

**Policies and Procedures Manual  
Eudora Community Library**

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## 1.0 Administration

1.01 A Note on Need/Relevance of Policy Manual. Policy is a carefully designed, broadly stated, written guideline for actions and decisions of the library. It is a governing principle formally adopted by the library board. A library's policies should be consistent with its mission. Written policies:

- Improve communication with the public
- Give the library director clear direction from the board
- Provide consistency among board members, staff and the public

Why do libraries have policies? Because policies provide a framework for library operations and services. They guide the decisions made by the library director and staff and board. Carefully crafted policies promote high-quality library service, wise use of library resources and equitable treatment of all library users and staff

Additional values of policies include:

- A major area of board responsibility
- Many standards have policy implications
- Legal and ethical issues can be addressed by policies
- Demonstration of credible business practice
- Opportunity for public education

1.02 Vision Statement: The Eudora Community Library envisions a future where everyone values and uses the library.

1.03 Mission Statement: The Eudora Community Library is your destination for knowledge, innovation, exceptional experiences and community.

## 2.0 Personnel Policy

### 2.01 Employment

2.01.1 Authority: The library board has the right to formulate policies and to change them without notice. Only the library board, working in partnership with the staff can make policy. The library director is responsible for implementing all personnel policies. All personnel policies and policy changes will be presented with a formal motion for approval and approved with a vote of the library board.

2.01.2 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 or any other basis prohibited by national law. All employees must be citizens of the United States of America or have a valid United State's work permit before beginning employment at the library.

- 2.01.3 **Employ of those with Disabilities:** No employee or applicant will be discriminated against on the basis of disability. Reasonable accommodation will be made for disabled employees.
- 2.01.4 **Policy of Non-Harassment:** Harassment is contrary to basic standards of conduct between individuals and is prohibited by federal and state law. The library prohibits any form of harassment based on race, color, religion, gender, age, national origin, disability or any other reason. Personnel is advised to report any inappropriate behavior or incident to a supervisor, to the director or to a board member in writing with date, location and names of individuals involved. All complaints will be investigated promptly and confidentially and there will be an appeal process if the problem is not satisfactorily resolved. Specific behaviors that are considered sexual harassment include, but are not limited to:
- Touching or making improper advances
  - Abusive or 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
- 2.01.5 **Tobacco, Alcohol and Drugs:** Public libraries in Kansas are legally designated as no-smoking institutions under K.S.A. 21-4009. Those wishing to smoke must leave the library premises or use a designated spot. Additionally, no employee or volunteer may use, possess, sell, transfer, purchase or be under the influence of alcohol, controlled substances or illegal drugs while on library property or while on library business. Repeated violations of this policy will lead to disciplinary action and eventually, to termination.
- 2.01.6 **Injury:** All injuries that occur on the job, however slight, must be promptly reported to the supervisor. This is a requirement under the Occupational Safety and Health Act (OSHA) Regulations.
- 2.01.7 **Nepotism:** Two or more employees related through the immediate family will not be hired without the approval of the library board, with the exception of project or contract service.
- 2.01.8 **Hiring Procedures:** Employment procedures and interviews for employment will follow legally acceptable procedures. Only job-related questions will be asked in employment interviews or on employment applications.

- 2.01.9 Employee Appraisal: Following the current tool for the evaluation and the stated job descriptions of the library director and staff, evaluations will be processed at least annually. Effective performance appraisals can increase productivity, strengthen employer/employee relations and can help employees reach their full potential. They are also key documents if there is ever an employee grievance or lawsuit. The appraisal process is intended to “improve, not prove”. Staff members are encouraged to be very frank about the areas where they need change or improvement.
- 2.01.10 Promotions: Positions that are open in the library will be posted. Staff members may apply for posted positions. Positions will be filled on the basis of merit and may be filled from within or from outside the organization.
- 2.01.11 Resignations: The library board requests that the director give thirty days’ notice before leaving the position and that staff members give two weeks. The board recognizes that this is a professional courtesy and cannot be legally enforced.
- 2.01.12 Discipline, Dismissal and Termination: The library board and the director have the authority to discipline employees for the willful violation of personnel policies. Each violation will be carefully documented in the employee’s file. If violations are repeated, the employee may be terminated.
- 2.01.13 Absence Without Leave: No employee may take leave for a day or part of a day without proper notification or permission. Violation of the library’s leave procedures are grounds for disciplinary actions.
- 2.01.14 Grievance Procedure: 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 will be made by the employee’s immediate supervisor to resolve any grievance through explanation and counseling before it become necessary to file a written form. If a grievance fails to be resolved, the employee may, within a specified number of working days, file a written appeal with the director or board.

A grievance committee of three comprised of the director (unless s/he is filing the complaint), a board member and a fellow employee, volunteer or other board member selected by the filing party will 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 a written report plus decision will be put in the personnel files of all involved in the grievance. The existence of such procedures does not alter any employment-at-will relationship nor is there any

contractual right to grievance procedures. However, a grievance process is excellent protection for both the employee and the library. If the grievance procedure and the board decision fail to resolve the problem, the next step is legal action.

2.01.15 Confidentiality of Employee Personnel Records: All requests for information about current or former library employees (except as a request for reference for a job, appointment, etc.) shall be referred to the director. The library must 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.

2.01.16 Staff Attitude and Conduct (servants to the public): The image of the 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 users or working with fellow employees. Should problems arise, it is the responsibility of each individual to make every effort to solve the problem through open, positive communication with the person or persons involved in the situation. If necessary, the immediate supervisor or director will assist in finding solutions to the problem.

Staff members do not have to accept verbal abuse from library users. During phone communications, the staff member can politely say that they are not required to listen to abusive language and hang up. If the library user is in the library, they can be referred to a supervisor or politely asked to leave. However, the staff must recognize that this response is acceptable only when there is extreme rudeness or personal attack.

2.01.17 Employee Conduct and Demeanor/Cell Phone and Personal Computer Time Usage: The purpose of these cell phone guidelines is to help get the most out of the advantages cell phones offer, while minimizing distractions and frustrations that improper cell phone use can cause. An important consideration to remember is that tax dollars are paying staff to perform library duties. Cell phones should not be allowed to distract employees from business tasks. Therefore, use of cell phones and personal computer time is appropriate during breaks and lunch, away from patron eyes.

While on the desk, cell phones should not be used at all. They should remain in pockets, drawers, or purses. There should also be no surfing the internet or gaming while on the desk, whether on a cell phone or a computer. Please keep cell phones in silent mode whenever possible. They also should not be used during meetings for personal use. Computers should not be used for personal



computer time while working the desk. Lists of tasks that need to be done during desk shift are readily available.

While off the desk, cell phone use and personal computer time should be limited to emergency calls and answering important family, friends and personal business emails and texts. If a staff member's shift is off the desk, then please do not hang out at the desk. Short conversations with desk workers are, of course, encouraged, but then move on. There is also a list of tasks that need to be done OFF desk time.

Enforcement shall be pursued. Discipline for infractions will be corrective and educational rather than punitive. Effective discipline condemns the employee's actions – not the employee as a person. Disciplinary action shall be appropriate to the infraction committed, and generally progressive in nature. Disciplinary actions administered to correct and improve the employee's job performance may include the following in no particular order: oral warnings, written warnings, performance improvement plan for a period of no more than three months, final warning.

2.01.18 Employee Dress Code: It is important that the public have confidence in the staff and the staff members have confidence/pride in themselves when transacting business at the library. To help present this image and foster public confidence, staff members must dress appropriately for their work assignment when dealing with the public. It is important for employees to be dressed professionally and safely.

Staff must wear clean and well-maintained attire appropriate to the type of work they do. Shoes are required when employee is in the public eye. Nothing should be worn that carries sexual innuendo, political messages, obscene language, etc.

