race, color, religion, gender, age, national origin, disability, veteran status, sexual orientation, or any other basis prohibited by applicable law.

C. Non-Harassment Policy

Any act- physical, verbal, or visual- that has the effect of interfering with a person's work performance or creates an intimidating, hostile or offensive work atmosphere is prohibited.

Employees should report any such behavior or incident to the Library Director in writing, noting the date, location and names of individuals involved. If the Director is involved, the report should be directed to the Board. All complaints will be investigated promptly and confidentially. If needed, a NEKLS consultant may be asked to be present at a discussion of the incident.

The Linwood Community Library will not tolerate sexual harassment in any form. No employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, pay promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to disciplinary action, which may include termination.

Sexual harassment includes, but is not limited to:

- i. Touching or making improper or propositional advances
- ii. Abusive, vulgar language of a sexual nature
- iii. Suggestive jokes or comments about an employee's body or apparel

- iv. Display of sexually suggestive cartoons, pictures, or photographs
- v. Offensive remarks about a person's gender

Personnel should report immediately any such behavior or incident to the Library Director (or board member should the Director be involved) in writing with date, location, and names of individuals involved. If, after investigation by the Director and Board of Trustees, the issue is not resolved to the satisfaction of the employee, the unfavorable decision may be appealed in writing to a higher authority. An employee may ask a Northeast Kansas Library System representative, a county human relations resource officer, another employee, or Library Director to be present at a complaint discussion with any level of management. In its effort to prevent discrimination or harassment of any kind, the Linwood Community Library will maintain an open-door policy. All complaints will be investigated promptly and confidentially.

D. Employment of the Handicapped

No employee or applicant for employment will be discriminated against on the basis of disability. Reasonable accommodations will be made unless to do so would cause undue hardship.

E. No Smoking

The Library is designated as a no-smoking institution. Staff members wishing to smoke must do so outside library grounds.

F. Alcohol and Drugs

The use, possession, sale, transfer, or purchase of alcohol, illegal drugs, or other controlled substance by employees on library premises or while conducting library responsibilities is prohibited. Any employee who violates this policy will be subject to disciplinary action, which may include termination.

G. Dress Code

Staff should dress appropriately and sensibly while on duty. All employees (and volunteers) are expected to be neat, well groomed and to wear suitable, clean clothing. Prohibited clothing items include, but are not limited to: shoulderless shirts, spaghetti straps, low-rise jeans, low-cut tops, or clothing displaying offensive content. The Director may make exceptions and allow shirts with local sports team logos to be worn on important game days. Failure to dress appropriately will result in corrective action, and a staff member may be sent home and directed to return to work in proper attire before continuing their scheduled work hours.

H. Rest and Meal Periods

Employees are encouraged to take a compensated *rest* period of up to 15 minutes for each four hours of work. Rest periods may not be added to lunch hours, used to compensate for late arrivals or early departures from work, or be accumulated.

Meal periods will be informal and taken as work allows. Staff is considered to be on duty during meal periods and therefore will be compensated during such periods.

I. Injury

Any injury occurring on the job must be reported promptly to the Director or the Board Chair. This is in compliance with Kansas Worker's compensation regulations.

J. United States Citizenship

All employees are required to provide proof of citizenship or a United States work permit before receiving their first paycheck.

K. Nepotism

No relatives of current employees will be hired without review and approval by the Board

L. Posted Notices

Notices relating to federal, state, or local regulations will be posted in the employee work area. It is the responsibility of each employee to read these notices.

M. Child Labor

The library will comply with the Child Labor provisions of the Fair Labor Standards Act and any related Kansas Statutes.

N. Recruitment

Open positions will be advertised in one or more of the following: local papers, Kansas Library and/or NEKLS listservs, or job placement services. Other means may be added if the position warrants.

N. Job Classification

1. Full-time

One employed to work a normal work week of 40 hours on a regular and continuing basis or a total of 2080 hours per year, including all leaves and holidays. The work week may be any consecutive seven days.

2. Part-time

One employed to work on a regular and continuing basis as stated in the position description, whose hours total less than 40 hours per week.

3. Seasonal

One employed to work on a regular basis during a specific portion of the year.

4. Temporary

One employed to work on a temporary or limited time basis.

O. Flexible Time

The Director may allow an employee to use flexible scheduling when it can be done without adverse effect.

N. Changes in Position

Positions will be filled on the basis of merit. Positions may be filled from within or outside of the Library. Positions will be posted and employees may file an application for a posted position.

O. Resignation

Resignations are to be submitted in writing to the board or Director as appropriate. A one-month advance notice is expected for the Director and a two week notice is expected for all other personnel. The termination date-the final work day or the end of any accumulated leave to be taken-shall be stated in the letter of resignation.

P. Dismissal and Termination

The Linwood Community Library Board and/or the Director shall have authority to discipline employees for willful violation of personnel policies. The employee may be terminated for cause. Use of alcohol or illegal drugs while at work, refusing to obey a direct order of a supervisor, willful damage of property, gross neglect of duty, poor attendance, and/or continuous poor relations with peers or the public are examples of causes that may lead to dismissal.

Q. Evaluations

The library board shall annually conduct a written evaluation of the library Director's performance. The library Director shall annually conduct a written evaluation of the performance of all other library employees. The library Director will recommend to the library Board salary increases for other library employees based upon job performance, continuing education, and length of service.

