

LINWOOD COMMUNITY LIBRARY

LIBRARY POLICY MANUAL

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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 and the Director work together to provide 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 attends the election and leads 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 maintains current job descriptions, position appraisals, and up-to-date records for all staff members. The Director advertises and hires to fill staff vacancies.

Trustee Training

The 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 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 for 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 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, disabled person 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 a table near the front door with the consent of the Director. Printed materials may be placed on the magazine holder 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 any of the utilities go out (i.e. no electricity, water, etc.), 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 social media platforms 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 will 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 based on standards provided by the Northeast Kansas Library System (NEKLS):

<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 will 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 will ensure that funds are allocated according to budget guidelines. The library board will budget to a plan rather than planning to a budget.

The library Director will 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 will assure that a monthly financial report is prepared for the library board. This report will 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 this 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
- Capital Improvement Account

The board chair, treasurer, secretary, and vice treasurer shall have access to all bank accounts. 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, unless use is negotiated with the library. *The Director will consult with the Board regarding the use of any cash donations totaling five hundred dollars or more.* Donations of cash maybe 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 maybe similarly tax-deductible.

Gifts or donations of books or other materials will be accepted by the library staff with the understanding that they may be used or disposed of as the library staff determines as appropriate. This will be determined by: 1) condition of the material and 2) using the same criteria set forth in the library's Collection Development Policy. Gifts or donations that are not added to the collection will be disposed of or placed in the library book sale.

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 members shall write thank -you notes to donors or honor them in another manner as appropriate, i.e. a plaque. Donors of gifts of \$250.00 or more in value may be acknowledged on the library's website at the request of the donor. The acknowledgements will remain on the website for 1 year.

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

The Library Board has the authority to decline any gift that interferes with its ability to fulfill its mission or that unduly encumbers the Library.

It is not the Library's responsibility to replace worn-out or damaged items that originated as gifts.

SURPLUS PROPERTY

All library collection materials that are removed from circulation will be given to the Friends of the Linwood Library for sale in their annual book sale or other means of disposal at their discretion unless they are deemed too damaged for sale in which case they can be disposed of at the Library Director's discretion.

All library office and computer equipment, furniture, and other tangible property that is removed permanently from service will be given to the Friends of the Linwood Library for sale in their annual book sale or other means of disposal at their discretion, if deemed appropriate by the Library Director. All equipment, furniture, etc. not deemed appropriate by the Library Director for sale by the Friends will be:

1. Advertised for sale, at a price determined by the Library Director in either an email or similar communication to NEKLS and Kansas libraries, online, in a local newspaper, or any combination of the above, at the discretion of the Library Director, or
2. Given away at no charge to an appropriate social service agency.

If removed equipment, furniture, etc. is determined by the Library Director to be severely damaged or obsolete, or of little or no intrinsic value, it may be discarded.

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.

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 district 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.

Outside Security Camera Purpose and Placement Guidelines

1. Video recording cameras will be used in outdoor locations to discourage criminal activity and violations of the Library's Policies and Procedures.
2. Cameras may be installed in outdoor places where individuals lack a reasonable expectation of privacy.
3. Because cameras will not be continuously monitored, the public and staff should take appropriate precautions for their safety and for the security of their personal property. The Linwood Community Library District #1 is not responsible for loss of property or personal injury.
4. Recorded data is confidential. Video recordings will typically be stored for no longer than 30 days.
5. Regarding the placement and use of the digital recording cameras, staff and patron safety is the first priority; protection of library property is of secondary importance.

Use/Disclosure of Video Records

1. Access to the archived footage in pursuit of documented incidents of injury, criminal activity or violation of the Library's Policies and Procedures is allowed by staff.
2. Access is also allowed by law enforcement when requested.
3. Staff may also have access to real-time images on desktop monitors, where and when patrons cannot view the images. The amount of video viewed will be limited to the minimum needed to give assurance that the system is working or to ascertain if footage is available relative to a specific incident.

4. Video images will not be maintained, provided no criminal activity or policy violation has occurred or is being investigated.
5. Video records and still photographs may be used by individuals authorized by the Director or the Board to identify those responsible for library policy violations, criminal activity on library property or actions considered disruptive to normal library operations as delineated in the Library Policies and Procedures.

