



TONGANOXIE
PUBLIC LIBRARY

TONGANOXIE PUBLIC LIBRARY
POLICY MANUAL

Approved 12/20/2017

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1. Policy

The Board of Directors and library staff shall act as partners in carrying out the mission of the Tonganoxie Public Library. A carefully orchestrated partnership is essential to effective library operation; yet, each player's role must be distinctly defined as specified by Kansas Statute and articulated in a clearly stated policy manual. Once accomplished, the manual becomes the tool to guide and channel the mission, goals, and objectives of the library to Board and Staff:

The **Board** employs a library director who meets the stated requirements and has the needed skills.

The **Director** hires, supervises, and terminates staff according to policy and utilizes the skills and initiative of the staff members to the library's advantage.

The **Board** and **Director** develop a policy manual, making sure that they concur with local, state and federal laws that relate to the operation of city libraries.

The **Director** provides the Board with recommendations and materials to review and executes the policy manual.

The **Board** adopts personnel policies as outlined in the Personnel Policy section of this policy manual.

The **Director** provides input, timely changes, and applies the personnel policies fairly and equitably to all employees.

The **Board** provides a salary schedule and fringe benefits for all eligible employees.

The **Director** suggests any needed improvements in compensation and working conditions.

The **Board** provides in-service training and continuing education courses for both staff and board members.

The **Director** recommends appropriate opportunities and specifies available funding.

The **Board** notifies appropriate authorities of vacancies on the board, recommends qualified candidates, as appropriate, and provides new member orientation.

The **Director** recommends criteria for effective board members and participates in the selection and orientation of newly appointed members.

The **Board** develops criteria for evaluating the Director's performance and reviews Director's effectiveness in library administration.

The **Director** provides sample material for board to review. The Director maintains current job descriptions, position appraisals and up-to-date records for all staff members. The director advertises and hires to fill staff vacancies.

2. Making Policy Legal

This policy manual will be reviewed annually by all members of the Library Board of Directors. It will then be updated or revised as needed. Each board member will then review all revisions and be given ample time to discuss and ask questions. Once questions are resolved, formal motion will be made to adopt the policy and a vote will be taken. Board members will then signify their approval as follows:

BOARD APPROVAL

We the undersigned, do hereby certify that we are the duly assigned Board Members of the Tonganoxie Public Library; and hereby adopt this policy manual on December 20, 2017.

Steve Skeet
President

Jake Dale
Vice President

Brittany McWilliams
Secretary

Teri Morgan
Treasurer

Angela Bowlin
Board Member

Allyson Brumley

Board Member

David Frese
Board Member

Brian Manus
Board Member

Hayley Wells
Board Member

Meagan Vestal
Board Member

Nicole Holifield
Director

3. Community Profile

Tonganoxie is located in the southwest portion of Leavenworth County directly west of Kansas City, Kansas and east of Lawrence, Kansas on Highway 24/40. The city has a Mayor / Council / City Manager form of government, and the town has many active organizations such as the Chamber of Commerce, Tonganoxie Recreation Commission, Tonganoxie Historical Society and Friends of the Library. Major private employers for the city include the First State Bank & Trust, Peruvian Connection and Magnatech Engineering; major public employers include Tonganoxie School District USD 464 and the City of Tonganoxie. According to the 2016 census, Tonganoxie has a population of 5,248 which has grown 188% since 2000 when the city served 2,785 residents. The educational level of Tonganoxie residents is as follows: 92.1% are high school graduates or higher and 27.8% have earned a bachelor's degree or higher. Based on the 2010 Census, the age demographics show that 8.8% of the population is under five years old, 29.3% is under eighteen years old, and 11.8% is over 65 years old.

4. Funding for Materials

The overwhelming majority of funds expended for materials are budgeted annually through the library General Fund received from the City of Tonganoxie from property taxes. The library also solicits and welcomes donations of funds and grants from the Friends of the Tonganoxie Public Library and a variety of other sources, including the State Library of Kansas.

5. History of the Tonganoxie Public Library

The Tonganoxie Library started in 1898 as a Reading Club of fifteen women who desired to share their books with others who did not belong to the club. Their idea continued and took on various forms such as pay on the honor system, set fee charge for books, shared space with a bank, and coexistence with a millinery shop. It was more than 40 years before a building on 4th Street was purchased for the express purpose of housing the Tonganoxie Library. This was to be home for the library for the next 52 years.

In April 1989, Tonganoxie voters approved a \$350,000 bond issue and an additional one-half of one percent city sales tax for a new library building. This action allowed the city to construct a new building at 303 S Bury Street.

In early 1991 the 5,076 sq. ft. building was completed and the library was moved to its new site. The grand opening was held on Sunday, February 24, 1991 and boasted new book shelves, exhibit case, piano, wall hangings, flagpole, landscaping, office furniture and numerous other items. Much of which was obtained through grants and generous donations from local sources.

While 1991 saw the library relocate into a new and beautiful building, operating support stayed at 2 mills. In order to meet expenses the budget was supplemented from the city's General Fund. An arrangement which continued until October 1997 when the Library Board successfully chartered out of the restrictive 2 mill levy and is now eligible to levy up to a maximum of 6 mills.

At the end of 2016, the library had a collection of approximately 33,500 items in print and non-print formats and circulated approximately 70,562 items that year.

6. Mission Statement

The mission of the Tonganoxie Public Library is to provide a positive environment for lifelong learning and enjoyment. It strives to be the center of cultural activity, foster community partnerships and ensure that a dedicated and qualified staff provide the community with expertly selected materials, needed services and programs.

7. Roles of the Library

The Library Board, Library Director and Staff define the major roles of the Tonganoxie Public Library to be:

1. Reference and information center for all ages within the area served
2. Access to library materials and information that is unrestricted by policies or practices regarding the type, subject, or nature of the information
3. Popular and recreational materials for all ages groups:
 - a. Children – materials and programs to enlist children to read for pleasure and life-long learning.
 - b. Young adults – services which will broaden minds, stimulate the imagination, and expand horizons.

- c. Students – formation of a close working relationship with schools and other local agencies to provide the resources needed for secondary and higher education.
 - d. Families – materials which focus on the forces in today's world which impact the quality and existence of the family unit.
 - e. Senior Citizens – provide materials in a wide range of subjects. Encourage use of new and unfamiliar services such as online catalogs and internet.
4. A safe and pleasant environment for all library patrons

8. Goals, Objectives, and Strategies:

2019-2022 Strategic Plan

The Tonganoxie Public Library enhances the lives of our patrons by strengthening the core of our community.

- We want to assist community members in leading healthy and happy lives. We provide programming that enhances literacy and improves core life skills, including technological proficiency, financial well-being and personal wellness.
- We aspire to be a trusted partner in education, providing experiences that complement area curricula and diverse individual learning styles. We provide assistance to our patrons so they might become confident and discerning digital consumers.
- We partner with area businesses and nonprofits to help them thrive in our community. We provide opportunities to community members seeking workforce training and help our business community share our unique and technology-friendly resources, programming and spaces.
- We reflect our diverse community with a wide variety of collections and programs. We place special emphasis on local needs and aggressively promote the library to all segments of our community.
- The Tonganoxie Public Library will work to eliminate barriers to the pursuit of personal enrichment. We provide classes and materials to empower patrons to use the latest technology, keeping our community at the forefront of print and electronic information access.
- We will aspire to be a library without walls, providing access to individuals beyond the physical institution. We are developing pop-up libraries and partnerships to address the needs of place-bound individuals and communities and find ways to bring the library to patrons.

9. Service Policies

9.1 Respect for Human Diversity

The Tonganoxie Public Library maintains a policy for appreciation of and respect for the human diversity that may characterize the people we serve and the people with whom we work. Library employees shall respect differences in race, color, religion, gender, age, national origin, disability, veteran status and any other characteristic of human diversity.

9.2 Service Hours

Daily Hours

Sunday	1pm - 5pm
Monday	7am - 8pm
Tuesday	7am - 8pm
Wednesday	7am - 8pm

Thursday	7am - 8pm
Friday	7am - 8pm
Saturday	9am - 5pm

9.3 Holidays and Closings (approved 1/16/19)

The library will either be closed or close early on the following:

- New Year's Day
- Spring Staff Inservice (Friday AFTER USD 464 Spring Break)
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Fall Staff inservice (First Friday in October)
- Day Before Thanksgiving (close at 5:00pm)
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

9.4 System Membership

The Tonganoxie Public Library is a member of the Northeast Kansas Library System (NEKLS) and adheres to the policies and bylaws of that organization. The Tonganoxie Public Library participates actively in the programs and services offered by NEKLS. The Board of Directors of the Tonganoxie Public Library appoints a System Representative according to the System's bylaws to represent the Tonganoxie Public Library.

9.5 Local Library Card

A local library card will be issued to a patron who can show valid proof of identification that includes date of birth, such as a driver's license, and a verified current address. The signed Library Card Application will be kept on file. The patron's name will not appear on the library check out card; only numbers, in the form of a bar code, will be used. Patrons may check out materials without presenting their library card provided they can display another acceptable form of identification. Replacement cards will be issued at a cost upon presentation of an acceptable form of identification. The library should be notified of any lost or stolen card. If not reported

immediately the patron could be charged for materials checked out falsely with the card. Children under 18 must have parent /guardian signature.

9.6 Kansas Library Card

The Kansas Library Card program provides free remote electronic access to high quality information and research resources for Kansas residents.

The Tonganoxie Public Library will issue Kansas Library cards.

9.7 Who May Borrow

All libraries that are members of the Northeast Kansas Library System (NEKLS) have agreed to allow anyone in the 14 county regional system to use their library without charge. Charges made by other libraries for films, interlibrary loan (ILL), etc. will be passed on to the user. Residents or property owners in the 14 county area are entitled to a free library card by completing a written application. Any cardholder may check out circulating materials on presentation of their library card. If a person does not have their card with them at time of check-out, the person must have identification. The Northeast Kansas Library System card will be honored.

9.8 Volunteers

Volunteers are welcome and encouraged in the library. They will receive an initial orientation by the library director. They should be assigned specific duties on a regularly scheduled basis. A job description generally outlining duties and procedures is desirable. Volunteer hours are tracked and appropriate recognition is given. Letters of referral are appropriate to any volunteer so requesting. Volunteers may be organized into a group or organization or remain involved on an individual basis.

9.9 Outreach

The library staff or volunteers organized by the staff will deliver and pick up materials to patrons who are homebound or are unable to come to the library temporarily. Regular outreach services will be available to extended care, senior citizen centers, and any other organization requesting the service.

