

**LINWOOD COMMUNITY LIBRARY
POLICY MANUAL**

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Defined terms used in this document:

When used in this document, the following definitions and simplified naming conventions apply:

- the Library = the Linwood Community Library, District #1
- NEKLS = Northeast Kansas Library System
- the Board = the Linwood Community Library, District #1 Board of Trustees
- the Director = the Director of the Linwood Community Library, District #1, or any person designated by the Board to perform the function of Director (e.g. an “acting director”)
- Trustee = any member of the Board of Trustees
- Board Chair = chairperson of the Board of Trustees

OPERATIONAL AND MANAGEMENT POLICIES

Mission Statement

The Mission of the 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.

Library Organization Chart

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

Duties of the Board and the 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 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, to better understand its duties and responsibilities. Responsibilities include and are not limited to; budgeting, writing policy, evaluating personnel, and operating the library. The director and board will coordinate a new trustee orientation/training session.

Strategic Planning

The Board will have a strategic plan in place and it shall be reviewed annually with the director. The Director in conjunction with the trustees and library staff shall conduct periodic community assessments to better understand the needs of the patrons of the library service area. 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.

Nonprofit Bylaw Provision: Indemnification

The Library shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the corporation against all expenses and liabilities including, without limitation: counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which they may become involved by reason of their service in such capacity, provided that no indemnification shall be provided for any such person with respect to any matter as to which they shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the organization; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of trustees who are not at that time parties to the proceeding.

The indemnification provided hereunder shall insure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless such amendment or repeal was voted by or was made with the written consent of such indemnified person.

This article constitutes a contract between the corporation and the indemnified officers, directors, and employees. No amendment or repeal of the provisions of this Article which

adversely affects the right of an indemnified officer, director, or employee under this Article shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

Confidentiality of Library Records

K.S.A. 45-221 defines the requirements to protect the confidentiality of library patrons' records. Any information supplied by the patron shall remain confidential, unless a valid legal process or subpoena has been supplied by a government agency. Patron inactive accounts after five years will have their information securely discarded by the library director or designated staff.

Parents or legal guardians are permitted to access the records of their minor children through the age of 17. The parent or guardian must be accompanied by the child, provide the child's library card number and verification of the child's address, telephone and date of birth.

Statistics

The Director will ensure appropriate library statistics are regularly reported to the board and that the information is retained according to the record retention policy per State Library of Kansas. Statistics should be maintained throughout the year, to 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 Director shall create a report annually for the board and the public that details library statistics, milestones, activities, and special events that occurred over the year. This report shall be presented at the annual meeting. The current version shall be made available on the library website and in print at the library.

Meeting Space Use

The 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. Patrons must read and accept the meeting room policy before requesting a room.
2. 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.

3. No product may be sold, except during a library-sponsored event.
4. 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.
5. Organizations may make use of the Library's Audiovisual equipment, based on availability, under the supervision of the director. 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, counters and floors.
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. Meetings should be scheduled during hours in which the Library is open to the public. Exceptions may be made to this rule with the stipulations that the Director approves the meeting request and provided there are staff available to be present in the Library while the meeting is taking place.
9. 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. Room requests are confirmed on a first-come, first-served basis.
10. The Director may accept or reject requests for meeting rooms under the established policy.
11. Patrons agree to supply the Library with a contact 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 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 Director or staff shall place and remove postings after a 7-14-day duration.

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.

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 review and approve all postings.

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 them 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.

Inclement Weather and Closing

The Director will determine inclement weather hours. If any of the utilities go out (i.e. no generator, water, etc.), the Library will be closed. If the Library closes midday, a notice will be placed on the front door indicating an early close. The Board Chair or other trustee will be notified by the Director in the event of the Library closing. The director will update the Library Facebook, web page, and other social media platforms in the event of a closing.

Volunteer Policy

The Library encourages involvement of volunteers at all levels and within all appropriate programs and activities. The Director, staff and Board members, are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve, and to assist in recruitment of volunteers from the community. Volunteers and their assignment are subject to the Director's approval.