Unauthorized Access and/or Disclosure

1. Confidentiality and privacy issues prohibit the general public from viewing security camera footage that contains personally identifying information about library users.

Disclaimer of Responsibility

1. A copy of this policy may be shared with any patron or staff member upon request. The policy is also posted on the Linwood Community Library's official website.
2. Questions from the public may be directed to the Library Director.
3. The Library disclaims any liability for use of the video data in accordance with the terms of this policy, given that the library is a public facility and the security cameras shall be limited to those areas where patrons and/or staff have no reasonable expectation of privacy.

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.

Employment Relationships

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

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.

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 the Board, 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 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.

Employment of the Disabled Persons

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.

No Smoking

The Library is designated as a no-smoking institution. Staff members wishing to smoke must do so outside at a minimum of 10 feet from any door.

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.

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.

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 on duty during meal periods and therefore will be compensated during such periods.

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.

United States Citizenship

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

Nepotism

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

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.

Child Labor

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

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.

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.

Flexible Time

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

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.

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.

Discipline and Termination for Cause

The 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.

Evaluations

The library board shall annually conduct a written evaluation of the library Director's performance. The 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.

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.

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.

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.

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.

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.

Compensation

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.

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.

Time Sheets

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.

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

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.

After one year of employment employees will receive paid leave based on their hourly work schedule.

Paid leave will be calculated at a rate of 2 times the employees scheduled work week. For example, an employee scheduled to work 40 hours a week will receive 80 hours of annual paid leave. An employee scheduled 30 hours a week will receive 60 hours of annual paid leave.

After 5 years of employment the rate of paid leave will be changed to 2.5 times the employees scheduled work week. After 10 years of employment the rate of paid leave will be changed to 3 times the employees scheduled work week.

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. Leave can not be carried over from one year to another. Annual leave begins on the anniversary of the employee's hire date.

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.

- ii. Coverage: The Library is covered by the FMLA as an employer.
- iii. 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.

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.

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.

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.

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:

- iv. Present military pay to the Library and receive full pay from the Library
- v. 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.

Civil Leave

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

- vi. 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.
- vii. 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.
- viii. Voting.

Mileage Reimbursement

Employees shall receive mileage reimbursement at a rate per mile per the IRS business mileage rate by the board 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.

Continuing Education

The Linwood Community Library Board of Trustees supports the guidelines in the NEKLS Accreditation Standards which are based on the 2016 Kansas Library Standards, 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 NEKLS Accreditation Standards which are based on the 2016 Kansas Library Standards , 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.

Intellectual Freedom

The Linwood Community Library Board of Directors endorses the Library Bill of Rights, Freedom to Read statement, and Freedom to View statement of the American Library Association and the Intellectual Freedom statement of the Kansas Library Association.

Material Selection and Collection Development Policy

The goal of the Linwood Community Library's Collection Development 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.

SERVICE POLICY

Library Cards

The library will serve all residents of the Linwood community and surrounding areas. To get a library card all that is needed is a picture ID and something with your name and

your current address. 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, unless they have the receipt and the item is still in good condition. 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.

Internet Policy, Internet Privacy, and Children's Internet Protection Act (CIPA)

Public access computers are provided for the use of library patrons and visitors.

The library is not responsible for damage to and/or incompatibility with personal hardware or software that is used and data may not be permanently stored to the library's computers.

Using library computer workstations or wireless network in an inappropriate manner or for illegal purposes is prohibited.

The library is concerned for the safety, security, and privacy of users who access online information. The library has no control over the information on the Internet and cannot be held responsible for its content. As with other library materials, the library affirms the right and responsibility of parents or guardians to guide their children's use of the internet.

Members of library staff are under no obligation to monitor library workstation or wireless usage, except to comply with the library policies and the law.

In compliance with the Children's Internet Protection Act (CIPA), the library uses a filtering service for all internet access. This technology is not infallible and the library cannot be held responsible for prohibited information that may be displayed or for useful information that may be blocked.

Use of Personal Devices in the Library

The Library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone else with a wireless device that is WiFi-compliant and has the appropriate software, within three hundred feet. There is no guarantee that the device will be able to make a wireless connection. The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the Library's network.

All users of the Library's wireless network are expected to abide by the libraries Internet policies.

Guest Passes for use of Library Computers

Visitors to the library can request a Guest Pass in order to use the library computers.