Acceptable attire includes:

- Jeans, slacks, walking shorts, capri pants, shorts of appropriate length, culottes
- Skirts or dresses of an appropriate length
- Sleeveless blouses that do not expose undergarments
- Comfortable shoes

Unacceptable attire includes:

- Pajamas
- Torn, patched/excessively faded clothing
- Halter tops, tube tops, tank tops, clothing that shows bare midriff

- Drooping pants exposing undergarments
- Underwear worn as outerwear, nor should it be showing at any time
- Strapless sun dresses, muscle shirts
- Sweat suits or warm up suits, sweat pants, any workout clothes
- Shirts with obscene or inappropriate slogans or images
- Shower shoes, bedroom slippers
- Tattoos that are vulgar, obscene or intentionally offensive in content must be covered
- No wrist, neck or waistbands which have raised spikes or studs
- Jewelry should not restrict work or be dangerous in job performance
- Except for religious, health reasons, or when necessary for a library program, caps, hats, hoods, do-rags, bandanas, sweatbands, or beanies may not be worn

Employees should wear proper identification designating them as library employees. Excessive fragrances should be avoided in consideration of other employees and the public. Acceptable dress is at all times under the supervisor's and/or the library director's discretion.

2.01.19 Conflict of Interest: A conflict of interest is defined as an actual or perceived interest by a staff or board member in an action that results in, or has the appearance of resulting in personal, organizational or professional gain. Officers and staff members are obligated to always act in the best interest of the library. This obligation requires that any officer or staff member, in the performance of library duties, seek only the furtherance of the library's mission. At all times, officers and board members and staff members are prohibited from using their job title or the library's name or property, for private profit or benefit.

- The officers and staff members of the library should neither solicit nor accept gratuities, favors, or anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.
- No officer or staff member of the library shall participate in the selection, award or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:
  - The officer or staff member
  - Any member of their immediate family
  - Their partner
  - An organization in which any of the above is an officer, director or employee

- A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment
- Disclosure: Any possible conflict of interest shall be disclosed by the person or persons concerned.
- When a conflict of interest is relevant to a matter requiring action by the board, the interested person(s) shall call it to the attention of the board and said person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt to whether a conflict exists, the matter shall be resolved by vote of the Board of Trustees, excluding the person(s) concerning whose situation the doubt has arisen.
- Record of Conflict: The official minutes of the board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

2.01.20 Inclement Weather: While the Eudora Community Library recognizes its obligation to provide regular hours of service, the safety of the public and the library staff are of paramount importance. Changes in hours of operation may be necessary due to emergency situations such as pandemics, prolonged power or water outages or inclement weather. The decision to close or postpone the opening of the library due to inclement weather is reached at the discretion of the library director. The public will be notified of closings or changes in operating hours by notification on the library website: [www.eudorapubliclibrary.org](http://www.eudorapubliclibrary.org) and the library's Facebook page: [www.facebook.com/EudoraPublicLibrary](https://www.facebook.com/EudoraPublicLibrary).

Most of the time, during inclement weather, the library will follow the lead of the public school system as to closing services. If, however, by noon, the weather has improved, the library director may decide to open the library for the rest of the day. Patrons will be advised to follow school closings, then check by phone to determine if the library is opening later in the day.

National or State weather service advisories concerning travel during storm conditions, or during the clean-up afterwards, will always be followed.

## 2.02 Compensation

2.02.1 Authority: The library board will establish and maintain compensation schedules that are internally equitable, personally motivating and effectively administered. The budget committee (if one exists) shall recommend the salary schedule to the board and upon approval, it will become a part of the budget document. Libraries are obligated to pay the current minimum wage to all employees. The

most current minimum wage can be confirmed from the regional library system or the state library. The regional office of the U.S. Department 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. (FLSA) 20 U.S.C. 201 et seq.

#### 2.02.2 Compensatory Time (Paid Time Off [PTO] With Accrual and Carryover Provisions).

- Purpose: The Eudora Community Library believes that its employees are the key to what makes a great library. Although work makes up a large portion of an employee's life, we believe that a balance between work and non-work activities is essential to maintain quality performance and a positive work atmosphere. To support this philosophy, the library has designed a paid time off (PTO) plan that incorporates vacation, personal and sick leave into one program. This flexible paid time off from work can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism and other activities of the employee's choice.
- For purpose of this policy, the year begins on employee's date of hire.
- Procedures:
  - In addition to vacation, PTO is designed to cover leave for personal sickness, family sickness, family activities and extra holiday time (days immediately before and after paid holidays).
  - In general, all PTO must be preapproved by and prescheduled with the employee's supervisor/scheduler unless the PTO is used for legitimate, unexpected illness or emergencies, and may be taken in hourly increments. Approval for all scheduled time away is subject to applicable workloads.
  - Employees who miss more than three consecutive unscheduled days for sickness, may be required to present a doctor's release to her/his supervisor that permits them to return to work. PTO taken in excess of the PTO accrued will be unpaid.
  - Accrued and unused PTO time may be carried over from one year to the next. Exceptions to the carryover policy will be subject to manager's discretion. Employees will not be able to "sell" unused PTO hours back to the library, nor will employees be paid for earned but unused PTO time.
  - The Family and Medical Leave Act (FMLA) entitles eligible fulltime employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage (when applicable) under the same terms and conditions as if the employee had taken leave. Eligible full-time employees are entitled to:

- 12 workweeks of leave in a 12-month period for:
  - The birth of a child and to care for the newborn child within one year of birth
  - The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement
  - To care for the employee's spouse, child, or parent who has a serious health condition
  - A serious health condition that makes the employee unable to perform the essential functions of his/her job
  - Any qualifying exigency arising out of the fact that the employee's spouse, child or parent is a covered military member on "covered active duty"
  - 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, so daughter, parent or next of kin (military caregiver leave).
- Compensatory Time (Comp Time) Policy Rationale, etc., specifically for Eudora Community Library employees
  - Definition: Compensatory time, referred to as comp time, is paid time off given to a full-time (scheduled 40 hours a week) instead of overtime pay. Rather than paying employees time and a half in overtime pay, Eudora Community Library gives paid time off from work, for the equivalent amount of time to the extra hours worked. Comp time must be paid at the same rate as overtime pay – one and one-half hours of compensatory time for each hour worked.
  - Policy: For full-time public employees, compensatory time off may be approved in lieu of overtime pay for irregular or occasional overtime work. Compensatory time is an alternate way of rewarding overtime work. Instead of paying an hourly employee time-and-a-half for work done over the time allotted in the normal work week, employers would allow an hour and a half of time off for each hour of overtime worked. This time could be used in emergencies, or scheduled for personal use. Comp time should not be confused with "flex-time". Flex-time allows employees to schedule their regular working hours in a way that accommodates their personal preferences and family commitments. Comp time strictly refers to compensation for overtime work. Under certain prescribed conditions, employees of

state or local government agencies and districts may receive compensatory time off at a rate not less than one and one-half hours for each overtime hour worked, instead of cash overtime payment. All state and local government agency and district employees may accrue up to 240 hours. An employee must be permitted to use compensatory time on the date requested unless doing so would “unduly disrupt” the operation of the agency.

2.02.3 Payroll: Administration will maintain accurate time records noting hours worked, vacation and sick leave time earned and taken. Employees are paid on the first of every month throughout the year.

2.02.4 Mandatory Deductions (federal/state): The library budget will clearly reflect all mandatory deductions that accompany the payment of salaries, with an item-by-item breakdown. The following deductions are mandatory:

- Federal and state income tax withholding
- FICA (Social Security) K.S.A. 40-2303 through 40-2307
- Medicare for employees hired after March 31, 1986 who are not under Social Security. Public Law 99-272
- Worker’s compensation is mandatory if the library’s payroll is over \$10,000. K.S.A. 74-701 et seq.
- As of January 1, 1978, each library/municipality supporting a library has to provide the funding of unemployment benefits. K.S.A. 44-703 through 44-71

2.02.5 Annual Leave: Annual leave begins to accrue ninety days after the first day of employment. No employee shall be permitted to use vacation time for any period spent on unauthorized leave.