Volunteer Applications

All volunteers shall fill out and submit a volunteer application form. A copy of this form shall be given to the volunteer and a copy kept on file. Personal information is for emergency and contacts.

Scope of Volunteer Involvement

Volunteers may be utilized in all programs and activities of the Library and perform tasks at all levels of skills and ability. However, volunteers will not be used to displace paid staff from their positions.

Confidentiality

Volunteers are responsible for maintaining the confidentiality of all privileged information to which they are exposed to as are paid staff members. Privileged information includes, but is not limited to, any information about patrons and/or their borrowing habits.

Dress Code

Volunteers are expected to follow the employee dress code (see Personnel Policy).

Budget and Finance Policy

It is the responsibility of the library board to provide for an adequately funded public library, directing the allocation of library funds according to the accreditation standards provided by NEKLS.

The 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 Board has authority over the library budget by statute, and the Board will ensure that funds are allocated according to budget guidelines.

The 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.

The Director will assure that a monthly financial report is prepared for the 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 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 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 prior to the June board meeting. The Finance Committee shall review the budget and make any suggestions for change. After review by the Finance Committee, the budget shall be presented to the entire board for review at the June board meeting.

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 Board and Director shall then hold a 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. A meeting notice shall be published in a newspaper in Leavenworth County in accordance with Kansas statute.

The Director will receive a final property tax valuation by the end of September. If necessary, the Director 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

Accounting records will be maintained using Xero or a similar formal accounting software. The Board Treasurer will work with the Director for review of financial records. An annual review of agreed upon procedures or audit will be contacted as required by K.S.A 75- 1122.

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 officers change.

Purchasing Policy

Library staff may purchase goods and/or services valued up to \$500 and the Director may purchase goods and/or services valued up to \$1,500 on items which are included in the Library's annual budget or are listed in an approved capital plan.

Goods and/or services purchased by representatives of the Library shall be of a quality and quantity required to serve the functions of the Library in a satisfactory manner.

Physical documentation of a purchase and/or approval of such purchase must be available

to the board within 45 days of purchase or delivery of goods and/or services.

Purchasing Procedure

Purchases in excess of \$5000 will require multiple written quotes and approval by the Board.

Items not subject to written quotes include, but are not limited to:

- Professional services which involve specialized expertise and/or use of professional judgment (i.e., CPA, attorney, architect, engineer).
- Emergency services needed resulting from an accident or act of God, a situation in which the Library building, property, or staff are at risk, or a situation in which immediate action is required that cannot await competitive bidding.

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. The Library staff shall record the purpose of all money received and keep detailed receipts for any monies spent. The Director shall reconcile the petty cash fund monthly, keeping accurate and detailed records, and making any necessary bank deposits or withdrawals to keep the petty cash fund in a proper working amount.

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 Director and the Board 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 \$500 or more. Donations of cash may be tax deductible and the Director can provide the patron with a letter of receipt if requested.

The Director reserves the right to sell, give to other libraries or otherwise dispose of gift materials that are not added to the library collection or are not appropriate for library use. The Director will consult with the Board prior to accepting any offered real estate donations.

Surplus Property

All library collection materials that are removed from circulation will be given to the Friends of the Linwood Community Library, or disposed of at the 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 Community Library for sale in their annual book sale or other means of disposal at their discretion, if deemed appropriate by the Director or:

- Advertised for sale, at a price determined by the Director.

- Given away at no charge to an appropriate social service agency.
- If removed equipment, furniture, etc. is determined by the Director to be severely damaged or obsolete, or of little or no intrinsic value, it may be discarded.

Capital Improvement Account and Policy

The Library has established a capital improvement account by resolution and shall maintain it in perpetuity. The Board is authorized by K.S.A 12 - 1258 to direct a transfer annually from the operating account of such library not to exceed 10% of the tax revenue plus any additional funds allowable by law.