R. Absence/Tardiness

An absence of an employee including an absence for a single day or part of a day without authorization and prior notice, is an absence without pay and shall be cause for disciplinary action. Excessive absence or tardiness may result in disciplinary action or termination.

S. Grievances

A grievance is a complaint involving misuse or misinterpretation of a rule, practice, or policy under the personnel rules or board policies. A sincere attempt should be made by the Library Director or Board Chair to resolve any grievance through explanation and counseling before it becomes necessary to file a written form. If a grievance fails to be resolved, the employee may within five working days file a written appeal with the Director or Board. A grievance committee of three people, comprised of the Director (unless he/she is filing the complaint or is the subject of the complaint), a board member, and a fellow employee or other board member selected by the filing party shall meet to consider the situation. The committee will prepare a written report to be presented to the Board. The Board will make the final decision and will place the written report and explanation of the decision in the personnel file of all involved in the grievance. The existence of these procedures does not alter the employment at-will relationship nor is there any contractual right to these procedures.

T. Confidentiality of Employee Personnel Records

All requests for information about current or former library employees should be referred to the Director. The library will comply with right to privacy provisions and Kansas open record statutes, which specify that only hire date, term of employment, position and verification of salary within range can be disclosed. All requests for employment references must be referred to the Director.

U. Staff Attitude and Conduct

The image of the Linwood Community Library is conveyed through the attitudes, appearance, conduct, and working relationships of the staff. Each staff member is a public relations ambassador. As a service organization, employees of the library are expected to be courteous, cooperative, and communicative when assisting the patrons or working with fellow employees.

V. Telephone and Internet Usage

The use of the telephone and internet should be library business related. Excessive personal use of the library telephone or internet service is discouraged and may result in disciplinary action.

W. Compensation

a. Authority

It is the policy of the Linwood Community Library Board to establish and maintain compensation schedules that are internally equitable, personally

motivating, and effectively administered. The Finance Committee and library Director recommend the salary schedule to the Board and, upon approval, it becomes a part of the budget document. The Library shall respect the current minimum wage. The regional office of the U.S. Dept. of Labor, Wage and Hour Division has stated that all units of local and state government, including libraries, are covered under the Fair Labor Standards Act. 20 U.S.C., 201 et. see.

b. Compensatory Time

Compensatory time may be given to non-exempt employees in lieu of monetary overtime for hours worked in excess of 40 in the work week at the rate of 1.5 hours for every hour worked over 40 in the work week.

Compensatory time must be used within the following seven-day period it was granted, unless otherwise approved. (FLSA) 20 U.S.C. 201 et. see.

- c. Employees are required to maintain accurate time records noting hours worked and designating if they are regularly scheduled, vacation, sick leave, hours worked in place of another employee, or hours rescheduled due to a conflict or other work-related reason. Employees are paid as determined by the Board and the Director.

When a staff member is required to attend a meeting/training session at a time other than the regularly scheduled working hours, the pay will be for the meeting time in increments of .25 hours with a minimum payment of 1.0 hour.

d. Mandatory Deductions

The Linwood Community Library Board will levy for an employee benefit fund which is separate from and in addition to the general library levy.

K.S.A. 12-16 102. The benefit fund that be broken down as follows:

1. Federal and state income tax withholding
2. FICA K.S.A. 40-2303 through 40-2307
3. Medicare for employees hired after March 31, 1986 who are not under Social Security Public Law 99-272
4. Worker's compensation; K.S.A. 74-701 et. 5M

e. Annual Leave

After 30 days of employment, employees shall receive the equivalent of two standard days of paid leave. After six months of employment, employees shall receive one week of paid leave, and two weeks of paid leave after one year of employment.

For example, an employee who has worked more than one year and is scheduled to work forty hours per week will receive eighty hours of paid leave, while an employee who has worked more than one year and is scheduled to work thirty hours per week will receive sixty hours of paid leave. Annual leave may be taken as sick leave, vacation, personal days, or bereavement leave and must be taken before the end of the calendar year. No employee shall be permitted to use annual leave for any period spent on unauthorized leave.

Whenever possible, a request for a leave of absence should be submitted well in advance of the time when the leave is to begin. A beginning and ending date for the leave should be indicated.

f. Family and Medical Leave Act of 1993

The Family and Medical Leave Act 29 U.S.C. 2601-2654 allows employees to take up to twelve weeks per twelve months of unpaid, job-protected leave to care for a new baby, an ailing family member, or the employee's own illness.

- i. Coverage: The Library is covered by the FMLA as an employer.
- ii. Eligible Employees: To be eligible, an employee must have been employed for at least 12 months (need not be consecutive) and has been employed at least 1,250 hours of service during the 12 month period preceding the commencement of leave.

All eligible employees are entitled to a total of twelve (12) weeks of leave during any 12 month period for one or more the following reasons: 1) birth of a child, 2) placement of a child for adoption, 3) adoption of a child, 4) caring for a spouse, child, or parent with a serious health condition or 5) the serious health condition of the employee. A serious health condition is defined as inpatient care at a hospital, hospice, or residential medical care facility, or continuing care by a doctor of medicine osteopathy. The Director or board may require an employee to provide a doctor's certification of the serious health condition.