2.02.6 Sick Leave/Personal Leave:

- Rationale: The Eudora Community Library believes that a sick leave plan should contribute to the overall health of our employees by providing salary replacement benefits so that employees will stay home when ill. In addition, this benefit plan has been designed to meet the following objectives:
  - To protect employees from the financial burden of losing pay caused by an extended, or even short, illness
  - To recognize work/life challenges by allowing access to accrued sick leave benefits for illness of family members
  - To discourage employees from coming to work with an illness that might be transferred to other employees or patrons

- Sick leave with pay shall be permitted for use when an employee is contagious or incapacitated by a non-work related illness or injury and, thus is unable to work. Sick leave may also be utilized when an employee is absent for a medical, dental or optical appointment that cannot be scheduled around the regular work schedule. An employee may use up to five days of sick leave for the serious illness or medical appointments of the employee's spouse, child or parent. Sick leave may be used only for purposes listed above. Sick leave may be used in hourly increments.
- FT employees accrue sick leave at 12 hours/month, total 120 days. A FT employee accrues 144 sick leave hours/year, or 12 hours/pay period.
- Sick leave for PT is calculated at employee's actual worked hours divided by standard 160 hour pay period with resulting fraction multiplied by the FT employee rate of 12 hours per pay period. Example: An employee who works 100 hours in a 160 hour pay period would be calculated as follows: 100 hours divided by 160 hours = .62 X 12 = 7.44 hours per pay period.
- Director may request employee provide verification of illness for absences extending beyond 3 scheduled days. When verification is requested it must state a specific return to work date. Should an employee's or an eligible family member's recovery extend beyond this date, another statement must be submitted to ensure continuous access to sick leave benefits.
- Any employee found to have abused the sick leave privilege by misrepresentation or falsification shall be subject to disciplinary action. Abuse of sick leave can occur even though the employee has sick time hours available.
  - Notification to the director is required thirty minutes prior to the beginning of their scheduled reporting time for that day and on each subsequent day thereafter that is missed, unless a specific date of return can be given. Failure to do so without a bona fide reason may result in the employee being considered absent without leave, and, therefore subject to disciplinary action.
  - Employees who miss a scheduled shift(s) due to an eligible reason must report the days and hours on their time card during the pay period in which the absences occurred.
  - Salary replacement hours cannot exceed the employee's budgeted hours without the director's approval.
  - A leave of absence without pay shall be requested from the director when illness in excess of the amount of accumulated sick leave occurs.
  - Sick leave may be accumulated to a total of 120 days. Employees are not eligible, upon leaving the library employment, for cash remuneration of sick leave.
  - Personal leave or casual time leave:

- A full-time employee may use up to five days' sick leave per year for personal reasons. Personal leave will be figured as follows for a full-time employee:
  - 5 days X 8 hours = 40 hours
  - Part-time benefits are based on the formula mentioned earlier:
    - 110 hours divided by 160 hours = .62.
    - .62 X 40 hours = 25 hours (24.9 hours, rounded up)
    - Hours used will be deducted from ones overall sick leave benefit
  - The five days may be used in hourly increments
  - Personal days to not accumulate
- Employees must seek director's consent to work overtime. Overtime hours (Comp Time) will be paid back by time-and-a-half personal leave hours, i.e., if volunteer at event for 2 hours, employee gets 3 hours of leave time.

2.02.7 Family and Medical Leave: The Family and Medical Leave Act went into effect in August, 1993. This 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 illness. The board and library director shall comply with this regulation. Any request for Family and Medical Leave will be reviewed by the director with consultants from the regional library system and/or the Kansas State Library.

2.02.8 Bereavement Leave: an employee suffering a death in the family will be granted a specified number of days leave with pay. This leave will not usually exceed one work week unless the director deems that there are extraordinary circumstances. 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, aunts, uncles, spouses of brothers and sisters of employee and spouse.

2.02.9 Holidays: The following days are paid holidays for library staff:

- New Year's Eve Day – December 31
- New Year's Day – January 1
- Martin Luther King, Jr. birthday – Third Monday in January
- Presidents' Day – Third Monday in February
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – First Monday in September



- Indigenous People's Day – Second Monday of October
- Veterans' Day – November 11
- Thanksgiving Day Eve – Wednesday, close at 5 pm
- Thanksgiving Day – Fourth Thursday in November
- Friday and Saturday After Thanksgiving
- Christmas Eve Day – December 24
- Christmas Day – December 25

When a holiday falls on Saturday, the preceding Friday shall be designated as the work holiday. When a holiday falls on a Sunday, the following Monday shall be designated as the work holiday. From time to time and for certain special occasions, the library board may, by motion, designate other days as special holidays on a one-time basis. The library director also may designate days for closing the library for occasions such as: inventory, in-service, technology upgrade, etc. If budget permits, part-time employees shall have the option of working replacement hours for time lost due to a holiday.

2.02.10 Military Leave: Employees called to military service in the Military Reserve or National Guard shall receive the period of time on active duty up to thirty days with pay. A schedule of duty time with as much advance notice as possible shall be given to the supervisor. An employee may choose one of the following options:

- Present military pay to the library and receive full pay from the organization
- Use accumulated annual leave and retain the military pay

An employ 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 days after release from active duty. K.S.A. 73-73234.

2.02.11 Civil Leave: An employee shall be given necessary time off with pay for the following:

- Jury duty
- Court appearances as a witness in answer to a subpoena or as an expert witness

2.02.12 Continuing Education: The library shall provide paid leave and reimbursed expenses for continuing education and in-service training, as long as the budget allows. When the library board or director requests that trustees, Friends or volunteers participate in continuing education, they shall be reimbursed under the same policies as library staff.

2.02.13 Accountable Business Expense Reimbursement Plan: Be it known that employees of Eudora Community Library will be reimbursed for ordinary and

necessary business-related expenses incurred while performing services as an employee in accordance with the following guidelines:

- **Business Purpose:** Business-related expenses covered by this accountable plan must meet the standards of accountability set forth by the Internal Revenue Service (Reg. 1.62-2). All business-related expenses that are ordinary and necessary must have been paid or incurred by the employee while performing services as an employee of Eudora Community Library. Employees must adequately account for business-related expenses within a reasonable period of time. This accountable plan remains in effect from January 1 through December 31. Eudora Community Library at its discretion may make amendments to this accountable plan.
- **Reasonable Period of Time to Request Reimbursement, Advances or Repayment:** Any employee seeking reimbursement for qualified business-related expenses must adequately account to Eudora Community Library within sixty days from the time the expense was either paid or incurred by the employee, or, in the case of an advance, within thirty days of when an expense was paid or incurred. All employees that receive reimbursement in excess of their qualified business-related expenses must return said excess to Eudora Community Library within one hundred and twenty days after the expense was either paid or incurred. All employees requesting and receiving business-related expense advances must, upon notification from Eudora Community Library, adequately account for all outstanding business-related expense advances and/or return excess business-related expense advances within one hundred and twenty days of notification.
- **Reimbursement of Travel Expenses and/or Meal and Entertainment Expenses:** Employees will be reimbursed for actual costs incurred for meal and entertainment, travel, and transportation expenses.
- **Reimbursement of Automobile Expense:** The current federal standard mileage rate will be used to reimburse employee's ordinary and necessary business-related mileage while conducting business for Eudora Community Library. Each employee requesting reimbursement will provide the time (dates), place and business purpose for each business-related expense within a reasonable time (as noted in above paragraph).
- **Excess Reimbursement:** Excess reimbursement or allowances must also be repaid within a reasonable period of time, then the excess will be considered "additional Income" and will be included in the employee's gross wages and will be subject to withholding and employment taxes. Any advancement of business-related travel expenses that has not been properly accounted for will be considered "additional Income" and will be included in the employee's gross wages and will be subject to withholding and employment taxes.

- Payment of Business-Related Expenses: Payment for reimbursement of all business-related expenses will be payable to the employee either by a separate check or as a separate entry on their regular paycheck. Failure of the employee to follow the guide lines listed above may render any and all business-expenses as non-reimbursable.