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

Americans with Disabilities Compliance

The provisions of the Americans with Disabilities Act of 1990 will be complied with (424 USC, section 12101).

Service Animals in the Library

Only service animals or animals used in a program or event are allowed in the Library. Service animals are dogs or miniature horses that have been individually trained to assist a person with a disability to do work or perform tasks. The animal must remain under the supervision of the owner at all times. The Library staff are not responsible for the animal and if it poses a direct threat to the health or safety of patrons, the library staff reserves the right to request the removal of the animal. An emotional support animal is not considered a service animal under the ADA.

No-Smoking Policy

No smoking or electronic cigarettes (vape) are permitted anywhere inside or outside (within a 10-foot radius of any doorway, open window, or air intake) of the Library.

Cleaning Services

A janitor will be employed to do at least monthly cleaning of the Library. See the janitor's job description for more detailed duties. Cleaning as needed will be performed by the Director and staff.

Grounds and Building Maintenance

The Director shall contact and hire all outside service providers for building and grounds maintenance, with approval by the board, except urgent needs for continued library operations.

Emergency Preparedness

The Director shall maintain a set of procedures detailing the proper staff response to various emergency situations. The Director shall review and update the procedures in December and shall review with staff. The Library will keep a list of contact information for various emergency services and administrative personnel, which will be held at the circulation desk.

Security Camera Purpose and Placement Guidelines

Video recording cameras will be used in outdoor/indoor locations to discourage criminal activity and violations of the Library's Policies.

Cameras may be installed in outdoor/indoor places where individuals lack a reasonable expectation of privacy. The Library is not responsible for loss of property or personal injury.

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 allowed by the Director with consent of a Trustee member. The Director shall have a trustee member present when viewing footage if violation has involved staff member(s). Archived camera footage shall be secured by a password held by the Director and Trustees.
2. Access is also allowed by law enforcement with subpoena.
3. Video images are automatically deleted after 21 days, provided no criminal activity or policy violation has occurred or is being investigated.
4. Staff may have access to real time images on desktop monitors, where and when patrons cannot view the images.
5. Except for viewing incidents as described in item 1, the director or trustee may view a minimal amount of to give assurance that the system is working, or to ascertain if footage is available relative to a specific incident.

PERSONNEL POLICY

The Personnel Policy provides requirements that apply to all employees of the library. The Board creates and changes the Personnel Policies with due process and approves the same by vote. The Director shall be responsible for carrying out the Personnel Policies stated herein.

Employment Relationships

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

Equal Employment (EOC)

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, sex, age, national origin, disability, veteran status, sexual orientation, or any other basis prohibited by EOC or Kansas state 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 promptly report any such behavior or incident to the Library Director in writing, noting the date, time, 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.

The 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:

- Touching or making improper or propositional advances
- Abusive, vulgar language of a sexual nature
- Suggestive jokes or comments about an employee's body or apparel
- Display of sexually suggestive cartoons, pictures, or photographs
- Offensive remarks about a person's gender or sexual orientation

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. Law enforcement may be asked to investigate any possible illegal activity.

Dress Code

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: shirts without shoulders, spaghetti straps, low-rise jeans, low-cut tops, or clothing displaying offensive content. 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.

Break and Meal Periods

Employees are encouraged to take a compensated break of up to 15 minutes for each four hours of work. Break periods may not be added to lunch hours, used to compensate for late arrivals or early departures from work, or be accumulated. A 30-minute meal taken for any 6 hour or more work shift and must be taken in the kitchen area, office area, or outside.

Injury

Any injury occurring on the job must be reported promptly to the Director or the Board Chair (per Kansas workers compensation regulations).

Employment Eligibility Verification (I-9)

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. A background check will be conducted.

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: Job placement services. Other means may be added if the position warrants such as email list servers, online job posting sites, and social media.