The Library will continue the employee's health benefits (if applicable) during the leave period at the same level and conditions as if the employee had continued to work. Employees will be responsible for their contribution to such health care coverage, if any. If the employee chooses not to return to work for any reason other than the employee's continued serious health condition, the Library may reserve the right to recover from the employee premiums that the Linwood Community Library paid for the employee's health coverage.

Under the FMLA, an employee can take the 12 weeks of leave intermittently for a serious health condition (i.e. take a day periodically when necessary or use the leave to reduce the work week or work day on a regular basis). The employee and the Library Director or Board Chair must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child.

If employees have accumulated paid leave for the equivalent of 8 or less weeks of hourly leave (see section e: Annual Leave above), they may take the rest as unpaid leave to supplement the paid leave. The Library may require the employee to use up all paid vacation or other paid leaves before taking unpaid leave.

When the employee plans to take leave under the FMLA, the employee is required to give his/her supervisor 30 days' notice, or, if this is not practical, as much notice as is possible.

g. Parental Leave/Birth of a Child

Employees seeking maternity leave will be granted two weeks paid maternity leave, followed by an additional two weeks of either annual leave or unpaid leave (if the employee does not wish to use her annual leave).

Employees may also be granted one week of paid paternity leave.

h. Bereavement Leave

An employee suffering a death in the family will be granted up to three (3) days leave with pay. This leave applies to the death of spouse, child, or other relative residing in the employee's household, parents, and parents of spouse, grandparents, grandchildren, brothers, sisters, spouses of brothers and sisters of employee and spouse. The

library board and/or Director may use their discretion in more broad applications of the bereavement leave policy, as is applicable.

i. Holidays

Paid holidays must fall on an employee's regularly scheduled workday. If an employee is not scheduled to work on a holiday during which the Library is closed, the Director must grant the employee an alternate day of paid leave during the same work week as the holiday. The Library is closed on the following holidays:

New Year's Day – January 1st

Memorial Day – Last Monday in May

Independence Day – July 4th

Labor Day – First Monday in September

Thanksgiving Day – Fourth Thursday in November

Christmas Eve – December 24th

Christmas Day – December 25th

The Library Board may by motion designate other days as special paid or unpaid holidays on a one-time basis.

j. Military Leave

Employees called to military service in the Military Reserve or National Guard will receive the period of time on active duty up to thirty (30) days with pay. A schedule of duty time with as much advance notice as possible should be given to the Director or Board Chair. An employee may choose one of the following options:

i. Present military pay to the Library and receive full pay from the Library

ii. Use accumulated annual leave and retain full military pay

An employee returning from military leave shall be entitled to restoration to the former position or position of like pay and responsibility. The employee must make application for reinstatement within thirty (30) days after release from active duty. K.S.A. 73-73123.

k. Civil Leave

An employee shall be given necessary time off, with pay, for the following:

i. Jury duty. The employee will assign the juror's fee to the Library in the event of a trial running more than two (2) weeks.

- ii. Court appearances as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the Library.
- iii. Voting.

X. Mileage Reimbursement

Employees shall receive mileage reimbursement at a rate per mile that is taken from the IRS Standard Mileage Rates for Business for the current year for drives to and from library conferences, training sessions, meetings, and other professional development events. Employees will track their mileage using the provided mileage reimbursement form.

Y. Continuing Education

The Linwood Community Library Board of Trustees supports the guidelines in the latest edition of Measurements of Quality, Public Library Standards for Kansas, 1992, which states, "Library boards should be committed to the continuous development and improvement of personnel and should include continuing education expenses within library budgets."

To encourage lifelong learning for professional development, the Board of the Linwood Community Library encourages staff to participate in LEEP (Library Employee Education Program) sponsored by Kansas State Library, and the School of Library and Information Management of Emporia State University. Programs sponsored by these institutions, plus college courses, professional conferences, community-sponsored programs, and commercial training seminars that relate to professional concerns, professional skills, organizational skills, interpersonal skills, or social education, are all forms of encouraged professional development.

In accordance with the Measurements of Quality, Public Library Standards for Kansas 2012, Library personnel shall pursue an ongoing program of continuing education activities, including technology training as discussed in the Technology Skills and Core Competencies Resource page.

In order to facilitate professional development, the Library may provide for various expenses as follows:

Registration

Mileage

Meals

Overnight accommodations

All expenses must be pre-approved by the Board. Unless otherwise agreed upon, when the Library Board or Director requests that trustees, Friends or volunteers participate in continuing education and/or professional development, these expenses shall be reimbursed.

After completion of each LEEP recognition level, as outlined in the Continuing Education Plan for Kansas Library Personnel, the participating staff member will be awarded a bonus of \$25 at each level.

LEVEL 1	30 hours of Continuing Education (CE) credit
LEVEL 2	60 hours of CE credit
LEVEL 3	120 hours of CE credit
LEVEL 4	200 hours of CE credit
LEVEL 5	400 hours of CE credit
LEVEL 6	600 hours of CE credit (which must include 30 hours of Library Management instruction for non-MLS staff; or 50 hours of college credit for MLS staff)

Each LEEP enrollment form must be signed by the regional consultant or staff development officer and forwarded to the Kansas State Library. Continuing education hours will be determined by the regional consultant or the staff development officer and will be included on the enrollment form.