### 3.0 Material Selection and Collection Development

- 3.01 Legal Authority: Public libraries are organized under the laws of Kansas and authorized under K.S.A. 12-1219 et seq. to acquire by purchase, gift or exchange the materials and equipment deemed necessary by the board for the maintenance and extension of modern library services.
- 3.02 Library Collection Objectives: The objectives of the library's collection Development policy include, but are not limited to:
- Reflecting the mission of the library and the make-up of the community
  - Meeting the information needs of the community
  - Meeting the recreational needs of the community
  - Supplementing formal and informal study
  - Reflecting a variety of opinions, both majority and minority
  - Supporting economic, cultural, recreational and civic activities in the community
  - Enhancing job-related knowledge and skills
  - Increasing knowledge of and participation in the affairs of the community, the state, the country and the world
- 3.03 Responsibility for Selection: While the ultimate and overall responsibility for the materials selection policy lies with the trustees of the library, the board shall delegate to the library director the responsibility for selection of material and the development of the collection. The director, then, works with other staff members to design the selection program for the library, which can mean that collection selection can be delegated to several staff members at once.
- 3.04 Criteria and Review Sources
- 3.04.1 General Selection Criteria: These criteria give staff some specific justification if an item is ever questioned. General criteria for collection development shall include, but not be limited to:
- Examination of the existing materials in the collection on the same subject to determine if additional or more current materials are needed
  - Reputation of the author, artist, publisher or producer
  - Suitability of subject, style and reading level for the intended audience

- Current appeal and popular demand
- Present and potential relevance to the community needs
- Availability or scarcity of materials on the subject
- Value of material in relation to durability
- Fiction: In addition to the General Selection Criteria above, the following criteria are some of those used for acquisition of fiction:
  - Plausible plot and good plot development
  - Effective characterization
  - Imaginative writing and originality
  - Literary merit
  - Accurate description of the particular era or country in which it is set
  - Ability to sustain reader's interest
  - Significant contribution in a new or special way if a new edition
  - Finally, and perhaps, most important, what do the patrons want?
- Children's Materials: The following criteria, when applicable, shall be considered when selecting materials for the children's collection:
  - Appropriate materials to meet the needs and interests of children from infancy to sixth grade
  - Materials of interest to adults concerned with these age groups
  - Variety in points of view to enable children to better understand their world
  - Materials that reflect cultural diversity
  - Materials that reflect the wide spectra of reading comprehension and maturity levels of children served
- Young Adult: The following criteria, when applicable, shall be considered when selecting materials for the young adult collection:
  - Appropriate materials to meet the needs and interests of young adults in the twelve to eighteen age group (middle school through high school); grades six through twelve
  - Materials for recreational, popular and topical reading that may be related to the needs of students, but does not include school textbooks
  - Paperbacks are the preferred format for books when appropriate
  - Recognition of special characteristics of this age group and the need to identify with others, peer pressure in the area of behavior and conduct and a search for self-identity, self-worth and independence from family

- Materials that reflect the wide spectra of comprehension, maturity and library skills
- A wide range of subjects, some of which could be controversial
- Non-print Materials: Criteria parallel those listed for General Selection Criteria but shall also include:
  - Artistic merit and reputation of artist
  - Quality of interpretation and technique of the artist
  - Ability to be understood and articulated in an interesting manner if spoken word
  - Presentation of quality images, color reproductions, compositions, if visual media
- Videos: Criteria for selection of videos:
  - Balance popular demand with quality by basing purchases on reviews
  - Good technical quality
  - Need for non-fiction and documentaries to present accurate and up-to-date information
  - Need for subject to be appropriate to the video format
- Computer Software: Criteria for the selection of computer software shall include, but not be limited to:
  - Need for good documentation that is easy to understand
  - Need for user-friendly software
  - Need for the program to have large enough capacity to hold and process as many records as needed
  - Need for good vendor support
  - Availability of technical support
  - Selection to extent possible for compatibility with other software already in use
  - Awareness of current copyright laws as applied to digital information (an area of law in transition)
- Computer Hardware:
  - Availability of technical support
  - Onsite warranty and/or local repair capabilities
  - Availability to upgrade
- E-Materials: Criteria for the selection of e-materials shall follow general criteria for selection

#### 3.04.2 Review Sources:

- Adult: Primary sources for adult materials include, but are not limited to: Booklist, Kirkus Reviews, Library Journal, New York Times Book Review, Publishers Weekly Science, Books and Films, and standard

bestseller lists including those appearing in New York Times Book Review and Publishers Weekly.

- Children: primary sources for children's materials include, but are not limited to: School Library Journal, Booklist, Kirkus and Bulletin of the Center for Children's Books.
- Young Adult: Primary sources for young adult materials include, but are not limited to: Booklist, KLIATTT (paperback reviews), School Library Journal and VOYA (Voice of Youth Advocates).
- Non-Print Media: Professional review sources include, but are not limited to: Halliwell Film Guide, The Motion Picture Guide, Library Journal, Booklist, Video Review, Video Rating Guide for Libraries, Children's Video Report, Librarian's Video Review, Leonard Maltin's Movie and Video Guide, Robert Ebert's Movie Home Companion.

### 3.05 Acquisition:

3.05.1 Materials Not Purchased: Some of the materials the library will not purchase include, but are not limited to: 16mm films, phonodiscs, textbooks, workbooks, books that are abridged, outlines or synopses.

3.05.2 Replacements and Duplicates: The need for replacement of materials in each case is judged by these factors:

- Number of copies available. If a copy is lost or missing, the library may decide not to replace it if it owns another copy.
- The coverage the library has on the subject. If the library has a large collection of materials in a particular subject area, there may be no reason to replace a particular title.
- The amount of similar material available. If lots of books are continually published on a subject, the library may replace a missing title with something more current.
- The demand for subject material in that subject area. It may be that the subject is so popular that the library may replace it at once. Or, it may be that the subject's popularity has dwindled so that when the last copy is gone, the library may decide not to replace it.
- The availability of a particular title. If a title is out-of-print and expensive to replace, the library may decide not to buy it.
- If requests for a certain title grow to a relatively large number, the library will order a copy. These requests will be considered under the same criteria used for the purchase of other library materials.

3.06 Gifts: The Eudora Community Library believes that private giving plays an important role in strengthening and enriching the services of the library. It is understood that special gifts and bequests should not take the place of public support but should enable the

library to provide and enhance services in ways not financially possible within the current municipal operating budget. Gift materials are evaluated as to their compatibility according to the same collection policy and standards that govern the acquisition and retention of purchased materials. The library requests that any gifts offered to the library be brought in in good condition. Ultimately, the library accepts gifts (including financial securities, bequests, trusts, donations of monetary or other tangible assets, books and other material equipment, works of art, documents, photographs, property of any kind, etc.) at the discretion of the library director and/or board of trustees under the following conditions:

- Unrestricted monetary gifts will be used at the discretion of the library director and/or library board in accordance with this gift policy and/or the library's mission statement, collection development policy or any other relevant planning document(s).
- Restricted monetary gifts will be accepted on condition that the specific use requested is consistent with the mission, goals and objective of the library. Gifts that may result in ongoing costs to the institution, such as staffing or special maintenance will require library board approval.
- Memorial gifts may be refused if an expenditure of library funds and/or undue staff time is necessary to make the gifts usable. The library does not guarantee the purchase of specifically identified titles with such funds. Donors do not have the right of approval of each title before purchase; however, donors are encouraged to recommend subject areas if desired.
- Gifts of library material (books, DVDs, etc.) may be accepted with the understanding that the library reserves the right to add them to its collection, or distribute, donate, sell or discard them. Gift materials shall meet the same selection standards as purchased materials. The library reserves the right to determine its retention, location, cataloging treatment and other considerations related to its use, maintenance or removal.
- All gifts, upon acceptance and receipt by the library become the property of the library. All personal property, including, but not limited to art objects, antiques and other collectibles, shall be accepted only on condition that they may be sold, kept, given away or discarded at the discretion of the library board and/or the library director. The library reserves the right at all times to dispose of any gift without notification to the donor, if in the judgment of the library director, or his/her designee, such item no longer serves the purposes of the library.
- Because of the library's limited display and storage areas, and focus on its primary mission as a library and not a museum, potential donors of art and decorative objects are requested to discuss any possible gifts with the director and/or board prior to physically bringing those gifts to the library. The placement and display of an item is the sole prerogative of the library. No material gifts may contain advertising information such as corporate agency logos except for logos that pertain to the library.