9.10 Limits on Borrowing

Borrowing limits for materials are as follows:

- Books – fifty (50)
- Movies – six (6)
- CDs – six (6)
- Audiobooks – three (3)
- Video Games – two (2)
- Playaway Views – two (2)

Reference books and rare or historically valuable books will not be checked out of the library.

Children under 17 must have written permission from a parent or guardian before they can borrow music CDs with explicit lyrics and/or R-rated videos and DVDs. Children under 13 must have written permission before they can borrow PG-13 rated videos and DVDs.

9.11 Length of Loan Periods

Materials are loaned for the following lengths of time:

Books - 21 days (3 weeks)

CDs - 7 days (1 week)

Audiobooks - 21 days (3 weeks)

DVDs - 7 days (1 week)

Games - 7 days (1 week)

Playaway Views - 14 days (2 weeks)

Interlibrary loan titles depend upon the lending library (customarily 14 days).

9.12 Reserved Materials

The library patron may reserve materials currently in circulation but unavailable at the time of the request. The patron will be notified when the material becomes available. Books and other materials must be picked up within seven days of notification.

9.13 Cooperation With Other Libraries

In addition to the Tonganoxie Public Library's membership with the Northeast Kansas Library System (NEKLS), the Board of Directors will be alert to opportunities of cooperation with other libraries to strengthen the services and resources of the library.

9.14 Return of Materials

The responsibility to return materials rests with the borrower who will be notified via phone or through email after the materials are 14 days overdue. If items are overdue after two months from the last check out or renewal, the patron may not check out further materials until the missing materials are returned or replacement costs are paid. A hold will be placed on circulation privileges when a patron has over \$10.00 in overdue fines and/or book replacement charges to any library in the system.

9.15 Renewal of Materials

Renewals may be made in person, through your personal online library account, or over the telephone. Renewals will be permitted as long as there is not a hold on the item from another patron. Renewals may be requested on overdue materials.

9.16 Fines

The library does not charge fines. Replacement costs are covered in the Lost, Damaged, or Non-Returned Materials policy.

9.17 Lost, Damaged or Non-Returned Materials

Patrons are responsible for all materials checked out and fines accrued, and are liable for the damages that may occur to library materials. Full cost recovery, including processing costs, will be charged for lost or damaged materials.

Borrowers who have non-returned materials whose value totals \$100 or more will receive up to two phone call reminders and a written notice from the library via certified U.S. mail. If there is no response to the library's requests for return of materials, the patron will be subject to action through the debt setoff procedures provided for in K.S.A. 75-6201 *et seq.*, as amended by 1993 Senate Bill Number 130. According to the guidelines of the Setoff Program, the debtor is notified by a letter of intent to set off the payment in process against his/her debts and is given 15 days in which to request an administrative appeal. If no appeal is requested, final set off is effected. A processing fee will be charged when the final set off is effected.

Borrowers who have non-returned materials whose value totals \$25 or more will receive up to two phone call reminders and a written notice from the library via certified U.S. mail. If there is no response to the library's requests for return of materials, the patron's account will be referred to a collection agency and a processing fee will be charged back to the patron.

If a patron pays for a lost item and subsequently finds it, the library will issue a refund only if the patron returns the item to the library within 1 month of the date when the item was billed.

9.18 Use of Equipment (Audio Visual and Office Equipment)

1. The Tonganoxie Public Library will permit patrons to use the Microfilm Reader, iPads, desktops, copiers, and laptops in-house. The user must receive instructions from the librarian before first time use. The individual or organization will be responsible for any damage or loss of equipment occurring while being used if damage stems from misuse or neglect.
2. Copyrighted materials may not be copied or otherwise reproduced without permission of the copyright holder unless the proposed use falls within the definition of "fair use." (United States Code, title 17, Section 107)
3. The copier is available for public use at a cost to help offset the cost of paper and toner. Assistance will be offered by staff if the patron has not used the copier before.
4. Copies printed from the Microfilm Reader are available at a cost.
5. Copies printed from any of the Public Access computers will incur a charge, including mistakes.
6. The Tonganoxie Public Library provides a fax service to the public. Library staff will operate fax equipment; customers are not allowed to fax their documents. Library customers must provide a loose-leaf copy of the document to be faxed. There will be a cost for this service. The library does not offer international faxing.

The library will also receive documents via fax for library customers. It is assumed that the individual is expecting the fax and will come to the library to pick it up. If the incoming fax has a phone number on it for contact, library staff will attempt to notify the customer. No attempt will be made by library staff to contact the recipient if there is no phone number. Fax messages will be kept at the library one week (seven days from the date on the received fax document). Charges for receiving faxes will be payable upon pick up.

Those customers wishing to use this service must understand that library services are the library's first priority and that public library customers and their library needs come first. Faxing will be done as soon as possible.

The Tonganoxie Public Library and staff are not responsible for wrong numbers, lost receipts, and lost transmittals.

9.19 Information Access and Internet Safety

In an effort to be responsive to its mission for excellent service, the Library staff and Board are committed to address and meet the information needs of the people we serve. The library strives to meet the expressed

needs and preferences of its patrons by providing the greatest possible information access within the means of the Library and within the limitations of policy and law.

Free wireless Internet access is provided to the citizens of Tonganoxie at the Tonganoxie Public Library. As a "hot spot", patrons may connect to the internet with a wireless laptop, PDA, or other portable device within the library. The Tonganoxie Public Library is under no obligation to monitor library workstation usage except to comply with the Kansas CIPA (Children's Internet Protection Act). The library will ask the filtering service to unblock erroneously blocked websites upon any request by a minor. The library will disable the entire filter upon any request by users 18 or over, for any lawful purpose. This service is provided by OpenDNS through Cisco products. The wireless internet is filtered; however, if other restricted websites are accessed all library policies concerning legal and acceptable use of computers and the internet still apply. The Tonganoxie Public Library internet stations and laptops may be used for any legal purpose or to view only legal content. Access is managed using your library card. Illegal purposes or content includes accessing material that is obscene, child pornography, or "harmful to minors" as established by K.S.A. 21-6402 Promotion to minors of material harmful to minors statute.

The library is concerned for the safety and security of users who access online information while using the library's computers. It should be noted that the library has no control over the content of the Internet and cannot be held responsible for what the user sees or otherwise experiences when connected to the Internet. The restriction of a minor's access to the Internet beyond that required by this policy is the responsibility of that minor's parent or legal guardian.

The safety and security of users accessing the Internet require those persons to be cautious, thoughtful, protective of personal information, and respectful of library policy and state and federal laws.

Use of the library's computers

Library computers will not be used to do the following:

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

Using library computer workstations in an inappropriate manner, as defined herein, is prohibited. Members of library staff are under no obligation to monitor library computer workstation usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of the following subsections, the patron will be deemed to be using the workstation in an unacceptable manner, resulting in any or all of the following consequences:

- Immediate termination of the Internet session.
- Additional suspension of computer use or other library use privileges.
- Notification of appropriate law enforcement officials.

Any user who violates this policy may be prohibited from using the library's computers until the user agrees to comply. For repeated violations, any member of the library staff will be required to prohibit that user's computer access for 30 days or longer.

Users may appeal the revocation of Internet use privileges by petitioning the Board. The decision of the Board will be final.

Patrons will use the library's computers and software in a responsible manner and will not use them in a careless and/or abusive way. Misuse of computer equipment and Internet access may result in the consequences described above. Misuse includes, but is not limited to:

- Activities causing damage to library computer equipment, software programs, and data.
- Activities deemed unlawful according to local, state and federal law.
- Unauthorized access to secure data, including so-called "hacking." Violations will be immediately reported to appropriate law enforcement officials.

Violation of individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors is prohibited. Persons violating this prohibition are subject to the consequences described above. Library staff will not disclose library customers' use of the library with respect to information sought or received, including Internet use, except pursuant to a valid court order or subpoena authorized under federal, state or local law except when reporting unlawful activities as described above.

The laws that guide this policy

The library complies with state and federal laws. We have a particular awareness of Kansas laws relating to obscenity (K.S.A. 21-4301; 21-4301a, and 21-4301c) and federal laws on copyright (U.S. Code, Title 17), the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (NCIPA). The library and library users must comply with these laws.

All patrons who use the library's computers will be required to read this policy. They will also be required to sign an instrument attesting to the fact that they have read and understand this policy and promise to abide by the rules herein described.

Parents or legal guardians of children below the age of eighteen years will be required to sign an instrument attesting to the fact that they have read and understand this policy and that they will be responsible for their children's responsible use of the library's computers. These parents or legal guardians agree to hold the library, its staff and the Board harmless in the event their children access to questionable material on the Internet, either accidentally or on purpose.

9.20 Friends Groups

Friends of the Library are groups of citizens who join together to support and promote public libraries. They understand the importance of library service to the community and work in a variety of ways to help the library become more effective. Friends groups shall work with the library director to obtain the goals of the library.

Together they can affect the following:

- Increased library participation and use;
- Increased funding and resources;
- Updated automation equipment; and
- A larger, more up-to-date materials collection.

Funds of the Friends shall be used for the sole support of the library's services, materials, programs, capital, building and infrastructure needs.

9.21 Services to Groups and Organizations

The library will actively assist civil, cultural, and educational organizations in locating and using materials for planning programs, for conducting projects, and for furthering the education of patrons.

9.22 Community Room (Revised 4/8/2020)

The Tonganoxie Public Library contains a community room for activities of a civic, cultural, or educational nature and for the discussion of current public questions at no fee as long as the organization is a non-profit. It is also available for personal (non-revenue generating) usage with a suggested donation of \$20 (city resident) / \$30 (non-resident) for the first two hours and \$5 for each additional hour. It is available to groups regardless of the beliefs or affiliations of their members. No group or organization using the community room will discriminate on the basis of race, color, national origin, gender, age, religion, or handicapped status in the provision of service. Duly constituted continuing political groups may use the room, but temporary committees for the advancement of an individual's success in a political campaign shall be denied such use. Use of the community room does not constitute library endorsement of the activities, purposes or viewpoints expressed by the groups/individuals involved. Meetings held in the library are considered public meetings, open to all wishing to attend.