COLLECTION DEVELOPMENT POLICY

Legal Authority

The Linwood Community Library is organized under the laws of Kansas and is authorized under K.S.A. 12-1219 et. See.

...to acquire by purchase, gift or exchange books, magazines, papers, printed materials, slide pictures, films, projection equipment, phonograph records and other material and equipment deemed necessary by the Board for the maintenance and extension of modern library services.

The Linwood Community Library will follow the laws of the State of Kansas in implementing this Materials Selection and Collection Development Policy.

Mission Statement

The Mission of the Linwood Community Library is to serve as the center of community resources and information. The collection, programs and services of the library should reflect the lifelong learning needs of its patrons and respond to their informational, cultural and recreational interests.

Material Selection and Collection Development Policy

The goal of the Linwood Community Library's collection policy is to promote and sustain a quality collection of materials that appeal to all age levels and reading abilities and that is inclusive of a wide range of interests and a diversity of points of view.

The library's collection should include a wide variety of contemporary works of fiction representing all genres, international works of fiction, classics and important novels of the past. While current works of popular interest naturally form the majority of a library's collection, in order to serve the full community it is important to carry materials of both basic and advanced nature, challenging as well as accessible, classic as well as contemporary.

The Library Collection Objectives

- To provide materials that address a core of basic knowledge, and include representation of both past and current works of value.
- To promote literacy, and offer support for lifelong learning for district residents of all ages
- To help people know more about themselves and their world and to function effectively as members of society

- To provide access to a variety of opinions (majority and minority) on matters of current interest and encourage freedom of expression
- To support educational, civic, recreational and cultural interests and activities within the library district; to provide links to community resources and government agencies
- To encourage continuous learning and to supplement formal study; to support career and job-related skills
- To provide materials that supplement formal and informal study
- To provide materials that entertain and enhance the individual's enjoyment of life
- To nourish intellectual, aesthetic, creative and spiritual growth.

Selection Criteria

The Linwood Community Library recognizes the need to be inclusive not exclusive in selection, and efforts are made to represent the widest possible diversity of views. Each type of material will be considered in terms of its own kind of excellence and for whom it is intended. There is no single standard that can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or their value as human documents; others are selected to satisfy the recreational and entertainment needs of the community.

Given that the Linwood Community Library is a unique local resource, the library should make every effort to obtain and maintain locally published and produced materials both of a contemporary and historical nature.

All Library selection and acquisitions choices are made in terms of the following professional standards:

1. Attention of critics, reviewers, media, and the public
2. Suitability of format for library use and content
3. Suitability of subject and style for the intended audience
4. Importance as a document of the times
5. Relation to the Library's existing collection and other material available on subject
6. Authority, reputation, or qualifications of the author, artist, publisher, or producer
7. Organization and ease of use; clarity, accuracy, and logic of presentation
8. Cost and availability
9. Currency of information
10. Inclusion in standard bibliographies, web bibliographies, or indexes
11. Enhancement of existing Library collection to reflect:
 - a. Importance of the title when compared with other works on the subject
 - b. Importance of the subject matter or point of view to the

collection

- c. Adequate retrospective and current subject coverage
- d. Adequate coverage when there is a scarcity of material published on the subject

- 12. Representation of an important movement, genre, trend, or national culture
- 13. Artistic presentation and experimentation
- 14. Contemporary materials representing various points of view, which are of current interest and possible future significance, including materials that reflect current conditions, trends, and controversies

Collection Maintenance and Evaluation

Library materials are continuously assessed for their condition, accuracy, currency, and performance within the context of the total Library collection, as well as for their continuing relevance to library users. The withdrawal of materials is a formal process conducted by knowledgeable staff as a necessary method to maintain collection vitality, size, and scope.

Responsibility for Selection

The responsibility for the materials selection and collection development policy lies with the Board of Trustees of the Linwood Community Library. The Board delegates to the Library Director and other staff members designated by the Director the responsibility of selection of materials and development of the collection. The final responsibility for materials selection and retention resides with the Library Director.

Recommendations from the Public

The Linwood Community Library welcomes suggestions from the public concerning possible purchases for library materials. The Library Director will have the patron fill out a form giving information concerning the materials as known. This information will be on file for purchase consideration as funds are available. These suggestions will be considered by the same criteria used for the purchase of other library materials, and in light of the library's current collection development objectives.

Donations

The Linwood Community Library accepts donations of various circulating materials. Donations of books, video recordings, or other library materials are subject to the same restrictions as financial donations.

The Linwood Library accepts new or gently used:

- Hardcover and paperback books
- DVDs
- Audiobooks

The library cannot accept the following materials:

- Cassette tapes
- VHS tapes
- Magazines
- Encyclopedias
- Abridged or condensed books
- Musical sound recordings
- Damaged or moldy materials

Reconsideration of Materials

The library has a procedure for reconsideration of materials, as defined on form #1:

LINWOOD LIBRARY CORE PRINCIPLES: RISE

Overview

The Linwood Library is committed to Reading, Information, Space, and Entertainment (RISE) in support of a vibrant community.

To support this, we adopt the following core principles.