- 3.06.1 Recognition of Gifts: Besides through traditional “thank you note”, a gift will be formally acknowledged in writing if requested by the donor. Library bookplates will be placed in library materials purchased with gift funds if requested by the donor. It must be kept in mind that collection materials with personalized language in them, such as memorial labels, do circulate outside the library to potentially any other library, especially the Northeast Kansas Library System (NEKLS). Programs and services made possible by gift funds will include recognition of such benefactors in the supporting literature. Recognition of gifts may also be made through the library’s newsletter and/or website, or announcement in the media. The library retains the right to determine when a plaque is appropriate.
- 3.06.2 Valuation: The library is unable (by law) to appraise or estimate the value of gift donations. The responsibility and cost for such assessment lies with the donor, and the library recommends that donors consult with their attorneys and/or tax advisors. Since gifts will be given to a non-profit entity, they will be deemed income tax-deductible to the extent allowed by law.
- 3.06.3 Future Disposition of Gifts: Libraries used extensively by their patrons sustain losses through theft, mutilation, and ordinary wear. Resources with obsolete and/or misleading information may be discarded with time. The library, therefore, cannot guarantee that any gift will be part of the collection of furnishings permanently.
- 3.06.4 Gift Agreement Form to be filled out by donor and signed by donor and library director can be found in library files.
- 3.07 Interlibrary Loan and Cooperation: The library will cooperate with the Kansas State Library and the Regional Systems, to the best of its ability, to provide interlibrary loan as an essential service to library users. It is more economical to borrow an infrequently used book than it is to buy it. Interlibrary loan, while not designed to substitute for providing books and other materials in constant demand shall be used by the library to provide essential materials for unusual situations and to make available those materials that cannot be added to the collection because of space and budget. Fees shall not be charged for interlibrary loan because this is considered an integral service. Fundraising can be done to strengthen the interlibrary loan program and to make the public more aware of it.
- 3.08 Confidentiality of Library Records: Because the library must maintain trust with members of the public, the library shall make every reasonable and responsible effort to see that information about the patron and the individual information choices remain confidential. For people to make full and effective use of library resources, they must feel unconstrained by the possibility of others being aware of the books they read, the



materials they use, the questions they ask. The American Library Association (ALA) firms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethics and practice of librarianship. The courts have established a First Amendment right to receive information in a publicly-funded library. The courts have upheld the right to privacy based on the Bill of Rights of the U.S Constitution.

A quasi-caveat comes in the form of the U.S. Patriot Act of 2001, especially in the section entitled "Library Records" Provision. This provision allows the Director of the FBI (or designee) to apply for an order to produce "tangible things" that assist in an investigation undertaken to protect against international terrorism or clandestine intelligence activities. The act specifically gives an example to clarify what it means by "tangible things". It includes "books records, papers, documents and other items."

The library complies with law. However, in most cases, 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 borrowers' 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 or any other information supplied to the library (or gathered by it) shall not be given, made available or disclosed to any individual, corporation, institution or government agency without a valid warrant or court order.

3.09 Challenged Materials: The library adheres to the Library Bill of Rights and Freedom to Read statements (see Appendices). The following procedure will be used for dealing with requests that library materials be reconsidered:

- All challenges of materials shall be handled by the director or a designated department head. An in-person appointment shall be offered to the person making the complaint.
- A private area shall be chosen for the meeting. The director, with another staff person or board member as witness, shall listen calmly and with complete courtesy. The individual or group shall be treated with dignity.
- The director shall explain the general criteria of the library's selection policies. It shall be made clear that the Library Board of Trustees subscribes to the freedom statements in the library's policy.
- If the person making the complaint wants to continue the procedure for reconsideration of materials after talking with the director, he or she will be requested to complete a "Reconsideration of Library Materials" form. The person or

group must be properly identified and the complaint form must be filled out in its entirety (see Appendices).

- After the director receives the completed form, s/he shall appoint a committee consisting of the director or a staff appointee of the director's choice, the person who recommended the material be purchased, a board member, someone from the community who is a library user and a person selected by those making the complaint.
- The process of reconsideration shall be explained to those making the complaint and they shall be informed that after a recommendation is made by the committee for reconsideration, they will be notified.
- If those making the complaint are not satisfied with the committee decision, they may appeal to the Board of Trustees within three weeks of the committee decision.
- If the decision is appealed to the board, the material in question and all supporting information concerning the decision to purchase this material should be forwarded to the board. The board's decision will be final.

### 3.10 Maintenance of the collection

- 3.10.1 Weeding Policy: The library emphasizes the need to continuously evaluate its collections in response to the changing nature of its community through the weeding and replacement of its titles. Weeding is a task that takes skill, care, time and knowledge of the materials to be discarded. Weeding is a necessary adjunct of selection since it systematically eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest or in demand; unnecessary duplicates; and worn out or mutilated copies.
- 3.10.2 Questions to Ask When Weeding: These are questions to ask of a general nature. Every title or item requires professional judgment tempered with experience and common sense.
- What was the last date of circulation? What was the interval of time between checkouts?
  - Is the book in attractive and useful condition?
  - Are the information and presentation still accurate?
  - Is it reliable? Viewpoints and information change with time
  - Does it have appropriate language and usage? Vocabulary and usage area reflection of a particular time and place.
  - Is it a duplicate? Older edition duplicates of once popular titles should go.
  - Is it appropriate material for this library at this time?
  - What is this doing here? Admit mistakes and get rid of the stuff if you can't answer that question.
  - Guidelines on weeding subject areas in the nonfiction collection are available from the regional library systems and the Kansas State Library.

3.10.3 A Note on Weeding Fiction: The guidelines on weeding nonfiction are comparatively straightforward and have as much to do with the quality and reliability of the information as the physical condition of the material. The guidelines for weeding fiction are more indefinite. Decrepit materials shall be discarded and duplicates of the titles that are no longer popular shall be placed in the book sale/giveaway. Fiction should be evaluated with more detail than non-fiction. Sometimes, fiction materials have not been checked out for a while. However, first, the staff should try to “showcase” the piece, if it is, in fact of good quality. Special displays often serve this purpose. Older light classics for adults and children and older genre classics can be given new life in topical displays, also. This has the added benefit of giving readers alternatives to the overburdened New Fiction Display. It often gives lifetime readers the joy of rediscovering something that they once enjoyed.

#### 4.0 Service Policy

4.01 Respect for Human Diversity: The library appreciates and respects the human diversity which characterize the people the library serves.

4.02 Library Lending: In order to make materials available to all persons on an equal basis, any person with a Eudora Community Library card may check out all materials available to them through the library and its partners. An official library card or Driver’s License must be shown in order to check out any item.

4.02.1 Who May Borrow: Kansas public libraries are encouraged to have reciprocal borrowing with other members of the home regional system. Therefore, anyone residing within the Northeast Kansas Library System (NEKLS) area may sign up for a Eudora Community Library card. Sometimes there may be certain restrictions placed on the borrowing or borrowing time of:

- New fiction
- Juvenile holiday books
- Juvenile school assignment materials
- Audios
- Videos
- Reference books and rare or historically valuable books do not circulate

4.02.2 Reserved Materials: Patrons may reserve materials currently in circulation but unavailable at the time. The patron will be phoned when material is available. Books, videos and other materials should be picked up within a week of notification. The library is flexible in this policy.

402.3 Electronic Information Access: Because the Internet is a global, unregulated information resource, some of the issues involved in accessing electronic information are complex. This policy is written for these issues and will attempt to translate the service demands of the unique community the library serves into acceptable policy reflecting the diverse needs of the library user.