The meeting room will only be available for use during the library's regular operating hours. Library-oriented programs will be given preference when scheduling conflicts occur, and a minimum of 48 hours notice will be given to the non-library party for rescheduling purposes. Any group using the community is expected to conduct its proceedings in a quiet, orderly manner and to set up and take down tables and chairs as needed. Trash must be placed in receptacles and the room left clean. Tobacco use and alcoholic beverages are prohibited on library premises. Groups will be held responsible for any damage to, or theft of library property. The library is not responsible for lost or stolen articles. The library is not responsible for any accident or injury occurring during a meeting or event taking place in the community room when rented by a third party. The library reserves the right to refuse future bookings to groups that consistently fail to appear on reserved bookings and that do not abide by the above written policies.

Any exceptions to the community room policy must be approved by the Library Board of Directors. Questions involving meeting-related policies and procedures will be resolved by the Library Board. If a group feels that their application has been unfairly denied or that their use of the community room is limited, a grievance may be filed with the Library Director, who will direct it to the Library Board. The Library Director or designee assumes responsibility to ensure that policies and procedures are followed and will report any problems to the Library Board. For further guidance and procedures on scheduling the community room, complete a [Community Room Application](#) or contact the Library Director.

9.23 Public Relations

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

9.24 Open Records

The library's records are available to the public in accordance with K.S.A. 45-215 et seq. To inspect and obtain copies of public records which are not exempted from disclosure by a specific law, a patron may request assistance from the library's director. Records will be produced as soon as possible and always within the 3-day period specified by law. To insure accurate response, a document copy request must be written and legible. Reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time for processing requests. (Approved March 2018)

9.25 Exhibits and Displays

Exhibits and displays in the library will be determined by the director and library staff. Library personnel will make every effort and take every precaution for the safety of material in the library. The library will not be held liable for damaged or stolen property.

9.26 Americans with Disabilities Compliance

The Tonganoxie Public Library is handicap accessible and upholds the provisions of the Americans with Disabilities Act of 1990.

9.27 Patron Behavior

CODE OF BEHAVIOR

1. Alcoholic beverages, illegal drugs, firearms or other weapons are not permitted in the library or on the grounds.
2. Smoking is not permitted in the library.
3. Food and drink are permitted only in the library meeting rooms during scheduled meetings.
4. Animals are not permitted in the library, except, for those needed to assist a patron with a disability or for use in a library sponsored program that has been authorized by the library director.
5. Behaviors and/or conditions that may be considered disruptive to library users or staff is not allowed and will be addressed by the library director at his/her discretion.
6. Abusive or obscene language is not allowed in the library.
7. Shoes and shirts must be worn in the library.
8. Rollerblades and shoes with cleats may not be worn in the library.
9. Privileges may be limited for damaging library property, stealing library materials, or harming library users or staff.

9.28 Disruptive Patrons

A patron whose behavior is disruptive to other library patrons may be asked to leave the library premises. A patron who refuses to leave under these circumstances is trespassing. The staff member handling the problem should first seek assistance from the director. Further action will be to seek assistance from the police, if needed.

Individual access will be restricted only when effective access by others is hindered. The Board of Directors and the Library Director will take all measures available to provide a resource center that is friendly, helpful, and safe for ALL patrons.

9.29 Behavioral Standards for Children

The library welcomes and encourages children to explore the library and make use of library services. However, some behavior is considered inappropriate and causes interruptions for others or danger to the child.

Parents are responsible for their child's proper behavior in the library and for monitoring their child's behavior. Inappropriate behavior includes loud or disruptive speech, running, climbing on shelves or furniture, and playing with rather than using computers and catalog terminals.

If a child is causing a disturbance or harming library equipment or materials, the parent(s) will be asked to correct the inappropriate behavior. If the behavior continues, the parent(s) and child may be asked to leave.

Children who are in the library alone and who behave in a disruptive manner or harm library equipment or materials will be asked to leave. If the child is unable to go home alone, staff will attempt to locate the child's parents to come for them. If staff is unable to locate a parent, the police will be called for assistance.

9.30 Unattended Children

Parents may not leave children under age 7 unattended in the library. Parents or caregivers are responsible for their children's behavior in the library. Disruptive children age 7 or over will be asked to leave after receiving one warning and after parents have been notified.

9.31 Distribution of Non-library Information

Policy Statement:

In support of its role as a community information center, the Tonganoxie Public Library maintains distribution space (a pamphlet rack, bulletin board, and shelf space) for informational materials (flyers, notices, pamphlets, posters, and newsletters) that may be used by non-profit, non-commercial organizations or groups, which share the library's goal of serving the educational, cultural, and civic needs of the community and surrounding area.

Regulations:

1. The library reserves the right to deny permission to distribute material that is in conflict with this policy.
2. The library reserves the right to determine where and how information will be displayed or distributed. Information is posted at the discretion of library staff and subject to limits of space and time. Information may not be distributed on library grounds, outside the building.
3. The library is unable to accept responsibility for direct, regular distribution of informational materials.
4. The library is not liable for the preservation, protection, or possible damage or theft of any materials.
5. Posting of notices and distribution of material does not imply endorsement by the Tonganoxie Public Library.
6. No organization or individual will be permitted to circulate or post petitions, or to solicit funds or donations for any purpose.
7. The name of the sponsoring organization or agency should be clearly identified on the materials being distributed.
8. Informational materials to be posted and/or distributed should be of an educational, cultural, recreational, or philanthropic nature, or should supply nonpartisan information about the city, county, government, or community.
9. Information about events, opportunities, and services that charge fees may be posted in the library for a period of thirty days.
10. Materials that promote or advocate particular religious organizations or beliefs or specific political groups, issues, or candidates are not accepted.
11. Announcements of events and services offered by local religious organizations, school organizations, local non-profit organizations or agencies, or local governmental bodies may be accepted.

12. No informational material may be placed or removed on the display racks, display shelves, or bulletin board except by authorized library staff in accordance with this policy. Unauthorized non-library materials that are posted or placed in the library will be discarded. Unauthorized removal of items may result in the loss of library privileges.

10. Personnel Policies

10.1 Employment Authority

The information contained in this personnel policy applies to all employees of the Tonganoxie Public Library. It is presented as a matter of information only and its contents should not be interpreted as a contract between the library and any of its employees. This personnel policy is not intended to and does not constitute any sort of contract employment, either expressed or implied.

The Tonganoxie Public Library Board of Directors expressly reserves the right to change any of its policies without prior notice, including those covered here, at any time. Employees will be notified of any changes by appropriate means. Amendments or new policies will be effective on dates determined by the Board of Directors. Only the Board, in consultation with the director, has the authority to change any policy. This policy supersedes all previous personnel policies.

It is the responsibility of the Tonganoxie Public Library Board to hire a library director who meets the stated requirements and has the needed skills. Guidance for the director is communicated by a well written and maintained policy manual which is based on local, state, and federal laws that relate to employment practices.

It is the authority of the Board to provide a salary schedule and fringe benefits for all employees.

It is the responsibility of the Director of the Tonganoxie Public Library to hire and supervise staff according to policy and utilize the skills and initiative of the staff members to the library's advantage. It is appropriate for the Director to provide recommendations and materials for review and inclusion in the personnel manual. The Director should suggest improvements needed in compensation, safety, and working conditions. It is the responsibility of the Director to recommend appropriate opportunities and specific needs for training.

10.2 At Will Employment

Employees are employed at the will of the library and are subject to discharge at any time, with or without cause or reason, and with or without advance notice. At the same time, these employees may terminate their employment at any time and for any reason.

No library representative is authorized to modify this policy for any employee or to enter into any contract or agreement; oral or written, implied or expressed, that changes the at will relationship. Supervisory and management personnel should not make any representations to employees or applicants concerning the terms or conditions of employment with the library that are not consistent with library policies. No statements made in pre-hire interviews or discussions, or in recruiting materials of any kind, alter the at will nature of employment or imply that discharge will occur only "for cause."

This policy may not be modified by any statements contained in this manual or any other employee handbooks, employment applications, library recruiting materials, library memoranda, or other materials

provided to applicants or employees in connection with employment with the library. Library policies and practices with respect to any matter should not be considered as creating any contractual obligation on the library's part or as stating in any way that discharge will occur only "for cause." Statements of specific grounds for discharge set forth in this manual or in any other library documents are examples only, not all-inclusive lists, and are not intended to restrict the library's right to discharge employees at-will.

Completion of an introductory period or attainment of regular status does not change an employee's status as an at-will employee or in any way restrict the library's right to discharge the employee or change the terms or conditions of employment.

10.3 Equal Opportunity Employment

The Tonganoxie Public Library provides equal employment opportunity to all applicants for employment and all employees in accordance with the law. The Library strictly prohibits any unlawful discrimination against applicants or employees because of their race, color, creed, religion, sexual orientation, gender status or identity, age, national origin, ancestry, disability, veteran status or any other basis prohibited by law.

10.4 Employment of Disabled People

The Tonganoxie Public Library has a statutory responsibility to ensure it does not discriminate unlawfully against prospective employees that are disabled and disabled employees in their employment with the library and where reasonable, to take positive steps to make adjustments to secure and maintain the prospective employment and employment of disabled people.

It is policy of the Tonganoxie Public Library that disabled people should not be precluded from employment or promotional and developmental opportunities by virtue of their disability where reasonable adjustments can be made to accommodate their needs.

Staff may not engage in any behavior that would disadvantage or discriminate unlawfully against disabled colleagues and they may not assist or aid others to do so.

10.5 United States Citizenship

The Tonganoxie Public Library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship by filling out Form I-9 in accordance with Department of Homeland Security guidelines.

10.6 Nepotism

It is in the best interest of the Library that members of the immediate family of current Board members or the Library Director not be considered for employment with the library. Immediate family members of any other employee may be considered and hired following a review and approval of the proposed employment by the Board.

Immediate family is defined and used throughout library policies as an employee's father, mother, spouse, domestic partner, sister, brother, child or anyone of like relationship by marriage.

10.7 Child Labor

The Tonganoxie Public Library will comply with the Child Labor provisions of the Fair Labor Standards Act and related Kansas Statutes.

10.8 Recruitment

Recruitment to fill open positions will be made through open application. Positions will be advertised for two consecutive weeks.

All job openings will be posted internally on bulletin boards in common areas. A variety of other recruitment sources and methods may include, but are not limited to:

- Publication in area newspapers;
- Posted announcements on the city website; and
- Other sources and methods deemed necessary for a particular position.

10.9 Job Classification

Library Director: A salaried position regularly scheduled on an annual basis for forty hours (40) in a standard workweek of seven days.

Full-time Employee: A position regularly scheduled for year-round employment that normally includes eight (8) hours a day or 40 hours in a standard workweek of seven days.