1. **READING** - It is important for a vibrant community to be active, life-long readers through Life-cycle Core Fiction collections, Targeted Genre Collections, Enhanced Technology Access, and Programs to foster print motivation.
2. **INFORMATION** - It is important for a vibrant community to have access to information that supports Local Information and Archives, Current Information, and Practical Empowerment through collections, technology and staff support.
3. **SPACE** - It is important for a vibrant community to have a shared space with the library to foster programs and services to make the district a more livable place to be.
4. **ENTERTAINMENT** - It is important for a vibrant community to remain connected to the greater world through access to high-interest and culturally significant entertainment through reasonable access to collections, technology, and programming.

READING

It is important for a vibrant community to be active, life-long readers through Life-cycle Core Fiction collections, Targeted Genre Collections, Enhanced Technology Access, and Programs to foster print motivation.

The single most important thing libraries do every single day is to insure the present and future of reading in our local society. We hold this as an almost sacred task that focuses our efforts from the time our patrons arrive as infants through chapter books through access to in several genres through large print and access to the stories for those who are unable to read. We take this responsibility seriously and begin by understanding a library must have Life-Cycle Access to material that speaks to the individual and the stage of life he or she finds himself or herself. We call these the-

Life-Cycle Access Collections. They represent 65% of our budget allocation for collections and nearly 50% of our circulation. The areas we will support going forward are:

- Board Books
- Easy Readers
- Easy
- Children Audio Collections
- Juvenile (including the Della Coatney Collection)
- Young Adult
- Adult Fiction
- Adult Audio Collections
- Large Print

One of the effective ways to create a culture of reading is to insure that we have ample support in areas that promote use in specific genres that either have historically or presently long-term growth prospects for high-interest, high-use readers. Currently we call these our -

Targeted Genre Collections.

- Mystery/Thriller
- Inspirational
- SciFi/Horror

Libraries are forever trying to make sure we have materials in formats that people want to use. Currently the world is experiencing a change in “how” future generations will access the written word. While we do not subscribe to the book is dead mantra of some, we recognize that a failure to embrace new hardware and delivery systems could leave the

library in a severe catch up position in serving the next wave of readers. To meet this challenge, the library has decided to provide--

Enhanced Technology Access. This will be designed to implement technologies primarily designed to support reading by helping patrons connect to the following collections and technology:

- Downloadable Audiobooks (State Collection)
- Ebooks (Sunflower and State Collection)
- Reading hardware (Kindles, Tablets, Etc)

The library must not just stop at the concept of providing access. We are responsible for an engaged strategy to encourage and facilitate reading among our constituents. We will commit to using a portion of staff time to provide -

Programs & Outreach. These will be primarily focused on the library's role in reading. And will include:

- Story Times
- Book Clubs
- Outreach Visits (Schools, Civic Groups, etc.)
- School Visits
- Author Talks
- Technology Classes designed to help patrons learn to use digital resources to support reading

Summary

The single most important thing libraries do every single day is to insure the present and future of reading in our local society. We are committed to this through Life-cycle Core Fiction collections, Targeted Genre Collections, Enhanced Technology Access, and Programs & Outreach.

INFORMATION

It is important for a vibrant community to have access to information that supports Local Information and Archives, Current Information, and Practical Empowerment through collections, technology and staff support.

We believe that Linwood Community Library can provide value to our community through these key areas:

- Local Information and Archives
- Current Information
- Practical Empowerment

Local Information and Archives

Almost every public library accepts the responsibility to collect and preserve local history because there is no other institution charged with this task. Without the local history collection, real history will be lost and much of it not replaceable. The following rules will be used for selection of materials to include in this local resource:

- Materials should be collected on the city of Linwood
- Materials should be collection on the Sherman and Reno townships.

In both cases, we should view this as an ongoing archive with the focus on insuring we are collecting the history we are making today for preservation of tomorrow.

Current Information

Libraries have historically been a place where people can turn to gain access to current information on the local, regional, national and international level. We provide the following paths to access current information for our patrons:

- Internet accessed through Library Computers
- Magazines and Newspapers
- Books, particularly non-fiction titles
- Reference Collections
- Databases

To meet the ongoing needs of our patrons to have access to Current Information we propose the following steps:

- Increase the Library's data usage package to insure more cost effective access to the internet and insure our wireless capacity continues to grow
- Increase our Magazine and Newspaper subscriptions to leverage its current event advantage over traditional books
- Move our book collection toward a focus on Practical Empowerment
- Restrict our Reference Collections to things that are not done well digitally
- Increase teaching efforts to show people how to use the state databases

These steps will hopefully yield a more cost effective and useful group of materials to meet our patrons need for Current Information.

Practical Empowerment

Practical Empowerment is aimed at the idea of our patrons as value conscious, financially conservative, and perhaps touched with a bit of the self-reliance that comes from living outside of mainline cities and suburbia. We have divided the subjects we currently have collections on or provide support to in Three Tiers.

Tier One

Consumer Sciences

Mechanical/Agricultural

Parenting/Research Support

Tier Two

Consumer Health

Genealogy

Government Information

Legal Forms

Outdoor Recreation

Self-Help/Relationship

Small business development and support

Tier Three

Biography

History

Literature and the Arts

Philosophy

Religious Studies

Science (mostly non-practical)

Travel

The tiers are assigned based on the library's reasonable ability to meet the needs of our patrons and the relative interest of our local area. We would assign resources as follows:

- Tier One subjects would receive ample collection attention, dedicated staff support, and programming initiatives
- Tier Two subjects would receive reasonable collection attention and staff support designed to primarily facilitate the patron's ability for self help
- Tier Three subjects would receive basic collection support

Summary

The library has always been a source of support for those needing information in our community. Going forward we will focus on the areas of Local Information and Archives, Current Information, and Practical Empowerment through collections, technology and staff support.