4.02.31 Acceptable Computer and Internet Use: The Eudora Community Library, in fulfillment of its mission, will provide resources and services to meet the informational needs of the community. The library is committed to meeting the needs of the people it serves by providing information access within the means of the library and the limitations of policy and law. In response to patron demand for information access through technology, the library offers to the public free Internet access. The Eudora Community Library provides this service equally to all library users. Internet access is intended for research, educational and recreational purposes. Parents or guardians are responsible for the Internet information selected and/or accessed by their children under the age of 18.

4.02.32 Internet Safety: The library is concerned for the safety and security of the users of online information. The library has no control over the content of the Internet and cannot be held responsible for what the user sees when using the Internet. The library's computers are not filtered, with the exception of the computers in the Children's Room. Restriction of a minor's access to the Internet beyond what is required by this policy is the responsibility of the parent or legal guardian.

The library does not monitor and has no control over the information that is accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population.

The library does not censor your access to materials or protect you from information you may find offensive. The Internet does offer access to information resources which you may personally find controversial or inappropriate. Not all sources on the Internet provide accurate, complete or current information. The patron needs to be a good information consumer, testing the validity of the information s/he finds.

A user will not use a library computer to:

- Access or display information that is obscene as defined by law
- Participate in e-mail, chat rooms or instant messages that use information that is obscene as defined by law
- Disclose, use or disseminate personal information that could threaten or create a vulnerability for a minor, for any other person or for the library
- Attempt to gain unauthorized access to any data, computer or network

#### 4.02.33 Use Guidelines:

- Users of the library's Internet connection are required to have a valid Eudora Community Library card.
- Users are asked to sign in and out.
- Users are guaranteed at least a twenty-minute session, but may stay on the computer longer, as long as no one else is wanting to use it. Files and bookmarks may not be saved to the hard drive, but can be saved to the patron's own device, such as a CD or thumb drive.
- Reasonable care of the computers by the user is expected. No food or drink is allowed at the computer stations. Misuse of the computers will result in loss of computer privileges. Report any computer malfunctions to the library staff.
- Library staff may assist the user in accessing the Internet, but cannot provide in-depth assistance and/or training. The same pertains to personal computer use including word processing.
- There is no charge for Internet/computer use; however when printing, the first ten pages are free, if black and white. Any pages over ten are charged at the rate of \$.10 per page and must be paid at the time of printing. Color printing is charged at \$.25 per printed page. Charge amounts may change at any time.
- Library staff may also make exceptions to these requirements at their discretion or in order to accommodate disabled users, or in other special needs situations.

4.03 Staff Social Media Use: Social Media is defined as: blogs, other types of self-published online journals, and collaborative Web-based discussion forums including, but not limited to, Linked-in, Facebook and Twitter. Social Media facilitates an environment for library staff and library users to share opinions and information about library-related issues, events and subjects. The library

supports participation in Social Media as an additional method by which to promote the services and resources of the library.

4.03.1 General Rules and Guidelines: The following rules and guidelines apply to the use of social media, whether such use is for the Eudora Community Library on company time, for personal use during non-work time, outside the workplace or during working time while using library-owned equipment. These rules and guidelines apply to all employees and volunteers of the library.

- Employees are prohibited from discussing confidential, work-related matters through the use of social media. Employees also have a duty to protect employees' personal information and the confidentiality of library patron account information, financial information, personnel issues and other non-public information of the library.
- Employees cannot use media to harass, threaten, libel or slander, malign, disparage or discriminate against co-workers, managers, patrons, vendors or suppliers, any organizations associated or doing business with the library or any members of the public, including Web site visitors who post comments.

4.03.2 Employer-Sponsored Social Media: Library-sponsored social media is used to:

- Convey information about library products and services
- Advise patrons about product updates
- Obtain patron feedback, exchange ideas or trade insights about industry trends
- Reach out to potential new markets
- Provide sales and marketing support to raise awareness of the library's brand
- Issue or respond to breaking news
- Respond to negative publicity
- Brainstorm with employees and patrons
- Discuss organizational and department-specific activities and events

All such library-related social media is subject to the following rules and guidelines, in addition to rules and guidelines set forth above:

- Only employees designated and authorized by the Director or Technology Supervisor can prepare content for, delete, edit, or otherwise modify content on employer-sponsored social media.
- Employees cannot post any copyrighted information where written reprint permission is not obtained in advance.

- Designated employees are responsible for ensuring that the employer-sponsored social media conform to all applicable rules and guidelines. These employees are authorized to remove immediately and without advance warning any content, including offensive content such as pornography, obscenities, profanity, and/or material that is deemed harassment. CIPA

#### 4.04 Internet Safety Policy

- 4.04.1 Introduction: Public access to the Internet and online services have become an integral part of the Eudora Community Library's programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.
- 4.04.2 The purpose of the Internet Safety Policy of the Eudora Community Library is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer. Developed under the direction of the Board, this Internet Safety Policy was discussed and adopted during an open meeting of the library board on August 11<sup>th</sup>, 2015. This policy supersedes all previous Internet Safety Policy statements of the Eudora Community Library and is effective on August 12<sup>th</sup>, 2015.
- 4.04.3 Legal Requirements: The Eudora Community Library's Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act. The Eudora Community Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch.98, sec 1.
- 4.04.4 Supervision and Monitoring: Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose. It shall be the responsibility of all members of the Eudora Community Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the library director and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the library director, providing as much detail as possible.

- 4.05 Fines, Lost and Damaged Materials: Fines charged for overdue books and audios are at the rate of \$.05/day with a maximum charge of \$3.00, total. Fines charged for videos are at the rate of \$1.00/day, with a maximum charge of \$3.00, total. The charge for lost or damaged books is computed at the rate of cost for replacement of the item. When an item is replaced, the patron may keep the item that was damaged.
- 4.06 Service Hours:
- Monday and Wednesday: 9:00 am – 8:00 pm  
 Tuesday and Thursday: 9:00 am – 6:00 pm  
 Friday: 9:00 am – 5:00 pm  
 Saturday: 9:00 am – 1:00 pm  
 Sunday: CLOSED
- 4.07 Library Card Registration: In order to obtain a library card, the individual must show a current, accurate identification such as a driver's license, plus a verified address and phone number. A child may obtain his/her own library card with the permission of a parent, but the burden of responsibility for care of library items is still on the parent.
- 4.08 System Membership: Eudora Community Library is a member of the Northeast Kansas Library System (NEKLS) and adheres to all system policies.
- 4.09 General Services
- 4.09.1 Exhibits and Displays: Exhibits and displays in the library will be sanctioned by the library and/or the board. Library personnel shall make every effort and take every precaution for the safety of materials in the



library exhibits and displays.

#### 4.09.2 Children's Behavior Policy

- Parents/guardians/caregivers are responsible for their children's behavior and adherence to rules while they are in the library.
- We ask that children be responsible with furniture, desks, shelving, books, other library materials or equipment, such as computers.
- If the parent/guardian/caregiver cannot or refuses to control the child, s/he and the child will be asked to leave the library.
- Parents/guardians/caregivers may not leave young children unattended in the library. Because the library is a well-trafficked area that may pose a threat for an unattended child, children age 8 or younger must be accompanied by a responsible parent, guardian or caregiver at least 13 years of age while in the library.
- The library is not a playground. Children are not permitted to run and/or chase each other in the facility.
- The library staff is:
  - Authorized to advise the caregiver who is in the building to resume control of the child.
  - Authorized to locate an appropriate caregiver. If none is in the building, the caregiver will be contacted by phone to immediately pick up the child.
  - Authorized to contact the police to pick up the child if a caregiver cannot be located in a reasonable length of time.
  - Not authorized to take the child from the building, including transporting the child to another location.
- When children age 12 or younger remain at the library at closing time, a library staff member will remain with the child for 15 minutes. If a responsible adult cannot be located to pick up the child in that time, the police shall be called to pick up the child.
- When minors age 8 to 18 are asked to leave the building for dangerous or disruptive behavior, the parent/guardian will be notified in writing of the action if that parent/guardian's identity is known.