Part-time Employee: An hourly position regularly scheduled for year-round employment that normally includes less than thirty (30) hours a week in a standard workweek of seven days.

Volunteers: Part-time, non-paid positions that does not displace paid staff. The library director or a person appointed by the director should be responsible for the Volunteer Program which should include:

- General library orientation and identification of responsibilities and the channels of communication;
- In-service training; and
- A recognition program for the volunteers.

10.10 Job Descriptions

The Library Board will develop a job description for the Director, which will be reviewed and updated as needed. The Director will develop job descriptions for staff based on the duties required for effective library operation.

10.11 Staff Conduct

The image of the Tonganoxie Public Library is conveyed through the attitudes, 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 professional, courteous, cooperative and communicative when assisting the patrons 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.

10.12 Non-Harassment Policy

The Tonganoxie Public Library will maintain a work environment that is free of discrimination, harassment (including sexual harassment and sexual violence), retaliation, and stalking. It will therefore constitute a violation of library policy for any employee to engage in any form of harassment based upon race, color, religion, gender, age, national origin and disability. Any act, physical, verbal or visual that has the effect of unreasonably interfering with a person's work performance or creates an intimidating, hostile or offensive work atmosphere is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this Policy, whether or not discrimination or harassment occurred. This Policy is not intended for, and will not be used to, infringe on freedoms or to censor or punish employees or staff who exercise their legitimate First Amendment rights.

The Tonganoxie Public Library will not tolerate sexual harassment in any form. No employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, pay promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to having job action taken against them.

No employee, whether supervisory or nonsupervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

- Touching or making improper or proposition advances;
- Abusive, vulgar language of a sexual nature;
- Suggestive jokes or comments about an employee's body or wearing apparel;
- Display of sexually suggestive cartoons, pictures, or photographs.

Personnel should report immediately any such behavior or incident to the library director (or board member should the director be involved) in writing with date, location, and names of individuals involved. If, after investigation by the director or board member, the issue is not resolved to the satisfaction of the employee, the unfavorable decision may be appealed in writing to a higher authority, such as the entire Board of Directors. An employee may ask a member of the Board, another employee, or supervisor to be present at a complaint discussion with the Director. In its effort to prevent discrimination or harassment of any kind, the Tonganoxie Public Library will maintain an open-door policy. All complaints will be investigated promptly and confidentially.

10.13 Posted Notices

Notices relating to federal, state or local regulations required to be posted will be posted on the employee's bulletin board located in a conspicuous place in the library. It is the responsibility of each employee to read these notices.

10.14 Employee Benefit Fund Mandatory Deductions (federal and state)

The Tonganoxie Public Library Board will request the governing body of the municipality to levy for an employee benefit fund which is separate from and in addition to the general library levy. The purpose of this fund is to pay the employer's share of the library employee benefits, such as employer contribution for social security, workers compensation, unemployment insurance, health care costs and employee retirement and pension programs (K.S.A. 12-16 102). The employee is required to pay and monies will be withheld for the following:

1. Federal and state income tax

2. FICA (Social Security) (K.S.A. 40-2303 through 40-2307)
3. Medicare for employees hired after March 31, 1986 who are not under Social Security. (Public Law 99-272)

10.15 Health Insurance

The library offers to all full-time employees and all eligible dependents group medical insurance through a carrier of the City's choice. An amount determined by the Board of Directors of the employee's premium for him/herself and for any dependents claimed by the employee is paid by the library. Group medical insurance coverage is administered by the City Clerk. Coverage becomes effective the first day of the month following the date of employment. Specific benefits of both plans are described in insurance brochures provided to each new employee by the Library Director, through the City Clerk's Office. Medical coverage may be continued during an approved leave of absence up to three months at the employee's own expense. Extensions may be granted with approval by the Library Board and the appropriate insurance carrier.

10.16 Retirement Plan

The library participates in a 457 Deferred Compensation retirement plan. After successfully completing the probationary period, full-time employees may choose to participate in the plan. Employee contributions are based on a percentage of gross salary. The library also contributes to the plan, matching funds up to 7%.

10.17 Annual Leave

Annual leave shall be earned beginning with the date of employment. Leave may be used upon successful completion of the probationary period. No employee shall be permitted to use vacation time for any period spent on unauthorized leave. Annual leave will be granted to full-time and part-time employees. Since vacations result in the loss of employee services, it is essential that time off be coordinated with the Library Director so that library services remain as near normal as possible. All vacation time must be approved in writing by the director. Part-time employees are eligible for vacation pay.

At the time of employment and beginning on the first day of the calendar month, full-time employees will earn 8 hours (one day) of annual leave, with a maximum accrual of 96 hours (12 days). After 5 years of employment, the employee will earn 10 hours of annual leave per month, with a maximum of 120 hours (15 days). After 10 years of employment, the employee will earn 13.3 hours a month, with a maximum accrual of 160 hours (20 days). Unused hours at the end of the year may roll-over. The maximum cap for unused hours (vacation and sick combined) that an employee can carry over year to year is 160 hours for employees with 1-5 years of service, 240 hours for 5-10 years of service, 320 hours for 10+ years of service.

Part-time employees will receive vacation time based upon percentage of time worked as compared to the full-time employee. Use of vacation follows the same rules as full-time employees.

Vacation leave can be used for illness if an employee wishes or if the employee has no accrued sick leave available.

Upon termination, an employee shall be compensated for all accumulated unused vacation leave at final rate of pay, subject to the maximum hours of accumulation compensation authorized.

10.18 Sick Leave

Full-time and part time employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents or other incapacities, occurring either on or off the job. An employee may use sick leave allowance when personally sick or for time off in case of illness in the immediate family. For purposes of this policy, immediate family member is defined as father, mother, spouse, and children, including corresponding

in-law and step relationships, and for individuals who reside in the employee's household, whether legally related or not. No employee shall be permitted to use sick leave for any period spent on unauthorized leave. Part-time and full-time employees are entitled to sick leave with pay for physical examinations and dental work if they have provided at least one day's notice to the library director, and the library director has approved the absence. Sick pay must be earned before it is taken and is awarded on the last day worked in the month. Leave may be used upon successful completion of the probationary period.

Sick leave is granted to full-time employees at eight (8) hours per month with a maximum accrual of 96 hours. The maximum cap for unused hours (vacation and sick combined) that an employee can carry over year to year is 160 hours for employees with 1-5 years of service, 240 hours for 5-10 years of service, 320 hours for 10+ years of service. An employee shall not be paid for any unused sick leave upon termination of his or her employment with the library.

Sick leave is granted to part-time employees based upon percentage of time worked as compared to sick leave awarded to full-time employees.

Any absence for a fraction or part of a day which is chargeable to sick leave shall be charged in increments of not less than one hour. For sick leave in excess of three days, a signed statement from a healthcare provider *may* be required. An employee who improperly claims sick leave shall be subject to disciplinary action, including loss of pay or dismissal.

Upon termination, an employee shall not be compensated for any accumulated unused sick leave.

10.19 Sick Leave Donation - [Sick Pool Withdrawal Application](#)

Employees who have unused sick leave can donate their hours to other employees in the event an employee has a catastrophic illness or injury that requires them to be out of work for longer than they have sick leave available. An employee receiving donations cannot receive more than 480 hours of donated sick leave.

"Catastrophic illness or injury" means a severe condition or combination of conditions affecting the mental or physical health of an employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that requires the employee to exhaust accrued leave and to lose compensation from the library.

Applications to receive Sick Leave donations must be submitted on the form provided by the library board. An application must be filed with the library director and must be accompanied by a statement from the licensed practitioner who treated the illness or injury that resulted in the exhaustion of the accrued sick leave of the employee making the application. The library director will in turn submit the form to the library board for approval. The library board will consider applications in the order in which they are received and will approve or deny an application within ten working days after receipt.

Once an employees is approved by the board to be eligible to receive donated hours, the library director will notify staff of the need while respecting confidentiality. Donation of sick leave is not mandatory and there will be no repercussions or negative impact if staff choose not to donate.

10.20 Maternity Leave

Annual leave, sick leave and/or leave without pay may be used for maternity leave.

10.21 Family and Medical Leave Act of 1993

The Family and Medical Leave Act (FMLA) (29 U.S.C. 2601-2654) went into effect on August 5, 1993. The 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. Full-time and regular part-time employees are entitled to a total of twelve (12) weeks of leave during any 12 month period for one or more of the following reasons:

1. Birth of a child
2. Placement of a child for adoption
3. Caring for a spouse, child or parent with serious health condition
4. A serious health condition of the employee

A serious health condition is defined as inpatient care at a hospital, hospice, or residential medical care facility, or continuing care by a doctor of medicine or osteopathy. The employee must provide a doctor's certification of the serious health condition.

Employees must have worked at least twelve (12) months and a minimum of 1,250 hours in the last 12 months to be eligible.

An employee can take the 12 weeks of leave intermittently for a serious health condition. The employee and the Library Director must agree on such reduced work schedules if the employee is taking leave for the birth, adoption, or foster care of a child.

If the employee has accumulated paid leave for less than 12 weeks, they may take the rest as unpaid leave to supplement the paid leave. The employee must use up all paid leave before taking unpaid leave except in the event of birth, adoption or foster placement.

Employees are required to give the Library Director 30 days notice or as much notice as is practical.

10.22 Bereavement Leave

Any full-time employee suffering a death of an immediate family member will be granted up to three (3) days leave with pay.

Immediate family is defined and used throughout library policies as an employee's father, mother, spouse, domestic partner, sister, brother, child or anyone of like relationship by marriage.

10.23 Holiday Pay

The following days shall be paid holidays for employees of the Tonganoxie Public Library:

New Year's Day
Martin Luther King Jr. Day
Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Personal Day

Full-time and part-time employees (hired prior to 2015) will be paid for hours that would normally have been worked on each recognized holiday. Part-time employees not scheduled to work on a holiday will not be compensated.

Any hourly employee that works the day before Memorial Day and/or the day before Labor day will be paid at the rate of time and a half.

Full-time employees are compensated for all holidays listed with compensatory time given during the month in which the holiday occurs.

10.24 Civil Leave

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

- Jury duty. The employee will assign the juror's fee to the library in the event of a trial lasting longer than two (2) weeks.
- Court appearances as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the library.
- A military leave of absence will be granted when an employee serves in the uniformed services of the United States or the State of Kansas in accordance with the federal and state military leave laws.