SPACE

It is important for a vibrant community to have a shared space with the library to foster programs and services to make the district a more livable place to be.

In a community that has fewer options for people to congregate, it is important that the library makes space available for the benefit of the community. It is also important to recognize that there is an impact on the core services of the library when space is shared as well. The library will be committed to insuring space is available for the following kinds of events:

- Community meetings
- Educational groups or consults
- Locally relevant programming by community partners

The library is also committed to providing places for information to be made available for the benefit of the community. These include:

- Maintaining a community bulletin board
- Maintaining a place for locally relevant flyers to be placed for distribution

All items placed in the library must be approved by the Director and meet the guidelines that the materials be of local significance.

Finally, ongoing, semi-permanent or permanent use of space by community partners will be based on review by the Library Board and an analysis by Library staff regarding the impact on core services and benefit to the community.

Summary:

The library is committed to having a shared space with the library to foster programs and services to make the district a more livable place to be.

ENTERTAINMENT

It is important for a vibrant community to remain connected to the greater world through access to high-interest and culturally significant entertainment through reasonable access to collections, technology, and programming.

The use of the library as a source of entertainment for our patrons is important both in terms of use (roughly 50% of our reported circulation traces back to this area) and access as there is a lack of local options for patrons to connect with the outside world due to distance, lack of complete and affordable internet coverage of the district, and cost. To meet the needs of our patrons we provide broadly defined along the following areas:

- High-interest materials
- Culturally Significant

We believe people are more likely than ever before to want access to entertainment items they hear, see and read about. They wish to be a part of not just a local and regional conversation but a national and international conversation fostered on what they watch on TV, see at the movies, and participate with on-line. What constitutes high-interest?

- Large Budget Movies
- Television Shows
- Social Networking Sites
- Video Games (for systems)
- Video Games (on line)
- On-line video portals (such as Hulu, You Tube, etc.)

The library provides access to these items through collections and technology – primarily access to the Internet. We also provide access to Culturally Significant items including:

- Local Interest
- Award winning fiction and nonfiction that are underrepresented in local area

Libraries have long held the important job of collecting and disseminating local interest materials. Entertainment should be no different. Typically this has been hampered by the limited means available to collect, store and distribute materials. Digital advances have caused a seismic shift in this regard. Libraries should look to seek out and collect the culturally significant work that occurs around them. Likewise, a library can often be a safe harbor for materials that do not have another accessible home.

There are plenty of films, TV shows and documentaries that are produced each year. Many are not distributed online but rather through more traditional publishing means –

due to many factors. These are items that libraries can really take a hand in helping to make available for patrons. These items have a limited interest, but there may be reasonable assumption that a district like Linwood's may respond to such items.

Platform Targeting

Simply put, we cannot afford to "buy" entertainment on platforms that will not be used frequently. Our investment in computers and access to the Internet means our first question when doing acquisitions is to ask "is this reasonably available online?" If the answer is yes, we most likely not seek to acquire it in what the industry refers to as "analog" form. What kinds of things would fall under this rule?

- TV Shows (many television are available on the Internet)
- Multi-Player and Arcade Style Games (again many options available on the web)
- Specialized versions of content (i.e. Blue Ray)

To translate this into a more formalized approach to providing entertainment, we would most likely do the following:

- Insure we have reasonable access to the Internet so patrons can take advantage of the items they can access there
- Heavily favor first-run, high-interest movies above other filmed entertainment as there is not a reasonably "free" option to access this kind of entertainment
- Collect videogames that present significant differences with online game options
- Collect in the format that is most widely used by users – i.e. DVD vs. Blue Ray.

We seek to create confidence in patrons of reasonable access

It is our goal that patrons develop confidence in turning to the library for access to entertainment in a timely manner. To this end, the library will do the following:

- Explore restriction access collections (walk in only and local holds)
- Put more purchases into fewer areas to create deeper collections
- Increase traffic to facilitate access to both digital and non-digital materials (i.e. increase holds traffic for Linwood patrons)

Summary

The library has historically and currently been a significant access point for users seeking entertainment options. We are committed to providing high-interest and culturally significant entertainment through reasonable access to collections, technology, and programming for our patrons.

SERVICE POLICY

Library Cards

The library will serve all residents of the Linwood community and surrounding areas. The library participates in the Northeast Kansas Regional Library System and has a shared catalog with other libraries in the region. The library will permit any non-district citizen to borrow materials or receive services without charge, subject to reasonable library rules, which are applicable to everyone. All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must complete an application form to register for a new library card. Applicants under the age of 18 must have a parent or guardian sign the application form before a new card can be issued. Materials cannot be checked out until a library card is issued. When a card is issued to a minor, a parent or other guarantor's contact information must be listed on the child's account. A guarantor is a person over the age of 18 who is financially responsible for lost library items.

All library cards expire after one year, but can be renewed by library staff upon the expiration date.

If a patron loses his/her library card, he/she should notify the library as soon as is appropriate. If a patron's card has been stolen, more immediate notification is preferred in order to prevent any potential misuse of the patron's card. There will be no fee for a replacement library card.