Job Classifications

- 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.
- 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.
- Seasonal: One employed to work on a regular basis during a specific portion of the year.
- Temporary: One employed to work on a temporary or limited time basis.

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 existing employees may file an application for a posted position.

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, and is subject to approval or adjustment by the Director or the Board.

Exit Checklist

Director

- turn-in security fob
- turn-in all keys (front door, office door, file cabinet, Post Office box, petty cash box)
- turn-in all bank and credit cards (First State Bank & Trust, Walmart, Synchrony Financial)
- turn-in any other library property
- provide passwords and login credentials to all Library accounts and systems including but not limited to:
 - o computers
 - o online banking
 - o Amazon account
 - o social media
 - o Xero
 - o Rippling

- o Google Drive
- o E-mail
- o website
- o catalog/circulation
- o Overdrive
- o surveillance system
- o security system.
- o any other accounts

Board Actions

- Void Credit Card
- Update name Rippling and Xero
- Update name on library website
- Conduct an exit interview

Board Member

- Change security code and update security alarm list
- Update bank signatures card
- Update board page on library website - Members, Officers, Committees
- Update contact information on applicable library business accounts

Staff

- Turn in security fob
- Change security code and update list
- Update name on library website
- Conduct an exit interview
- Coordinate final payroll
- Close out staff debit cards

Discipline and Termination

The Board or the Director shall have authority to discipline employees for violation of personnel policies, up to and including termination. The Personnel and Policy Committee will determine action taken if the employee is the Director, for recommendation to the Board.

Evaluations

Director: The Board shall conduct a 60 calendar-day initial review from their start date and then annually conduct a written evaluation of the library director's performance. The Personnel & Policy Committee shall hold executive session in December to conduct an annual review of the Director and prepare a possible recommendation of salary raise/increase and/or bonus for the Board to review and approve at the December board meeting.

Staff: The Director shall conduct an initial review with new employees within 60 days of employee start date. The Director shall conduct a written evaluation of the performance of all other library

employees prior to the end of the calendar year. The Director will recommend salary increases for other library employees based upon job performance, continuing education, and length of service at the December board meeting, for the Board's review and approval. Approved salary increases will be effective January 1st of the following year.

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 or termination.

Grievances

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, composed of the Director (unless they are filing the complaint or is the subject of the complaint), a Trustee, and a fellow employee or other Trustee selected by the filing party shall meet to evaluate facts and statements from those involved. 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.

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.

Compensation Authority

The Board will establish and maintain compensation schedules that are internally equitable, personally motivating, and effectively administered. The Finance Committee and Director will recommend a 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.

Compensatory Time

For exempt employees, the Board may approve by vote compensatory time on a case-by-case basis if the employee is asked to work additional hours outside of scheduled time. Compensatory time must be used within the same pay period, unless otherwise approved.

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.

Employee Benefits/Contribution Fund

The Board will levy 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 is broken down as follows:

1. Employee portion
2. Medicare for employees hired after March 31, 1986 who are not under Social Security Public Law 99-272
3. Worker's compensation
4. Employer portion of health insurance premiums
5. Employer contribution to retirement plan

Retirement

The Library may or may not provide staff with a retirement benefit, such as a Simple IRA. If the Board elects to provide an employer matching contribution, this would be included in the employee benefit fund levy, as allowed in K.S.A. 12-16,102.

PTO (Paid Time Off) Policy

Eligibility: Employees who are regularly scheduled to work an average of 20 hours or more per week are eligible to accrue PTO. Accrued time may be used starting 30 days after employment start date. PTO must be approved by the Director, immediate supervisor or the Board.

Accrual rate: Until the first anniversary of employment start date, PTO is accrued at the rate of $1/52$ (.0193) hours of PTO for each hour worked. After the first anniversary of employment start date, PTO is accrued at the rate of $1/26$ (.0386) hours of PTO per hour worked.

Examples: During an employee's first year, an employee works 30 hours a week for 52 weeks and earns 30 hours of PTO ($1,560 \text{ hrs.} \times .0193 = 30$).