10.25 Probation

New hires are required to complete a 90-day probationary period. The employee is not eligible to use the grievance or due process hearing procedures during the probationary period. Any employee terminated during the probationary period shall be considered a termination with cause.

Each employee promoted to a classification with greater pay and responsibility must complete a 90-day probationary period prior to being being granted full-time status in his/her new classification. Any employee who fails to complete such probationary period may be returned to the pay and position held immediately prior to promotion or to a position with equal pay and responsibility. The probationary period will end with a written evaluation.

10.26 Employee Evaluation, Based on Job Description

Effective performance evaluations help the employee understand more fully what is involved in their job, as well as clarifying the relationship of their work to performance standards. Annual review of the job description, performance criteria, and performance objectives for the employee's job helps reduce problems of misunderstanding between the Director and employee. The employee should receive feedback on how they are progressing. The Library Board will evaluate the Director annually.

During the evaluation, there should be factors that the employee will be evaluated on. Examples include:

- Job knowledge;
- Quantity / quality of work;
- Job interest / self-motivation;
- Responsibility / dependability; and
- Attendance / punctuality.

There should be goals and objectives that the employee is expected to accomplish during the evaluation period and some measure to indicate whether those goals and objectives have been accomplished.

If an employee has not met goals and objectives for an evaluation period, the Director may extend the evaluation period. During this time, the employee is not eligible for a performance increase until he/she satisfactorily completes the extended evaluation period, and it is determined whether they have met the goals and objectives discussed.

10.27 Resignation

Employees who wish to resign are to notify either the Library Board or the Director two (2) weeks prior to the effective date. The resignation should be made in writing, signed, and dated. The termination date—the final work day or the end of any accumulated leave to be taken—shall be stated in the letter of resignation.

A thirty (30) day notice is expected for the Director and should be submitted directly to the Library Board.

10.28 Termination

Termination is the permanent removal of an employee from the library's employment. The Library Board and/or the director shall have authority to discipline employees for the willful violation of personnel policies. If violations are repeated, the employee may be terminated for cause. Prime examples of termination with cause are, but not limited to:

- Poor job performance, through employee evaluation or through grievance process;
- Use of alcohol or illegal drugs while at work;
- Misuse of funds;
- Refusing to obey a direct order of a superior;
- Willful damage to property;
- Gross neglect of duty; and
- Continuous poor relations with peers or the public.

10.29 Layoff Policy

It is the policy of the library that it may reduce employment when it is required, due to financial necessity, lack of work, reorganization, or changes in needs or technology.

The library will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoff. If a layoff is anticipated, the library will attempt to announce it as soon as possible.

In the event of a layoff, the library may offer the employee a reduction in work hours to prevent or postpone the layoff.

Employees within each affected department typically will be selected for layoff in the following order:

- Demonstrated current and past performance;
- Promotion potential and transferability of skills to other positions within the library; and
- Length of service with the library.

Employees who are laid off will be maintained on a recall list for six (6) months. While on the recall list, employees should report to administration if they become unavailable for recall or change their contact information.

Employees will be recalled according to service needs, classification, and the employee's ability to perform the job and performance records, if and when conditions permit reappointment.

10.30 Absence without Leave

Absence without leave shall be defined as an absence in which the employee has failed to secure prior approval for or, in the case of illness or emergency, has failed to notify their immediate supervisor of such absence. Any unauthorized absence of an employee from duty shall be determined as absence without pay and may be grounds for disciplinary action, up to and including termination, by the Library Board or director.

10.31 Grievance Procedure

A grievance is any complaint involving misuse or misinterpretation of a rule, practice, or policy under the personnel rules or board policies. A sincere attempt should be made by the employee's immediate supervisor to resolve any grievance through explanation and counseling before it becomes necessary to file a written form.

If a verbal grievance fails to be resolved, the employee may, within five (5) working days, file a written grievance with the Director or Library Board. The filing party shall select a Grievance Committee of three (3) members; the Director (unless he/she is filing the complaint), a Library Board member, and a fellow employee, volunteer or other Library Board member. The committee will then meet to consider the situation and prepare a written report to be presented to the Library Board. The Board will make the final decision and a written report, including decision, will be put in the personnel file of all involved in the grievance. The existence of these procedures does not alter the employment at-will relationship, nor is there any contractual right to these procedures.

10.32 Confidentiality of Employee Personnel Records

An employee's personnel file and the information therein shall be accessible only to the employee and the Library Director. All requests for information about current or former library employees should be referred to the Director. The library will comply with right to privacy provisions and Kansas open records statutes which specify that only hire date, term of employment, position and verification of salary within range can be disclosed upon verbal or written request.

All requests for employment references must be referred to the Director with reasonable notice.

10.33 Injury

An employee who suffers an occupational injury or illness, however minor, shall report the incident to his/her supervisor, director or board member within twenty-four (24) hours. This is for your own protection under

Kansas Worker's Compensation regulations and a requirement under Occupational Safety and Health Act Regulations.

10.34 Smoke and Tobacco Free Policy

The Tonganoxie Public Library is designated as an entirely smoke and tobacco free institution. The use of all tobacco and smoking products, including chewing tobacco and electronic cigarettes (E-cigarettes), is banned from the Library workplace, except as designated in this policy. Smoking is prohibited in all of the enclosed areas within the library work sites, within 10 feet of any entry to the building, or along any pathway or walkway leading to or from the building. No additional breaks are allowed to any employee who smokes. Smokers and users of tobacco products must dispose of the remains in the proper containers to help keep a neat and clean environment for all employees and our patrons. (K.S.A. 21-4009)

10.35 Alcohol and Drugs

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs, illegal intoxicants or controlled substances by employees at any time on library premises, in library vehicles, or while on library business is prohibited. Employees must not be on library business or on library property or operating library vehicles or equipment while under the influence of any alcoholic beverage, marijuana, or illegally obtained drugs, narcotic, or other controlled substance.

10.36 Grooming and Dress Policy

Employees' grooming and dressing should be appropriate for work. All employees and volunteers are expected to maintain a neat, professional, and well-groomed appearance at all times. This includes attention to personal hygiene and clothing. Failure to dress appropriately will result in corrective action, and a staff member may be sent home and directed to return in proper attire before continuing their scheduled work hours.

10.37 Rest Periods

Employees are encouraged to take a compensated rest period of up to 15 minutes for each four hours of work. Rest periods may not be added to lunch hours, used to compensate for late arrivals or early departures from work, or accumulated. Nursing mothers are allowed to take additional breaks as required by law.

10.38 Meal Periods

Full-time and part-time staff may take a lunch period that is thirty (30) to sixty (60) minutes in length, depending on the schedule. During this time, employees are completely relieved of library duties until the meal period is completed. Scheduling of hours should take lunch into consideration. Meal periods may not be added to rest periods or used to compensate for late arrivals or early departures from work. The meal period is not compensated.

10.39 Inclement Weather

The Tonganoxie Public Library is a public service institution and every effort is made to maintain regularly scheduled hours for the public. All employees should make every attempt to report to work on a timely basis. If an employee is unable to report to work due to inclement weather, the employee is responsible for contacting the Director by telephone to indicate anticipated absence from work or late arrival to work and the reason. If an employee is unable to report to work, the absence may be charged as vacation leave, or the employee may elect to take this time off without pay or possibly make up the missed hours within the pay period, at the discretion of the Director.

The Director, or acting Director, shall be authorized to close the library to protect the safety and welfare of library employees and patrons. In this event employees will receive full pay, and no vacation or personal leave allowances will be affected.

10.40 Use of Computer Software

Computers, computer files, electronic mail, internet accounts and software furnished to employees are considered property of the Tonganoxie Public Library and are to be used for business use only.

The library prohibits the use of computers in any ways that are disruptive, offensive, or harmful to morale.

Electronic mail accounts associated with the Tonganoxie Public Library may only be used for official business correspondence and should be treated the same as correspondence sent on official library letterhead. Library electronic mail accounts may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-business matters.

The Library Director has the right to access, read and respond to any mail or documents on any electronic mail account associated with the Tonganoxie Public Library or found on library computers.

Failure to comply with this policy may result in disciplinary action or dismissal.

10.41 Continuing Education

The Tonganoxie Public Library Board is committed to the continuous development and improvement of personnel and includes continuing education expenses within the library's budget.

To encourage lifelong learning for professional development, the Board of the Tonganoxie Public Library encourages staff to participate in continuing education opportunities sponsored by the Kansas State Library, the School of Library and Information Management of Emporia State University, WebJunction Kansas and the Northeast Kansas Library System. Programs sponsored by these institutions plus occasional college courses, professional conferences, community sponsored programs, and commercial training seminars that relate to professional concerns, professional skills, organizational skills, interpersonal skills or social education will be sponsored and all expenses paid at the discretion of the Director.

Unless otherwise agreed upon, when the library board or director requests Directors or volunteers to participate in continuing education, these participants shall be reimbursed at the same rate as library staff.

When approved, the actual costs of travel, meals, lodging and other expenses directly related to the business travel will be reimbursed by the library. Employees are expected to limit expenses to reasonable amounts, seeking the lowest travel fares and low to mid-priced accommodations, with meals no more lavish than would be eaten at the employee's own expense. Mileage will be reimbursed at a rate equal to the Internal Revenue Service's business rate, plus parking and toll fees.

Continuing education is part of the annual employee appraisal, with pay adjustments and bonuses being made at the discretion of the Director.

10.42 Tuition Reimbursement Policy

Tuition Reimbursement Policy

The Tonganoxie Public Library, at the board's discretion, reimburses for related expenses for degree programs. Our feeling is that a well-rounded education, even outside of the working environment, can enhance an

employee's skill base and make them more valuable to the organization. Determination of reimbursement is based on the following policy.

Eligibility to Apply for Tuition Reimbursement

Salaried and full-time hourly employees are eligible to apply for tuition reimbursement after 365 days of employment and not on probationary status. The following requirements must be met in order to receive tuition reimbursement:

- The course must begin after the employee has met the eligibility requirements, including the 365 days of service requirement and while the employee is actively employed by the library.
- The employee must earn a grade of "C" or better. If the course is on a "pass/fail" grading system, the employee must earn a "pass" grade. If this condition is not met, any funds reimbursed for the course must be repaid.
- Application and supporting documentation for reimbursement must be received by the board no later than 75 days after a course is completed.
- The employee's employment status must be 'active' for at least 5 years from the date of the last reimbursement payment. If the employee's employment status changes from 'active' before the 5 years, the employee will be responsible for repayment of all reimbursement costs.