It is preferred that patrons bring their cards in order to check out items. However, due to the nature of a small library, a card is not required in order to check out materials. If the library staff does not know the patron personally or is concerned with possible misuse of a patron's library account, a card will be requested.

Library cards will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

Loan Periods, Renewals and Loan Limits

1. Three (3) weeks for books and audiobooks.

2. Two (2) weeks for eBooks, unless the patron has specified a shorter loan period in their eLibrary settings.
3. One (1) week for DVDs and magazines.
4. Interlibrary loan materials will follow the lending library's loan periods.
5. All materials may be renewed twice if there is not a waiting list for the item.
6. The library Director may establish special loan periods for unique situations, for example for a group book club.

The Library shall enforce a limit of five (5) DVDs at one time. This limit only pertains to items belonging to the Linwood Community Library; a patron may check out additional DVDs belonging to other libraries in the NExpress system. There is no limit on the number of books a patron may check out at one time; the limit on eBooks is five (5) at one time.

Interlibrary Loan/Reserves

Interlibrary loan is an invaluable service available to all library patrons who have a library card at the Linwood Community Library. If our library does not currently have the requested item, library staff shall attempt to find another source for the item.

Claims Returned or Claims Never Had

When a patron claims to have returned an item that is still on his/her account or if a patron claims he/she never had an item showing as checked out on his/her account, library staff shall politely ask the patron to recheck for the item at home. Library staff should also indicate to the patron that we will look for the item at the library to see if it is perhaps here, but not checked in properly.

If the patron has left and library staff finds the missing item in the library, library staff should contact the patron to let him/her know.

The library Director should be notified of difficult situations. The library Director will use his/her discretion on how to handle the situation, i.e. charge for the item or forgive the item.

Lost or Damaged Materials

If a patron loses materials checked out on his/her card, the patron will be responsible for the replacement costs of those items.

If materials are damaged so as to be judged by the library as being unsuitable for the placement back into the collection, the patron must pay the replacement costs. The library will see to the final disposition of the damaged materials, and the damaged materials will not be provided to the patron once payment has been received.

The library will do its best to obtain the most accurate replacement cost to the lost or damaged materials and provide that information to the patron. However, the replacement cost is to be determined by the library and will not be negotiated.

Sometimes patrons wish to replace lost or damaged materials on their own and provide the new material to the library. Only through arrangement with the library Director can replacement materials from patrons be deemed acceptable. The library Director retains the right to reject replacement materials and require payment for the lost or damaged items.

Generally, if a patron finds a lost item after payment to the library has been already been made, the library will not accept the returned material. The patron may keep the material since s/he has already made the appropriate payment for it. The final decision in such matters is reserved for the library Director.

Items that have been borrowed from another library that are lost or damaged shall follow the above procedures with the following exceptions:

- a. Library staff will contact the lending library for replacement costs.
- b. Any money collected for lost or damaged items shall be forwarded by the library Director to the lending library.

After an item is overdue by 35 days, the patron's library card will be restricted systematically. The library staff shall monitor overdue item reports and contact patrons by email to make notice of overdue items. After an appropriate time period has passed, which is determined by the library Director, an invoice for overdue items will be sent to the patron.

If the patron is a minor, the invoice shall be sent to the minor's guarantor, who should be recorded in the NExpress system. Once an invoice has been sent to a

minor, the library staff should place a manual restriction and note on the guarantor's library account (if one exists) until the items have been returned or appropriate payment has been made. Consideration to restricting other minors of the guarantor should also be considered at that time.

Fines and Fees

The Linwood Community Library does not charge fines for overdue materials.

NExpress Consortium Policies

The Linwood Community Library shall abide by any approved policies set forth by participation in the NExpress consortium, which is administered by the Northeast Kansas Library System (NEKLS).

The Linwood Community Library shall not remove any restrictions in the NExpress system for non-Linwood patrons unless all fines have been paid.

Borrowing Materials by Library Board and Staff

The same borrowing privileges and patron policies will apply to the library board and staff.

PATRON CONDUCT POLICY

Inappropriate behavior includes any activity that disturbs others, interferes with library operations, damages the building or its furnishing, as well as rudeness, profanity, or any other behavior generally considered unacceptable in a public place. This includes abusive behavior directed at library staff members, volunteers, or other patrons. It is the prerogative of the Director, or the staff member working at the circulation desk if the Director is not present, to decide whether a specific behavior is to be considered inappropriate.

It is each patron's personal responsibility to maintain proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If

a patron creates a public nuisance, that patron may be restricted from the library and from use of the library facilities. The police will be called if a patron does not leave within a reasonable amount of time after being instructed to do so by the staff. Disruptive patron incidents shall be reported to the Director. If the Director judges the incident to be severe, she/he will report the incident to the library board, who have the authority to temporarily or (in the event of repeated violations of this policy or an incident involving extremely dangerous or threatening behavior) permanently deny the patron entry into the library. Patrons who have been banned from the library may appeal to the library board for re-consideration.

Cell phones are allowed in the library. Users should respect common courtesy with the use of cell phones and maintain a reasonable conversational volume.