After one full year of employment, an employee works 30 hours a week for 52 weeks and earns 60 hours earned PTO ($1,560 \text{ hrs.} \times .0386 = 60$).

Requirements: PTO must be taken in time blocks of no less than 2 hours. No more than two weeks PTO may be taken at one time. PTO requests shall be submitted prior to the start of PTO by a number of working days equal to the number of working days the employee will be absent from work.

Example: An employee requesting 3 days of PTO must submit their request at least 3 working days prior to the start of the requested PTO.

PTO carryover and expiration: On the day after the end of the last pay period of the year, unused accrued PTO for the current year is carried-over to the next calendar year. Any

carried-over PTO time not used during the following year is forfeited. Carried-over hours are used first before PTO accrued during any current year.

Example: If an employee accrues 30 hours of PTO and uses 22 of those hours in a given year, 8 hours of PTO will be carried-over to the next year. If only 6 hours of PTO are used during the carryover year, 2 (carried-over) hours will be forfeited. All PTO accrued normally during that year will then be carried-over to the next year.

Family and Medical Leave Act of 1993 – 29 U.S.C. § 2601 et. seq.

The Family and Medical Leave Act 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 health condition, or related to an employee family members service in the military.

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:

- birth of a child
- placement of a child for adoption
- adoption of a child
- caring for a spouse, child, or parent with a serious health condition
- serious health condition of the employee
- issue related to an employee family member's service in the military

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 or osteopathy. The Director or the Board may require the employee to provide a doctor's certification of a 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 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 workweek or work day on a regular basis). The employee, the Director, and the Board must agree on such reduced work schedules if the employee is taking intermittent leave.

The employee will use up all paid vacation and available PTO before taking unpaid leave.

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 unpaid 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, parents, parents of spouse, grandparents, grandchildren, brothers, sisters, spouses of brothers and sisters of employee and spouse. An employee who uses Bereavement Leave must submit documentation, such as a newspaper obituary or funeral program, within 30 days of the first day of leave.

Holidays

The library will be closed and part-time employees will be paid holiday pay at six hours per day and full-time employees will be paid at eight hours per day.

New Year's Day – January 1st

Memorial Day – Last Monday in May

Juneteenth June 19th

Independence Day – July 4th

Labor Day – First Monday in September

Thanksgiving Day – Fourth Thursday in November

Day after Thanksgiving

Christmas Eve – December 24th

Christmas Day – December 25th

Martin Luther King 3rd Monday in January

(If holiday falls on a Sunday employee would get off next scheduled work day.)

The Board may by majority vote 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 based on previous eight-week average. A schedule of duty time should be given to the Director or board chair. An employee may choose one of the following options:

- Present military pay to the Library and receive full pay from the Library
- 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 an application for reinstatement within thirty (30) days after release from active duty. (K.S.A. 48-517).

Civil Leave

An employee shall be given time off, with pay for scheduled working hours, for the following:

- 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.
- 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.
- Voting- The Director may decide if an employee may be allowed to leave a shift with up to two hours of pay to be allowed to vote.

Mileage Reimbursement

All mileage must have pre-approval from the Director. Employees will track their mileage using the provided mileage reimbursement form and the Board must review and approve before mileage is paid.

Employees shall receive mileage reimbursement at a rate per mile per the current year IRS business mileage recommendation. Staff must accumulate mileage over \$10 before submitting for reimbursement.

Continuing Education

The Board supports the guidelines in the current NEKLS Accreditation Standards. 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. All Library personnel shall pursue an ongoing program of continuing education activities. These could be in house training, webinars, and NEKLS sponsored training or other suitable opportunities. The Director will annually affirm all staff have completed CE activities.

COLLECTION DEVELOPMENT POLICY

Legal Authority

The Library is organized under the laws of Kansas under K.S.A. 12-1225, paragraph C.

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.