Criteria:

The following criteria must apply in order for a course to qualify for reimbursement:

- Courses must be offered by an accredited community or state college, university or technical school. Private colleges and universities require cost sharing with the employee.
- Employees must meet the residency requirement for in-state tuition. Employees not meeting in-state residency requirements will receive tuition equal to that of in-state fees.
- Courses must earn degree credits towards an associate's, bachelor's, master's, doctoral or technical degree.
- Coursework may be completed through traditional classes or through non-traditional programs such as on-line or other distance-learning programs.
- Coursework must be related to the business of the library.
- Completion of course must be verified with a grade of "C" or better.
- Classes should be scheduled to not interfere with normally scheduled working hours.

Reimbursement Limits:

The Tonganoxie Public Library will consider reimburse of up to \$5,250 in any given calendar year for any qualifying employee.

Tax Consideration:

According to current IRS guidelines, up to \$5,250 per calendar year paid to an employee by an employer for undergraduate and graduate-level courses is excludable from gross income. Because the annual maximum amount available to an associate is equal to \$5,250, reimbursement received through the Tuition Reimbursement Policy is not subject to taxes or withholding.

Courses and Expenses That Do Not Qualify:

Courses and expenses that do not qualify for reimbursement under this policy include, but are not limited to:

- Certification or accreditation courses, workshops, seminars taken to meet job requirements but not taken towards the completion of a college degree
- Review courses taken in preparation for testing and exams
- College entrance and qualifying exams (SAT, GRE)

- Courses audited without college credit
- Courses re-taken because of loss of credit due to transfer
- Equivalence exams; life experience credits
- Standardized tests to earn college credit by examination offered by the College
- Level Examination Program (CLEP) or other exams that waive a requirement
- Meals, lodging and transportation
- Fees for parking, student activities, etc.
- Education involving sports, games or hobbies

Employee Procedures for Applying for Tuition Reimbursement

An employee applying for tuition reimbursement must submit a request for reimbursement in front of the Board of Directors to be reviewed at during a board meeting and to include the following:

- A summarization of a minimum of three potential institution / degree programs to pursue with the employee's preference indicated.
- Documentation of the costs being requested for reimbursement.
- Statement from the employee regarding purpose, intentions, and personal commitment.

Reimbursement Approval or Denial

The employee will be notified within 10 business days of the board meeting by the board president regarding the decision.

If the request for reimbursement is approved, the employee will be reimbursed for approved costs within 10 business days.

If the request is denied for reasons, the employee may resubmit the request with additional documents, as long as he/she is still within the 75 days after completion of the requested course(s).

11. MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICIES

11.1 Legal Authority

The Tonganoxie Public Library is organized under the laws of Kansas and is authorized under K.S.A. 12 1225 Et.Seq. *...to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slide pictures, films, projection equipment, phonograph records, and other material and equipment deemed necessary by the board for the maintenance and extension of modern library services,...*

11.2 Mission Statement

The mission of the Tonganoxie Public Library is to provide a positive environment for lifelong learning and enjoyment. It strives to be the center of cultural activity, foster community partnerships and ensure that a dedicated and qualified staff provides the community with expertly selected materials and needed services and programs.

This Collection Development Policy is used by library staff to select, maintain and weed materials and also serves to acquaint the general public with the principles of collection development.

11.3 Library Collection Objectives

The Tonganoxie Public Library selects, makes available, and promotes the use of library materials, in various formats, which:

1. Reflect the mission and roles of the library.
2. Meet the information needs of the community.
3. Meet the recreational needs of the community.
4. Supplement formal and informal study.
5. Reflect a variety of opinions on a subject.
6. Support economic, cultural, recreational, and civic activities in the community.
7. Stimulate understanding and growth.
8. Enhance job-related knowledge and skills.
9. Increase knowledge of and participation in the affairs of the community, state, nation and world.
10. Encourage the use of modern technology.

11.4 Responsibility for Selection

The responsibility for the collection development policy lies with the Board of Directors of the Tonganoxie Public Library. The Board delegates to the Library Director and other staff members designated by the Director, the responsibility of selection of materials and development of the collection.

11.5 Scope of the Collection

The popular adult collection highlights genres and topics for which local interest and need is known to exist. These areas include current high-interest fiction, self-help and how-to material.

Circulation statistics will be used to gauge collection use and will aid with asset allocation for new items.

Due to the existence of a strong genealogy library in the region, the Tonganoxie Public Library limits its collection to materials dedicated to explaining the process of conducting genealogical research and other how-to items of interest.

In the development of its collection, the library recognizes that it is impossible for a small-sized public library to provide a balanced comprehensive collection that is strong enough to meet all community needs. As a member of the NExpress shared automation program, the library will supplement its resources with materials borrowed from other libraries through the consortium.

The library maintains a small collection of Spanish language materials, but the majority of the collection is in English.

11.6 General Selection Criteria

The library staff relies upon several sources for assistance in selecting library materials, including book reviews, publishers' catalogs and flyers, professional journals, printed bibliographies, recommendations of other professionals and library patrons, and personal knowledge and expertise. Reviews in professionally recognized periodicals, such as *Library Journal*, are a primary source for material selection. Reviews provided by online book distribution companies are also consulted, as are best-seller lists. The lack of a review or an unfavorable review is not sufficient reason to reject a title for which there is demand.

The library supplies access to print materials, including:

- hardcover and softcover books, including some mass market paperbacks
- magazines and newspapers
- audio-visual media, including, books on CD, DVD's of all ratings, digital audiobooks, and music CDs with explicit lyrics;
- electronic resources, including online databases, software access, and the Internet.

Feature titles for children, popular features, requested features, and classic and educational titles will be collected in DVD format.

Local history materials are defined as any material related to the region, specifically Tonganoxie and Leavenworth County, and materials written by local authors. These materials are purchased, when possible, from local distributors and publishers.

The following general criteria are used in selecting materials for purchase by the Tonganoxie Public Library:

- Examination of existing materials in the collection on the same subject
- Reputation of the author, illustrator, publisher or producer
- Suitability of subject, style, and reading level for intended audience
- Demand
- Present and potential relevance to the community needs
- Availability or scarcity of materials on the subject
- Value of material in relation to durability and price
- Compliance with stated collection goals.

11.7 Materials Not Purchased

The following materials will not be purchased: slides, 16mm films, artworks, textbooks, workbooks, outlines or synopses. The library does not circulate toys, realia or equipment. Rare or out-of-print material will not be purchased unless it is of significant value to the development of the collection.

11.8 Replacements and Duplicates

Guidelines for replacements or purchase of duplicate copies may include the following:

- The number of copies available. If a copy is lost or missing, the library may choose not to replace the item if it owns another copy.
- The coverage the library has on the subject. If a large collection exists in a particular subject area, a particular title may not need to be replaced
- The amount of similar material available. If several books are continually published on a subject, the library may replace a missing title with something more current.
- The demand for material in that subject area. The subject may be so popular that the library replaces the title at once.
- The availability of a particular title. If a title is out-of-print and expensive to replace, the library will not replace it.

11.9 Recommendations from the Public

The Tonganoxie Public Library welcomes suggestions from the public concerning possible purchases for library materials. The patron may give the recommendation, giving as much information concerning the materials as is known, to the Circulation Supervisor. This information will be on file for purchase consideration as funds are available. These suggestions will be considered by the same criteria used for the purchase of other library materials. Books and subject areas repeatedly requested through Interlibrary Loan will also be treated as suggestions for purchase.

11.10 Gifts

Gifts or donations of books or other materials may be accepted with the understanding that they will be used or disposed of as the library determines is appropriate. Determining "appropriate" means using the same criteria set forth in this policy for the purchase of library materials. Donors will be made aware that items that are not

added to the collection will be offered for sale or sent away for recycling. Gifts may in turn be given to the Friends of the Tonganoxie Public Library for fundraising events.

If requested, the library will supply a letter listing the items donated. The library is prohibited by law, to provide an appraisal of the items for the donor for tax purposes.

Gifts of items other than materials or money, not covered by written policies shall be declined. The library reserves the privilege of using cash donations and memorials in a manner that will best serve the operation of the library and its service to patrons. If cash donations are made with requests for specific materials to be purchased, the Materials Selection and Collection Development Policy shall apply.

Gifts made to the library become the sole property of the library and remain so until they are either added to the collection or until a decision is made as to the appropriate disposition of such items. The library reserves the right to sell, give to other libraries or otherwise dispose of gift materials that are not added to the library collection.

The following types of gift materials may not be added to the collection:

- Publications excluded by the collection development policy
- Out-of-date material not of historical value
- A duplicate of an item already in the library
- Material in poor physical condition

Exceptions to the gift policy may be approved by the Director.

11.11 Interlibrary Loan Cooperation and Networks

The Tonganoxie Public Library will cooperate with the Kansas Library and the Regional System of Cooperating Libraries to provide interlibrary loan as an essential service to 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, is used by the Tonganoxie Public 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.

11.12 Maintenance of the Collection

This Collection Development Policy is used by library staff to select, maintain and weed materials and also serves to acquaint the general public with the principles of collection development.

The Tonganoxie Public Library Board recognizes the need to continuously evaluate its collections in response to the changing nature and needs 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 nor in demand, unnecessary duplicates; and worn out or mutilated copies. Items weeded from the collection will be offered for resale, donated to a tax-supported institution or discarded.

11.13 Intellectual Freedom and Challenged Materials

The Tonganoxie Public Library adheres to and wholly supports the Library Bill of Rights, Freedom to Read, and Freedom to View statements. The Director and Library Board also adopt the American Library Association

(ALA) Statement on Labeling; Diversity in Collection Development; Challenged Materials; Expurgation of Library Materials, and Free Access to Libraries For Minors.

The Tonganoxie Board of Directors recognizes the right of individuals to question materials in the library collection and will give serious consideration to each patron's opinion. Material being questioned will remain available to patrons until a decision is made.

The Board of Directors believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself/herself books and/or library material of which he/she does not approve, the individual cannot exercise this right of censorship to restrict the freedom of others to read, view, or hear. Parents have the responsibility to guide and direct the reading/viewing/listening of their own minor children. The library does not stand *in loco parentis* (in loco parentis: in place of a parent; charged with a parent's right, duties and responsibilities).