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. The Director and/or library staff has the authority to temporarily ban patrons. If the Director judges the incident to be severe,

she/he will report the incident to the Board. The Board has 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 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. Food and drink are not allowed in the library quiet room.

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

The Linwood Community Library's telephone is here for use of library staff for library business. Patrons can use the phone briefly for personal use (i.e. calling for a ride) or if the health, safety, or security of a patron depends upon a telephone call. The library telephone can not be used by patrons for business reasons. Library staff can not take messages for patrons, except in cases of emergency.

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. A blocked account also results in being blocked from using the libraries public computers.

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.

Children under the age of eight can use the public internet computers if the parent or guardian sits with them at that computer, or a computer immediately adjacent to the one the child is using.

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 and social 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.

Social Media Policy

The purpose of the social media policy is to ensure effective promotion of library services, resources, and events to the public, and to ensure a high standard of customer service on social media.

Establishment and administration of social media accounts: The Linwood Community Library may establish social media accounts with the permission of the library Director. For the purposes of this policy, “social media” refers to any online or mobile platform open to the public, including but not limited to Facebook, Twitter, Instagram, Snapchat, Yelp, LinkedIn, Tumblr, etc.

The Director may assign an employee or employees to manage social media accounts. The Director may require that they are added as account administrator in order to ensure continuity of access.

Content of posts: Posts should inform library users about services, resources, programs, events, promote library use, and encourage dialogue between users and library representatives. Social media posts, as with all library media releases, should be positive in tone and should reflect the values and viewpoint of the library rather than personal opinions.

Third-party posts: The library is not responsible for the content of posts made by third parties, including customers, reviewers, advertisers, etc. Public posts by third parties do not reflect the positions of the library, its employees, or Linwood Community Library.

The library reserves the right to delete public posts or comments if they include spam or advertisements, hateful or harassing speech, obscenity, personal disparagement or defamation, or any other comment that violates the library’s code of conduct.

Complaints or negative comments should not be deleted, but should be engaged like any other patron complaint. Staff may move the discussion to a private venue such as chat or messaging.

Staff Usage of Social Media

Designated staff may maintain library social media accounts as part of their assigned duties.

The library does not restrict the right of employees to use personal social media outside of work. However, employees must be aware that statements made on social media pursuant to their official duties may be viewed by others as library sponsored information or opinions. Employee behavior online, as offline, may be subject to disciplinary action.

Americans with Disabilities Compliance

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

KORA – Freedom of Information Officer Appointment – Access to Public Records

Summary of Statute

In accordance with K.S.A. 45-215 through 45-223 (Appendices L-T) the Linwood Community Library Board of Trustees, in recognizing the Library's position as a public agency, ascribes to the Kansas Open Records Act (KORA). The public's rights, responsibilities, availability, exceptions, and procedure for requesting a record follows:

Rights

- to inspect and obtain copies of public records which are not exempted from disclosure by a specific law to obtain a copy of the Library's policies and procedures for access to records, and to request assistance from the Library's Freedom of Information Officer who, for the Linwood Community Library, is the Library Director.

Records Available

Most records maintained by public entities are open for public inspection and copying. Records commonly requested include, but are not limited to:

- statutes
- regulations
- policies
- minutes/records of open meetings

- salaries of public officials
- Library budget documents

Exceptions

The KORA recognizes that certain records contain private or privileged information. The Linwood Community Library Board policy has established that the following records whether in print, graphic or electronic format are confidential:

- medical treatment records
- personnel records of library employees
- information which would reveal the identity of an individual who lawfully makes a donation to the library if the anonymity of the donor is a condition of the donation
- library patron registration records and circulation or loan records which pertain to identifiable individuals
- records protected by attorney-client privilege
- records containing personal information compiled for Census purposes
- notes and preliminary drafts

A list of additional exemptions can be found in K.S.A. 45-221 (Appendix R).

Procedures

- consult with the agency's Freedom of Information Officer to determine if the record needed exists or is available.
- the request must pertain to records whether written, photographic or computerized
- the Library is only required to provide public records that already exist; there is no requirement for the Library to create a record upon request
- the Library may require the request in writing, and may ask for proof of identity
- reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time
- if request is denied, the Library must identify the records to be denied and the specific legal authority for the denial

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)
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