Intellectual Freedom

The Board endorses the present versions of the Library Bill of Rights (ALA adopted, January 29,2019), Freedom to Read statement (ALA adopted, June 30,2004), and Freedom to View statement of the American Library Association (ALA endorsed, January 10,1990) and the Intellectual Freedom statement of the Kansas Library Association (KLA adopted, February 28,2022).

SERVICE POLICY

Library Cards

Library cards will be provided at no charge to residents of the 14-counties included in the Northeast Kansas Library System (NEKLS), who do not already have a system library card. These counties include: Nemaha, Brown, Doniphan, Jackson, Atchison, Jefferson, Leavenworth, Wyandotte, Shawnee, Douglas, Johnson, Osage, Franklin, and Miami. To get a library card, a State or Federal issued ID and evidence of current address within the NEKLS Service area must be provided. 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 citizen to borrow materials or receive services without charge, subject to 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. There is a \$75 annual fee for a library card for anyone outside of the NEKLS service area.

All library cards expire after one year (per NEKLS Policy), but can be renewed by library staff upon the expiration date.

If a patron's card has been lost or stolen, more immediate notification is strongly recommended, in order to prevent any potential misuse of the patron's card. There will be no fee for a replacement library card.

Patrons may be required to show their library card to check out items.

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

The patron's signature, when completing the library card application, constitutes the patron's agreement to abide by the terms and conditions of being a patron of the Library, and adhere to library policies approved by the Board and carried out by the Director.

The administrator of the shared catalog system, NEKLS, owns the electronic storage that holds the electronic records. Inactive records for patrons with accounts in good standing are removed automatically by NEKLS after 3 years of inactivity.

Load Periods, Renewals and Loan Limits

- Three (3) weeks for books and audiobooks.
- Two (2) weeks for eBooks, unless the patron has specified a shorter loan period in their e-library settings.
- One (1) week for DVDs, video games, and magazines.
- One (1) week for Music CD's or Vinyl LP's.
- One (1) week for sports equipment and games
- Three (3) weeks for Equipment: DVD/Video
- Interlibrary loan materials will follow the lending library's loan periods.
- All materials may be checked out again only after returning the item to the library.
- The 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, five (5) video games, and two (2) Wonder Books at any 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 NEXT system. The Library shall enforce a limit on patron accounts of 50 Linwood Community Library items at one time. This limit only pertains to items belonging to the Linwood Community Library; a patron may check out additional materials belonging to other libraries in the NEXT system. The Director may establish special higher loan limits for unique situations.

Interlibrary Loan & Reserves

Interlibrary loan is available to all patrons who have a NEKLS library card. If the Library does not currently have the requested item, library staff will attempt to find another source for the item.

Lost or Damaged Materials

If a patron loses materials checked out on their card, the patron will be responsible for the

replacement costs of those items. The Director will determine the final cost for replacement.

After an item is overdue by 45 days, the patron's library card will be restricted systematically. After 60 days an Invoice for purchase price will be sent to the patron. If the patron is a minor, the invoice shall be sent to the minor's guarantor, and the library will place a manual restriction and note on the guarantor's library account until the items have been returned or appropriate payment has been made. Any other minors of the guarantor will also be restricted.

Fines and Fees

The Library does not charge fines for overdue materials.

Borrowing Materials by Library Board and Staff

The same borrowing privileges and patron policies will apply to the Trustees 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 networks 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. The Library cannot be held responsible for undesirable 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. 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.

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. Abusive behavior towards library staff, volunteers or other patrons will not be tolerated. The police may be called if a disruptive patron refuses to leave when asked. The Director has the authority to temporarily or permanently ban the patron from the Library, using banning letter and will inform the board chair of the decision (see banning forms).

Cell Phones in the Library

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 in the Library

Consumption of food is not allowed in the Library, except in the kitchen area, unless provided by the Library. Any drinks consumed in the library (other than the kitchen area) should have a lid to protect against significant spillage. Patrons with open drinks may be asked to apply a lid or take their drink to the kitchen area.