11.14 Process for Reconsideration of Library Materials

1. All challenges of materials are handled by the director. An appointment may be set up for the complainant either to meet with the director in person or by telephone.
2. If the meeting is person to person, a private area should be chosen. The director and another staff person or board member will listen calmly and courteously. The individual or group should be treated with dignity.
3. The director will explain the general criteria of the library's selection policy to the complainant. It should be made clear that the Library Board subscribes to the Freedom Statements in this policy.
4. If the complainant wants to continue the procedure for reconsideration of materials after talking with the director, the complainant will be requested to complete the form "[Reconsideration of Library Materials](#)." The complainant must be properly identified and the form must be filled out in its entirety. The director, upon receipt of a completed form, will appoint a committee to make a recommended decision. Committee membership may be specified by the Library Board. .
5. The process of reconsideration is explained to the complainant, who shall be notified of the committee's decision within ten days.
6. If the complainant is not satisfied with the committee decision, s/he may appeal to the Board within three weeks of the committee decision.
7. 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.

11.15 Confidentiality of Library Records

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

No information 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 be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena. Upon presentation of such a process, order or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

12. Emergency Preparedness

12.1 Emergency

A. Emergency Contact Numbers

A list of the following information should be kept in a prominent place by each telephone:

<u>Emergency</u>	<u>Non Emergency</u>
Ambulance: 911	913-250-8000
Fire Department: 911	913-845-2620
Police Department: 911	913-369-3754
Sheriff: 913- 682-5724	
City Hall: 913-845-2620	
Insurance Agent: 913-845-2400	
Library: 913-845-3281	
Computer Support: Cricket Ottens	
Library Director: 913-951-7125 (cell) Nicole Holifield	
Fire Alarm Repair: Cintas 913-441-4477	

B. Media Contacts

Tonganoxie Mirror—845-2222

12.2 Purpose of Emergency Preparedness

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 tornadoes 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.

12.3 Responsibility for Emergency Management

The Library Director has ultimate responsibility for emergency management.

12.4 Medical Emergencies Procedures

When handling an injured person, use rubber gloves if blood is present.

- Call 911
- Describe the person’s condition: bleeding, burned, broken bones, etc.
- State the library name and address and exact location in the library.

- D. Give your name.
- E. Do not hang up. Let the emergency personnel end the conversation. They may want to ask questions.
- F. Call the Library Director.

12.5 Evacuation Procedures

- A. Staff will telephone 911 immediately to alert the emergency response personnel.
- B. Whenever a building must be evacuated immediately, library staff must remain calm and direct patrons to appropriate exits, assertively and without delay. Staff will monitor emergency exits to prevent backups or blockages.
- C. Staff will check all specific areas (including such "hidden" places as restroom stalls and the Community room) for remaining patrons or those who require special assistance.
- D. Staff will shut all doors behind them as they exit each area of the building. Closed doors can slow the spread of fire, smoke and water.
- E. Staff and patrons will proceed as quickly as possible, but in an orderly manner.
- F. Take with you: your car keys, purse, briefcase, etc., but leave behind any large or heavy objects.
- G. Library staff will leave the building only after all members of the public have been safely directed outside.
- H. Once out of the building, move away from the structure and assemble in an area determined by the Director or senior staff member present. Keep all roadways free for emergency vehicles.
- I. Refer to sections below for specific types of emergencies.

12.6 Reporting Procedures

- A. The senior staff member on duty will telephone 911 immediately, as other staff members complete the evacuation procedures outlined in Section A, above.
- B. As soon as possible, the senior staff member will telephone the Director.
- C. When emergency response personnel arrive on the scene, senior library staff will inform the firefighters of personnel rescue priorities and the floorplan of the facility. If possible, staff will provide a copy of these documents.
- D. Library staff on the site will cooperate with rescue operations as directed by emergency response personnel.
- E. Staff witnessing the fire will keep detailed notes in order to file an accurate incident report after the disaster.
- F. 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.
- G. Staff will document the incident with photographs and a narrative report.
- H. The Director will communicate regularly with City Hall and the County Emergency Management Department throughout recovery and as necessary thereafter.

12.7 Power Loss Procedures

- A. Quickly locate flashlights and battery-powered radios in your immediate work area. Monitor weather bulletins as appropriate (and follow procedure for specific natural emergencies)
- B. Remain calm and announce yourself to other staff and patrons.
- C. Provide necessary assistance to staff and patrons.
- D. If possible, open blinds, etc. on windows to let in light.
- E. If in an unlighted area, proceed with caution to an area equipped with emergency lights. Take with you: your car keys, purse, briefcase, etc., but leave behind any large or heavy objects. Walk slowly, feeling your way cautiously. Listen for other people and sound cues.

- F. Evacuate, if instructed to do so.

12.8 Flooding and Water Damage Procedures

- A. In cases of damage, notify the Director and City Hall.
 - a. Building Maint.: City Hall - 913-845-2620
 - b. Plumber/Electrician: Shillings - 913-845-2000
 - c. Director: Nicole Holifield 913-951-7125
- B. 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 procedures in Section A, above.
- C. 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.
- D. 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 emergency 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.)
- E. Evacuate if instructed to do so by appropriate personnel, following procedure in Section A, above.
- F. As soon as possible, the Emergency Team and appropriate staff members will consult with the Northeast Kansas Library System to determine recovery procedure for damaged library materials. If computer equipment is involved, contact the Dan Alexander immediately.

12.9 Fire Procedures

- A. In Anticipation of the Event: Staff will become familiar with the location of all fire extinguishers in the building. Fire extinguishers are located next to the Northeast Door, the Northwest Door, the Hallway and in the Kitchen.
- B. By June 1 of every year, the Library Director will provide the Fire Department with a current list of collection and equipment rescue priorities and a up-to-date floorplan locating these areas. The floorplans include the location of fire extinguishers in each building.
- C. Collection and Equipment Rescue Priorities:
 - a. Original artwork;
 - b. KS history and genealogy materials;
 - c. Microfilm of local newspapers, census and historical documents;
 - d. Cumulative Reference sets;
 - e. Computers from the library Office;
 - f. Business records from library Office;
 - g. The collection.
- D. In the Event of a Fire:
 - a. Follow the Reporting procedures outlined in Section E, above.
 - b. Report all fires, 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. Evacuate the library if you are unable to put out the fire, following procedure in Section A, above.
- f. If it is safe to do so, disconnect electrical equipment that is on fire.
- g. Do not attempt to save possessions or collections at the risk of personal injury.
- h. Do not return to the emergency area until emergency response personnel instructs you to do so.
- i. As soon as possible, the Director will consult with the Northeast Kansas Library System to determine recovery procedure for any damaged library materials. If computer equipment is involved, contact Dan Alexander immediately.

12.10 Ice and Snow Storm Procedures

The library may close early by decision of Director or person in charge. If programs have been planned, the decision must be made to cancel and notify. If time permits, notify the board president, media stations and post on the library website and social media sites.

12.11 Thunderstorm and Tornado Procedures

- A. When a "Watch" is announced (conditions right for tornado to develop), locate flashlights and a battery-powered radio to leave on.
- B. When a "Warning" is announced, TAKE COVER. Direct patrons to predetermined cover area. ENTRY DOORS SHOULD REMAIN UNLOCKED.
 - a. Stay away from exterior walls and glass. The Hallway and Restrooms are safe areas for tornadoes and other extreme storm conditions.
 - b. Use telephones only for emergency purposes.
 - c. Do not leave secure areas until instructed by senior staff.
 - d. In helping patrons move to designated areas before and after the storm or tornado, be polite but firm. Warn them calmly of the danger. If patrons refuse to comply, leave them.
 - e. As necessary, follow reporting procedure in Section E, above.
 - f. The Emergency Team will authorize reentry and recovery upon instructions from the responding emergency response personnel. The Team will consult with the County Emergency Management Department in the event of any damage.
 - g. Staff will document the incident with photographs and a narrative report.
 - h. The Director will communicate regularly with City Hall and the County Emergency Management Department throughout recovery and as necessary thereafter.

12.12 Explosions and Random Acts of Violence Procedures

- A. Remain calm and avoid "heroic" behavior. Stay alert: one event can follow another. There may be more danger yet to come.
- B. Staff will use the emergency button or one of the 2 wireless key fobs to contact emergency services.
- C. For your protection, consider crawling under a sturdy table or desk. Remain there for at least 60 seconds, but be mindful that detonation delays may vary and are unpredictable.
- D. Stay clear of windows, mirrors, glass display cases, overhead fixtures, glass doors, filing cabinets, bookshelves, and electrical equipment.
- E. If evacuation is ordered by emergency response personnel, follow procedures in Section A, above. 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.
- F. Do not use matches or lighters. Sparks may trigger explosions.
- G. Avoid using telephones and hand radios, which may emit hazardous sparks or signals that could trigger other bombs.

- H. As soon as possible, the Director will consult with the Northeast Kansas Library System to determine recovery procedure for any damaged library materials. If computer equipment is involved, contact Dave Hernandez immediately.

12.13 Pandemic Response Policy (Approved 4/8/2020)

In the case of a pandemic event, the health and safety of patrons and employees is of the utmost importance. The library director will adhere to the Center for Disease Control and Prevention (CDC), U.S. Department of Health and Human Services (HHS), Kansas Department of Health and Environment (KDHE), Leavenworth County Health Department, and local, state, county and city government guidelines / directives.

When the library is able to safely remain open, the following guidelines will be followed:

- Maintain regular communication with the board of directors and local municipality.
- A regular schedule of cleaning / disinfecting that follows CDC recommendations for cleaning hard surfaces such as door knobs/handles, tabletops, desks, handrails, light switches, keyboards and other related computer equipment, restrooms, drinking fountains, emptying wastebaskets, etc. will be followed by employees wearing protective gloves.
- Good hygiene practices will be posted at all building entrances, restrooms and various public spaces throughout the building.
- Encourage patrons to wash hands before and after handling materials, avoid touching their face and practice social distancing while in the facility.
- Provide hand sanitizer throughout the facility.
- If possible, limit check out of materials to be done at the self-checkout machine to reduce sharing contact of these items. In addition to the regular cleaning of the self-checkout machine, anti-bacterial wipes should be available for patrons to clean the machine prior to each use.
- Do not accept book returns at the circulation desk. Returning of materials should be done solely through the outside book-drop and/or the indoor return slot to reduce sharing contact of these items.
- If the number of patrons participating in library programming events or utilizing the community or meeting rooms may exceed the recommended number of people in one setting at the same time, determine an appropriate way to meet those recommendations or cancelling the event and/or use of community or meeting rooms.
- Minimize or eliminate the use of soft / fabric material items (chairs, sofas, etc) to increase ability of cleaning surfaces effectively.
- Consider waiving any fees for patrons which would result in the physical exchange of checks, cash, or coins to limit staff and patron sharing contact of these items.
- When contacted by a patron, consider coordinating with any involved libraries to waive overdue fines for patrons unable or unwilling to come in due to the current situation. Renew expiring library cards over the phone for these patrons as well.
- Do not accept any book donations.
- Encourage employees to stay home if they are feeling sick or if they have a sick family member in their home. Anyone with symptoms or meets CDC travel risks will be required to stay home. If an employee comes to work with symptoms, they will be sent home immediately. Employees must be fever and symptom free for 24-hours without the assistance of fever-reducing or symptom-altering medication to return to work. If an employee suspects a co-worker is ill, it must be reported immediately to the library director.
- Include links to trusted sources of information regarding the pandemic for your community, county and state on the library website and social media accounts.