Food and drink are allowed in the library with some restrictions. Patrons consuming food and/or drink shall be seated at the tables in the adult section of the library, or at the table in the kitchen. Patrons are not allowed to carry food and drink around the library while eating, nor are patrons allowed to eat food while seated at a library computer. Patrons are allowed to keep drinks at library computers so long as the container has a cap or other sealable lid.

Appropriate clothing is required while in the library. Shirt and shoes must be worn at all times in the library.

Patron Probation and Restrictions

Borrowing privileges may be denied for due cause. The Linwood Community Library is a member of the NExpress shared library catalog maintained by the Northeast Kansas Library System, and as such the library abides by the regulations for borrowing privileges recommended by the system. According to these regulations, patrons may have their borrowing privileges limited or suspended for gross failure to return library materials or to pay penalties, or for destruction of library property.

Children in the Library and Unattended Children

Children of all ages are encouraged to use the library for homework, recreational reading, program attendance, or general library services. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given warning to calm down or will be asked to leave the library. After a second warning the child will be asked to leave the library. If the child needs to contact a parent

for transportation, s/he will do so and then wait with a staff member until the parent arrives.

Library staff is not expected to assume responsibility for the care of unsupervised children in the library. The library staff does not have the authority to take legal or personal responsibility for children in the library.

Therefore, it is library policy that all children under the age of eight must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program. Responsible person is defined as any individual 12 years of age or older who has the authority and responsibility to care for a child by the child's parent or legal guardian.

If an unattended child under the age of eight is noticed, the library staff shall attempt to locate the parent/responsible person via the telephone. If no such parent or caregiver can be reached, the library staff will notify the police. Patrons who are in violation of this policy are subject to suspension of library privileges.

If an unattended child is left at the library at closing time, library staff will attempt to contact that child's parent. If the parent is not reached within 15 minutes after closing time, the library staff will call the police to report an abandoned child.

PUBLIC RELATIONS POLICY

The public library must strive for two-way communication with the community. It is a responsibility of the library whose constituency is all the people, to notify them of services that are available. The library is also responsible for designing its services to meet the community's needs. The Board, Director, library staff and the public should be involved with better communication between the library and the community and each has a role to play in developing and maintaining good public relations. All four can exercise creativity in promoting the public library. Each employee is a public relations officer. The Library Board should be willing to support and adequately fund planned marketing programs to promote library service. The Board and the DIRECTOR must assume responsibility for developing and writing the public relations policy.

In recognition of the Linwood Community Library's responsibility to maintain continuing communication with present and potential users of the library's services and resource so as to assure effective and maximum usage by all citizens, the objectives of the library's public relations program are to:

- Promote community awareness of library services
- Stimulate public interest in and usage of the library
- Develop public understanding and support of the library and its role in the community

The following means shall be used to accomplish these objectives:

1. An annual plan of specific goals and activities shall be developed, sufficient funds shall be allocated to carry out the program, and the program shall be evaluated periodically.
2. The library Director or a designated qualified staff member shall have the responsibility for coordinating the public relations and public information activities.
3. Surveys of the community shall be made as needed to assure the Library's responsiveness to the interests and needs of all citizens.
4. Personal and informational contacts shall be maintained with government officials, opinion leaders, service clubs, civic associations, and other community organizations by library staff and board members.
5. Training sessions, workshops, and other aids shall be made available to library staff members to assure courteous, efficient, and friendly contact with library patrons and the general public.

6. The Linwood Community Library may sponsor programs, classes, exhibits, and other library-centered activities and shall cooperate with other groups in organizing these to fulfill the community's need for education, cultural, informational, or recreational opportunities.
7. Local media shall be used to keep the public aware of and informed about the Library's resources and services.
8. Newsletters, brochures, and other promotional materials shall be produced and distributed through regular mailings and other effective methods of reaching the public.
9. Grievance or materials reconsideration forms will be available to patrons upon request.

AMERICANS WITH DISABILITIES COMPLIANCE

The provisions of the Americans with Disabilities Act of 1990 will be upheld.

RECORD RETENTION

1 Year

Postage Records

3 Years

Employment Applications - Not Hired
Petty Cash Totals

4 Years

W4s and I9s

5 Years

Bank Statements
Budget Hearing Certification
Cancelled Checks
Annual Conference and Annual Meeting documents (not minutes)
Contracts for Goods and Services (until 5 years after expiration)
KPERs, Unemployment Insurance, and Workman's Comp documents
Employee Time Records
Employee Records - non-current employees
Expired CDs

Income Tax Documents

Insurance Policies - 5 years after expiration

Insurance Claims - 5 years after settlement

Invoices and Vendor Information

Payroll Reports

Purchase Order Books

Check Registers

Reconciliations

Rental & Lease Agreements - 5 years after termination

Permanent

Lease Agreements and Warranties for equipment currently in use

Agendas and Minutes of Board Meetings

Annual Reports

Audits

Award Documents

Budget and Financial Statements

Major Architectural and Building Plans

Committee Reports

Contracts and Leases - currently in effect

Maintenance Agreements - for life of equipment

Correspondence on Administration

Policies and Procedures - until supplanted

EEOC Grievance Files

Employee Handbook

Entry Ledgers

Federal Fund Allocation Papers

History of the Library

Inventory - Fixed Assets Statement

KPERS Documents

Librarian's Reports

Membership Directories

Newsletters

Press Releases

Photographs

Real Estate Deeds

Unemployment and Workman's Compensation Claims