#### 4.09.3 Gaming Policy and Rules of Conduct

- The Eudora Community Library welcomes patrons ages 9 and up to use the gaming systems. Children under the age of 9 must play with a parent or guardian. Special times, events, and tournaments may also include adult participation.
- Anyone using the library's gaming systems must read and agree to the Gaming Policy and Rules of Conduct before using them. The Rules

of Conduct are set up to ensure proper and safe use of the gaming systems and equipment and allow fair access to the library's patrons. Failure to follow the Rules of Conduct will result in loss of gaming privileges. Parent(s) must also come to the library to sign for those under 18.

- The opportunities for gaming are being offered to make the library more enticing to youth and teens, to encourage them to visit the library, to develop their love of books and reading, and to expose them to all the other services the library has to offer. The service is also being offered to adults to demonstrate the value of a non-traditional library service.
- Any acute or purposeful damages or financial losses suffered by the library that occur to the library's space or equipment or to the gaming equipment and accessories will be the responsibility of the patron or patrons who are using the equipment at the time the damage occurs. Parents will be financially responsible for any loss caused by their children.
- Users of the library's gaming systems and equipment agree that the Eudora Community Library is not responsible for any loss or damage suffered by the user as a result of using or participating in gaming, and the user agrees to indemnify and hold the library and its employees, volunteers and Trustees harmless from any damages including personal injuries to any party or damages to any property alleged to be a consequence of the user's use of the library's gaming systems or equipment.
- Gaming Rules: By using the library's gaming equipment the patron is agreeing to abide by the Gaming Rules. The patron or patron's guardian must have a library card in good standing in order to check out controllers. The patron or patron's guardian must leave an item of value (defined below) with a staff member in order to check out a controller for use with the library's gaming system. An item of value includes: Valid Driver's License, Operational Cell Phone or Electronic Device of Equal Value. The item of value will remain with the library staff member until the library's borrowed game controller is returned. Inventory of gaming items checked out will be taken immediately upon return of those items. Only 2 controllers may be checked out by one person. The library is not responsible for the loss or damage of any item of value.
  - The patron must have a library card in good standing with the Eudora Community Library.
  - A signed Gaming Service Agreement must be on file at the library for every patron using the library's gaming systems.

- Parents or guardians of patrons under 18 years of age must also have a countersigned agreement on file with the minor patron's Gaming Service Agreement before a minor patron is allowed to use the library's gaming systems. Children under 9 years of age can only use the service when supervised by a parent or guardian or in a special program or event supervised by the library staff.
- Gaming will be limited to specified gaming hours only. Gaming availability may not be available at all times the library is open. Gaming time limits are ultimately at the sole discretion of library staff.
- Open gaming will be limited to 45 minutes. There will be a timer that must be used on an honor basis. Those waiting to use the library gaming system must sign in with a staff member. If no one else is waiting to use the controller, play time may be extended for up to 2 hours daily. Users must end play immediately at the request of a library staff member, no matter what the reason. Gamers must quit play and return equipment 30 minutes before closing.
- Gamers may only use the equipment and games available at the library. No games, memory cards or extra accessories from home may be used at the library. The library will not allow the equipment or games to be taken or checked out from the library.
- Gamers are asked to treat the equipment gently. Gamers who do not treat the equipment gently will be asked by staff to stop for the day. Gamers who repeatedly abuse the equipment will have their gaming privileges revoked indefinitely.
- Disruptive behavior, including foul language, will result in the patron's loss of gaming privileges for a length of time determined by staff. Revocation of gaming and library privileges are at the sole discretion of library staff members.
- Patrons who use the gaming systems and equipment without registering and users who allow unregistered users to use the gaming systems or equipment will risk losing their library privileges indefinitely.

## 5.0 Trustee Policy

- 5.01 Need for Trustee Policy: Trustees are volunteers for the library who usually have full-time jobs of their own. It is the responsibility of the director and the trustee board, itself, to make sure that new trustees are given the information they need

to by an effective board member. The new trustee needs to understand:

- The ethical responsibilities of trustees
- The orientation of a new trustee
- The continuing education and training requirements and opportunities for trustees

#### 5.02 Ethics Statement for Public Library Trustees:

1. Trustees must promote a high level of library service while observing ethical standards.
2. Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the institution.
3. It is incumbent upon any trustee to disqualify her/himself immediately whenever the appearance of a conflict of interest exists.
4. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree with it.
5. Trustees must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
6. Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
7. Trustees who accept appointment to a library board are expected to perform all of the functions of library trustees.

#### 5.03 Orientation of New Trustees: Orientation shall begin as soon as possible after the new trustee is appointed. New trustees shall meet with the library director to learn how the library is organized and governed, operated day-to-day, structured to serve the needs of the community, linked to other resources and libraries, related to the board as a whole.

New members shall meet with trustee representatives to learn about the board: type of board; whether advisory or governing; officers and committees; meeting location and schedule; responsibilities and expectations; goals, long-range plans and projects in progress; accomplishments; relationship to library director.

New members shall be given a kit that includes:

- List of current board members with names, addresses, emails and phone numbers
- Bylaws of the board
- Minutes of the previous year's board meetings
- Staff list, with position descriptions

- Library policy manual
- Library strategic directions (plan)
- Most recent annual reports
- Statistical reports on circulation and services
- Current budget and financial reports
- Local laws and contracts pertaining to the library
- Community analyses with demographic, economic and employment trends

5.04 Bylaws: The bylaws of the library board of trustees shall be reviewed once a year to ensure they are updated.

5.05 Board Training: It is becoming increasingly critical for library board members to have training in board development, group dynamics, effective meetings, funding issues, library policy, advocacy, community partnering, technology planning and other topics. The library director and board president and/or executive board shall specify a continuing education goal, annually. If the board wants to set up a training session on a topic of concern to the trustees, they may contact either the Kansas Library Trustees Association (KLTA) or they may contact NEKLS.

## 6.0 Addenda

### 6.01 Library Bill of Rights

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

1. Books and other library resources should be provided for the interest, information, enlightenment of all people of the community the library serves. Materials should not be excluded because of origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access of ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis,

7. Regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948; amended February 2, 1961 and January 23, 1980 by the ALA Council.

#### 6.02 The Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

- #### 6.03 Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights: Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the LIBRARY BILL OF

RIGHTS. The American Library Association opposes all attempts to restrict access to library services, materials and facilities based on the age of library users.

Article V of the LIBRARY BILL OR RIGHTS states, “a person’s right to use a library should not be denied or abridged because of origin age, background or views.” The “right to use a library” includes free access to, and unrestricted use of, all the services, materials and facilities the library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents – and only parents – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents or legal guardians who do not want their children to have access to certain library services, materials or facilities should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing effective service to minors.

Adopted June 30, 1972; amended July 2, 1981; July 3, 1991 by the ALA Council.

- 6.04 Eudora Community Library Disaster Plan, 2015 Purpose of Emergency Procedures: Detailed emergency management procedures minimize damage to library facilities, equipment and materials. When advance warning is possible, these procedures enable personnel to protect and recover library property quickly and efficiently. After fires, earthquakes, and tornados where there is no forewarning, the procedures speed the rescue and recovery of library resources. Emergency management also includes the control of such minor incidents as extended power failure and leakage within the building structure. The library director has ultimate responsibility for emergency management.

Emergency Telephone Numbers: A list of the following information should be kept in a prominent place:

- Library phone number and address: 785-542-2496; 14 E. 9<sup>th</sup>
- Emergency – Ambulance, Fire, Police: 911
- Eudora Police Department (non-emergency): 785-542-3121
- Eudora Fire Department (non-emergency): 785-542-3653
- Douglas County Sheriff: 785-832-7509
- Eudora City Hall: 785-542-2153
- NEKLS: 785-838-4090
- Keith Nowland (insurance): 785-542-3276
- Director: 316-210-5060

Medical Emergencies: Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured person comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.