Appropriate Clothing

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

Patron Use of the Library Telephone

The Library's telephone is 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 may not be used by patrons for business purposes or personal conversations. Library staff may not take messages for patrons, except in cases of emergency.

Children in the Library and Unattended Children

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. In addition, library staff are not empowered to make decisions on what books, DVD's or other available materials that children may access or check out at the library.

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, the parent or designated responsible person must 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 observed, the library staff shall attempt to locate the parent/responsible person via the telephone. If the parent or responsible person cannot be reached, the library staff will notify the police. Patrons who are in violation of this policy are subject to suspension of library privileges.

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 Library may establish social media accounts at the discretion of the 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, X, Instagram, Tik Tok, Yelp, LinkedIn, Tumblr, etc.

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 and not 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 or its employees.

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.

Staff Usage of Social Media

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, up to and including termination.

OPEN RECORDS

In accordance with K.S.A. 45-215 through 45-223 the Linwood Community Library Board of Trustees, in recognizing the Library's position as a public agency, complies with the Kansas Open Records Act (KORA). The public's rights, responsibilities, availability, exceptions, and procedures are as follows:

Rights

To inspect and obtain copies of public records and documents which are not exempted from disclosure by a specific law to request assistance from the Director.

Exceptions

The KORA recognizes that certain records contain private or privileged information. The following records whether in print, graphic or electronic format are confidential and not available via an open records request:

- Medical treatment records
- Personnel records of library employees
- Information which would reveal the identity of an individual who lawfully donates 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).

Procedures

If a request is made for records, it must pertain to existing 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 Board may decide to deny such a request.

Record Retention

The Library will comply with Kansas Regional Library systems record retention schedule for the public libraries in Kansas. The library will maintain archival records of the library's history.

Appendix A: Collection Maintenance and Weeding

ALA, collection, maintenance, and weeding.

Regardless of the type of institution, collection, maintenance, and weeding are important components of a library's collection management system and are often related to the goals and mission of the organization. Regardless of format, an optimal library collection is one that is reviewed on a consistent basis for accuracy, Currency, usage, diversity, and subject area gaps. When evaluating, print or another tangible medium, collection maintenance usually involves the continual care of the materials, including accurate and efficient shelving., And re shelving, shelf reading, shifting, and cleaning. With digital materials, collection maintenance includes consideration of continued sufficient coverage of database or other electronic reference sources, checking for dead or broken links, and evaluating these links for accuracy, currency, and relevancy. Weeding or the deselection of material is critical to collection maintenance and involves the removal of resources from the collection. All materials are considered for wedding based on accuracy, currency, and relevancy. Space limitations, addition, format, physical condition, and number of copies are considered when evaluating physical materials. While wedding is essential to the collection development process, it should not. Be used as a deselection tool for controversial materials. Parentheses, (see the Library Bill of Rights). Step by step guidelines on weeding and removal procedures are not typically found in a policy, but in a procedural manual. There are many weeding resources available online to provide guidance to library staff.

Public library collection, maintenance and wedding.

Weeding and collection maintenance are based on the availability of newer, updated resources or the circulation statistics and use of materials. Policy language that references weeding should highlight objective criteria used in making decisions, such as publication date, circulation history, and the physical condition of the resource. Public libraries may decide there are areas of the collection that are important to the community, (e.g. Genealogy collections and local history collections). Material may not be regularly weeded from these identified collections. The policy should note areas that are not reviewed for wedding. While reports and automation have made wedding easier evaluating collections should be executed with a trained librarian, as certain titles, classic's, local interest, blacklist for authors about to release a new title. After a long hiatus, may be worth keeping on the shelves despite low usage statistics. Especially if only one library in the consortium or interlibrary loan group owns and will loan a copy.

The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand, and nonfiction books. Are no longer useful or withdrawn from the collection.

Withdrawn books are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the Library. Books that are not sold will be disposed of at the discretion of the Friends of the Library.

Linwood Community Library.

The library will weed at least four times a year period to maintain. A collection, books that have not circulated in the past three years will be weeded out of the library to allow new books to be added. In addition, staff may weed any damaged or well used book as long as a replacement is ordered.

Appendix B: Challenged Materials

A. Precepts of Freedom

The Library adheres to the Library Bill of Rights and Freedom to Read statements.

The Board has also adopted the following American Library Association statements:

- 1) *Statement on Labeling*
- 2) *Diversity in Collection*
- 3) *Challenged Materials*
- 4) *Expurgation of Library Materials*
- 5) *Free Access to Libraries for Minors*

B. Process for the Reconsideration of Library Materials

1. The Director handles all challenges of materials. An appointment may be set up for the complainant to meet with the Director in person or by telephone.
2. If the meeting is in person, a private area should be chosen. The Director and another staff member or Trustee will participate.
3. The Director will explain the general criteria of the library's selection policy to the complainant. It should be made clear that the Board subscribes to the Freedom to Read Statements in this policy.
4. If the complainant wants to continue the procedure for reconsideration of materials after the meeting, the complainant will be requested to complete the form "Reconsideration of Library Materials". The complainant must be an active NEKLS cardholder with Linwood Community Library designated as their home library and the form must be filled out in its entirety.
5. Upon receiving the completed form, the Director will appoint a 3-member committee consisting of the Director or his/her designee from the staff, a Trustee, and a library patron from the community. The committee will consider available professional reviews of the material as part of the reconsideration process.

6. Within 60 days after receiving the completed form, written notification of the decision of the committee will be given to the complainant.
7. If the complainant is not satisfied with the committee decision, an appeal may be made to the Board within 30 days of the committee decision.
8. If the decision is appealed to the Board, the material in question and all supporting information concerning the decision of the committee will be considered by the Board. The Board's decision will be final, and notification will be given to the complainant in writing.
9. The completed form and written notification of the decision by the committee and Board (if applicable) will be archived.

Appendix C: History & Genealogy Room Policies

Linwood Community Library contains a collection of Linwood area historical and genealogical documents, photos, and artifacts in a room called the History & Genealogy room. The following policies apply to this collection which shall be known as “the Linwood Library History & Genealogy Collection” (hereafter “*the collection*”).

1. Arlene Pritchard is the designated curator (hereafter “*the curator*”) and has primary responsibility for the disposition of *the collection*. *The curator* may designate a “secondary curator” to assume all authority of *the curator* in the event of her absence, and shall provide this designation to the director. A majority vote of the board of trustees will equate to the authority of *the curator*, if *the curator* or secondary curator is not available.
2. *The collection* shall only be altered or relocated with the approval of *the curator*.
3. Some materials in *the collection* may be located outside the history & genealogy room, in other areas of the library. These materials are subject to all relevant policies stated herein. *The curator* shall provide a list of such materials to the director to facilitate the safeguarding of these materials. No part of *the collection* shall be removed from the library without permission from *the curator* or secondary curator.
4. Library patrons wishing to access materials in the history & genealogy room shall coordinate with *the curator* or notify a member of the library staff of their intentions. The patron shall provide their name to *the curator* or a staff member before such access is allowed, and may be asked to sign-in on a list in the room. Library patrons may remove material from the history & genealogy room to other areas of the library (e.g. for reading or copying), only with the approval of *the curator* or a library staff member.
5. Furniture, bookshelves, office equipment, and books on the library catalog are property of the library. Reconfiguration of these items shall be coordinated between *the curator* and director.
6. Alternate usage of the genealogy room shall be closely coordinated with the curator. When practical, prior to such alternate usage, notification shall be provided to the curator in order to facilitate preparation for such usage (e.g. relocating and storing any active working materials). In the event the curator is unavailable to prepare the space for alternate usage, the director shall make reasonable effort to remove any working materials from the workspace and store them in an orderly manner for the curator's subsequent use.