1. If a medical emergency, call 911.
  - a. Describe the person's condition: bleeding, burned, broken bones, etc.
  - b. State the library name and address and injured person's location in the library.
  - c. Give your name.
  - d. Do not hang up. Let the emergency personnel end the conversation. They may want to ask questions.
2. When handling an injured person, use rubber gloves if blood or other bodily fluids are present.
3. Call the library director if s/he is not on site.
4. NO medication, including aspirin, should ever be dispensed to the public.



**Evacuation Procedures:**

1. In an emergency situation, staff will telephone 911 immediately to alert the emergency response personnel.
2. If the building must be evacuated immediately, library staff should remain calm and direct patrons to appropriate exits, assertively and without delay. Staff will monitor emergency exits to prevent backups or blockages. Staff will check all specific areas (including such "hidden" places as the restrooms and storage areas and the library stacks) for remaining patrons or those who require special assistance.
3. Staff and patrons will proceed as quickly as possible, but in an orderly manner.
4. Take with you: car keys, purse, cell phone, etc., but leave behind any large or heavy objects.
5. Library staff will leave the building only after all members of the public have been safely directed outside.
6. Once out of the building, move away from the structure and assemble in an organized manner, if possible. Keep all roadways free for emergency vehicles.
7. If the director is not currently at the library, call him/her for notification of what is happening at the library.
8. When emergency response personnel arrive on the scene, the library staff should inform the emergency response personnel of any rescue priorities and the floor plan of the facility.
9. Library staff onsite shall cooperate with rescue operations as directed by the emergency response personnel.
10. Staff witnessing the emergency should retain detailed notes in order to file an accurate incident report after the disaster/incident.
11. Staff on the scene may re-enter the facility only upon authorization by the emergency response personnel and only as instructed by the library director.
12. Staff will document the incident with photographs and a narrative report, if possible.
13. The director will communicate with the library board as appropriate.

**Power Loss:**

1. Quickly locate flashlights and battery-powered radios. Monitor weather bulletins as appropriate (and follow procedures for specific natural emergencies).
2. Remain calm and announce yourself to other staff and patrons.
3. Provide necessary assistance to staff and patrons.
4. If possible, open blinds, etc. on windows to let in light (and if weather-appropriate)

5. If in an unlit area, proceed with caution to an area equipped with emergency lights. Take with you: car keys, purse, cell phone, etc., but leave behind any large or heavy objects. Walk slowly, feeling your way cautiously. Listen for other people and sound cues.
6. Evacuate if instructed to do so.

#### Flooding and Water Damage

1. In case of water damage, notify the director
2. If there are electrical appliances or electrical outlets near a leak or standing water, use extreme caution until the power is turned off. If the flood covers a large area, power should be shut off and restored only by an electrician. When there is any possible danger, evacuate the area, following the Evacuation Procedures in this policy.
3. If you know the source of the water and are fully confident of your ability to stop it (unclog the drain, turn off the water, etc.), do so cautiously. Do not troubleshoot an uncertain situation. Safety of staff and patrons is the top priority.
4. Be prepared to use good judgment and emergency supplies to help protect materials in jeopardy. Take only those steps needed to avoid or reduce immediate water damage. Suggested activities include covering large objects with plastic sheeting and moving small or light objects out of the affected area if you are confident that you can do so safely. After water is stopped, begin the drying process immediately. In 48 hours, mold will start to grow.
5. The library director will contact the library board about the situation.

#### Fires

1. Regular Training for Staff: staff should become familiar with the location of all fire extinguishers in the building and should have a basic knowledge of how to use a fire extinguisher.
2. Collection and Equipment Rescue Priorities
  - a. Director's and Assistant Director's computer
  - b. Original artwork
  - c. Kansas history and genealogy materials
  - d. Preserved local newspapers, census and historical documents
3. In the event of a fire
  - a. Follow the Evacuation Procedures in this policy, if appropriate.
  - b. Report all fires to the library director, regardless of their size.
  - c. Although staff can extinguish small, self-contained fires with appropriate extinguishers, large spreading fires should be handled only by the Fire Department. Use common sense. Never endanger yourself and always be sure there is an exit for your escape. Do not attempt to extinguish chemical fires.
  - d. Do not break windows. Oxygen feeds a fire.

- e. If it is safe to do so, disconnect electrical equipment that is on fire.
  - f. Do not attempt to save possessions or collections at the risk of personal injury.
  - g. Do not return to the library until emergency response personnel allows you to do so.
4. Ice and Snow Storms: The library may close early by decision of the director. See the Inclement Weather Policy for more information.
5. Thunderstorms and Tornados
- a. When a “tornado watch” is announced for Douglas County, locate flashlights and a battery-powered radio.
  - b. When a “tornado warning” is announced for Douglas County (or other areas in our path), TAKE COVER. Direct patrons to the library’s cover area (which is the storage room or other designated places). ENTRY DOORS SHOULD REMAIN UNLOCKED.
  - c. Stay away from exterior walls and glass.
  - d. Do not leave secure areas until instructed by senior staff.
  - e. In helping patrons move to the designated cover area, be polite but firm. Warn them calmly of the danger. If patrons refuse to comply, leave them. We cannot prevent anyone from leaving the library if s/he chooses to do so.
  - f. Once the storm has passed, library staff should assess any damage that has occurred, and if appropriate, contact emergency personnel.
  - g. Staff will document the incident with photographs and a narrative report, if possible.
  - h. The director will communicate with the library board as needed.
6. Bomb Threats (by phone)
- a. Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.
  - b. If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.
  - c. Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate the location from which the call is originating.
  - d. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. Immediately after the caller hangs up, call 911. Clear the building. The police will handle the actual bomb search.
7. Explosions and Random Acts of Violence
- a. Remain calm and avoid “heroic behavior”. Stay alert: one event can follow another. There may be more danger yet to come.
  - b. For your protection, consider crawling under a table or desk. Remain there for at least 60 seconds, but be mindful that detonation delays may vary and are unpredictable.

- c. Stay clear of windows, mirrors, glass display cases, overhead fixtures, glass doors, filing cabinets, bookshelves and electrical equipment.
  - d. If evacuation is appropriate or ordered by emergency response personnel, follow the Evacuation Procedures in this policy. Avoid known problem areas where there are gas lines, fire hazards, etc. once out of the building, keep as far away from the structure as possible.
  - e. Do not use matches or lighters. Sparks may trigger explosions.
  - f. Avoid using telephones and hand radios, which may emit hazardous sparks or signals that could trigger other bombs.
  - g. The director will communicate with the library board, as needed.
8. Rodent and Insect Infestation: When rodent and/or insect infestation is noticed, attempt to do the following:
- a. Isolate the rest of materials from the collection.
  - b. Identify the type and extent of infestation.
  - c. Consider the options for pest management including routine extermination by a professional exterminator.
9. Preparing to Return to the Library After a Disaster
- a. The fire captain, or some disaster professional, must declare the building safe to enter. Fires and flooding can cause structural damage to buildings.
  - b. While the building is being inspected, answer the following questions:
    - i. Does an insurance agent need to evaluate damage before recovery begins?
    - ii. Determine who will photograph and record the damage (for library records and insurance purposes).
    - iii. Who and what are needed to secure the building?
    - iv. Will utilities need to be turned off? Or repaired?
    - v. Who needs to be notified of the disaster? Director? Board President? Other(s)?
10. First-Aid Kit and Disaster Kit: The following equipment needs to be kept in the library at all times"
- a. First-Aid Kit
  - b. Disaster Kit:
    - i. Flashlight with extra batteries
    - ii. Radio that is battery-operated, with extra batteries
    - iii. Fire alarms
    - iv. Fire extinguisher
  - c. Dry chemical extinguishers will smother any type of fire, including electrical and chemical, by coating the burning area with a powder that cuts off the supply of oxygen. This powder should be vacuumed away from library materials once the fire is out. This type of extinguisher should not be sprayed on a person unless s/he is actually

on fire and there is no other alternative. Staff and volunteers must know the location and operation of the fire alarm system, including how to deactivate the system.

- d. Insurance information
- e. Information on the quantity and value of library materials covered by the library's insurance policy should be kept up to date and reviewed on an annual basis. A copy of this information should be retained in the library's bank safety deposit box.