When the library must be closed, the following guidelines will be followed:

- Maintain regular communication with the board of directors and local municipality.
- Communicate the closure and all future developments regarding the closure and progress toward reopening to patrons as soon as possible via physical postings at the facility as well as on the library website and social media accounts. Provide an email contact point for them to ask questions and have a staff member prepared to monitor this account as well as the social media accounts.
- Notify NEKLS of the closure and include a projected timeframe for the closure (start date, end date), if possible.
- Continue to provide programming options virtually as frequently as possible to patrons to meet their needs. Some programs will be able to transfer easily to a virtual platform while modifications or additions may be needed for others.
- Encourage patrons to utilize electronic resources and increase availability of these resources, if possible.
- The director will regularly visit the library through the closure to empty the book-drop, receive and process courier materials (until stopped), and check the library facility for any normal or emergency maintenance needs.
- Consider coordinating with any involved libraries to waive overdue fines and renewing all expiring library cards during the closure.
- Continue paying both full-time and part-time employees for their regularly scheduled shifts.
- Include links to trusted sources of information regarding the pandemic for your community, county and state on the library website and social media accounts.

When the library is closed, but employees are still reporting to work, the director will organize the staff to meet the guidelines above as well as other additional tasks to benefit the library such as deep cleaning the library, weeding the collection, preplanning future programs, etc.

When the library is closed, every effort should be made for employees to work a comparable amount of time from home as they would typically work at the physical library building. The director will regularly meet with the staff virtually to arrange and review how the guidelines above are being met as well as engage in other additional tasks to benefit the library and/or the staff's professional growth. Some tasks that could be considered are attending a daily webinar to gain/sharpen skills, attend a virtual class (Coursera or Udemy) to improve skills, start a virtual library book club about library-related topics, or complete projects that do not require specific equipment or access to the library.

If the Tonganoxie Public Library becomes aware that an employee is confirmed to have the pandemic causing disease, the library will close immediately until a cleaning of the building is completed, and the library director will inform fellow employees of their possible exposure in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and/or HIPAA.

The library board and director will continuously evaluate the situation and whether or not it is safe to reopen. The decision to reopen will be a joint-decision between the director and board. Prior to physically reopening, the library must be deep cleaned to CDC standards.

12.14 Rodent and Insect Infestation

When rodent 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.

12.15 Preparing to Return to the Library After a Disaster

- A. The Fire Chief or his/her designee, 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.
 - a. Does an insurance agent need to evaluate damage before recovery begins? Call City Hall to coordinate contact with the Insurance company.
 - i. City Hall – 845-2620
 - ii. Evans Insurance – John Evans – 845-2400
- C. Determine who will photograph and record damage for insurance.
- D. Who and what are needed to secure the building?
- E. Will utilities need turning off or on or repair?
 - a. Gas Contact: Kansas Gas Energy– 888-482-4950.
 - b. Electricity Contact: Westar Energy-800-544-4857
 - c. Water contact: City Hall – 845-2620
 - d. Plumber contact: Shillings – 845-2000
 - e. Lumber yard: Himpel – 845-2680
 - f. Walmart: Bonner Springs – 441-6751
- F. People to notify of disaster.
 - a. Librarian: 913-951-7125
 - b. Board President: Steve Skeet, 785-218-6567
 - c. City Hall: 845-2620
 - d. Insurance: Evans 845-2400

12.16 Equipment

- A. Basics: The following equipment needs to be kept in the library at all times: flashlight with extra batteries; first-aid kit that can be transported from one area of the library to another; a radio that is battery operated with spare batteries.
- B. Fire Extinguishers: 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 he/she is actually on fire and there is no other alternative.
- C. Fire Alarms: Staff and volunteers must know the location and operation of the fire alarm system, including how to deactivate the system.

12.17 Resources

The Northeast Kansas Library System can supply a more detailed disaster plan.

12.18 Insurance

Information on the quantity and value of library materials covered by the library's insurance company shall be kept up to date. This will be done by maintaining an accurate shelf list.

12.19 Past Disasters

The Tonganoxie Public Library was opened in a new building in February 1991.

The following disasters have occurred:

- In May 2000, a Tornado caused \$4,233.40 in damage
- In June 2002, Hail caused \$26,231.42 in damages

13. Financial Policies

13.1 Whistleblower Policy

Directors and employees have the responsibility to report any circumstances that they have actual knowledge of or a reasonable good faith belief that the library's internal controls, auditing function, accounting systems, or governance policies are compromised or threatened or contrary to prescribed procedure or policy. The Board has adopted and management has implemented the following safeguards.

If a Director or employee becomes aware of, or has a reasonable good faith belief that, the library's internal controls, auditing function, accounting systems, or governance policies are compromised, threatened, or contrary to prescribed procedure or policy, that person must report the concern immediately, either in person or anonymously in writing.

If the person with the concern is an employee, program employee, or volunteer, s/he should report the concern to a supervisor, who will immediately share it with the director or any library Director.

If a supervisor, director, or Director is involved in the concern, the employee will report it directly to a Director. If the person with a concern is a Director, s/he shall immediately report it to an officer of the Board.

Examples of such improprieties include, but are not limited to, the following:

- Supplying false or misleading information on the library's financial documents, including the tax return (990)
- Supplying false information to or withholding material information from the library's auditors
- Violation of the conflict of interest, business credit card use, or personal order policies
- Library assets being used for personal gain or benefit
- Payment for services or goods that are not rendered or delivered
- Embezzlement
- Planning, facilitating, or concealing any of the above

If a Director, administrator, or employee, does not believe the normal channels of communication can or should be used to express concerns about or knowledge of improprieties, the complaint should be immediately reported to legal counsel.

An investigation of the report will be undertaken by the appropriate person(s), which is determined by the type of concern or complaint and the person(s) suspected of improprieties.

Under this policy, those who report suspected improprieties are protected from retaliation. The matter will be treated as confidential to the greatest extent possible, consistent with the need to investigate and prevent or correct the suspected action(s).

The individual making the report will not be dismissed, harassed, or discriminated against for reporting in good faith what they perceive to be an impropriety.

However, persons who make unfounded allegations that have proven to have been made recklessly, maliciously, or with the foreknowledge that the concern expressed was false, will be subject to disciplinary action.

In addition, anyone who retaliates against an individual who reports a suspected concern will be subject to disciplinary action.

13.2 Procurement Policy (approved 12/11//2019)

This policy is set forth to establish standards and guidelines for the procurement of supplies, equipment, construction and services to ensure that they are obtained as economically as possible through an open and competitive process, and that contracts are managed with good administrative practices and sound business judgment.

Agreements executed on behalf of the Tonganoxie Public Library must adhere to the following:

1. No employee, officer, director, volunteer or agent of The Tonganoxie Public Library shall participate in the selection, award or administration of a bid or contract if a conflict of interest is real or apparent to a reasonable person. Conflicts of interest may arise when any employee, officer, director volunteer or agent of the library has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award.
2. No employee, officer, director, volunteer or agent of the Tonganoxie Public Library shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.
3. The Tonganoxie Public Library's employees, officers, directors, volunteers or agents shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of one dollar (\$1.00) from a vendor, potential vendor or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.

All procurement transactions will be conducted to provide – to the maximum extent possible – free and open competition among suppliers. The Tonganoxie Public Library must begin with an analysis of the need for procurement, to avoid the purchase of unnecessary items (this may include an examination of lease versus purchase alternatives). The library must then identify and clearly specify standards for the goods or services desired, and seek competitive offers (where possible) to obtain the best possible quality and best possible price.

Agreements executed on behalf of the Tonganoxie Public Library must adhere to the following Board of Directors Regulations:

- Some form of cost or price analysis shall be made, documented in connection with every procurement action and records maintained for five years after final payment is made. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted and market prices, together with discounts.
- Prior approval must be obtained from the Tonganoxie Library Board of Directors, and a minimum of three (3) bids must be sought for goods and/or services exceeding twelve or more (12+) months, fifty percent (50%) of the line item budgeted funds for the year, and/or non-emergency unbudgeted item.
- Only the Director of the Library or President of the Library Board of Directors are authorized to sign contracts for the Tonganoxie Public Library.
- Contracts must be submitted for signature prior to the effective date of the agreement.
- If at any time during the review process of the agreement, legal concerns arise, the process will be paused, and the contract shall be reviewed by legal counseling.
- No contracts are signed until all applicable approvals have been secured.
- All executed contracts are logged and kept on file in the Library Director's office.

When prior approval from the Board of Directors is deemed necessary, the following must occur:

1. Faculty/staff member secures the proposed contracts/bids in writing.

2. The Library Director reviews the contracts/bids. If necessary, discusses the contracts/bids with the originator.
3. The contracts/bids, along with the director's proposal of action, are forwarded to the Library Board of Directors for review and approval.
4. If the contract is approved, the Library Director may officially enter into the agreement on behalf of the Tonganoxie Public Library. If the contract is not approved, the Library Director may renegotiate with the competing vendors, request bids from additional potential vendors, or no longer attempt to procure said goods and/or services.

Any violation of this process may render the contract void, if in the best interests of the Tonganoxie Public Library, and make the signing employee personally responsible for any consequences of the voided contract.

13.3 Bill Payment Procedures - [Separation of Duties Matrix](#)

1. Assigned staff member-opens the mail, including bills
2. Assigned staff person codes the bills using Account Codes pre-determined by Library Director
3. Director-inputs checks, deposits and transfers into Quickbooks
4. Director-prints all checks. Checks are prenumbered and unsigned. Checks are stored at the library and the Library Director records the check range
5. Library Director reviews printed checks for errors, and has the Assigned Staff person prepare the checks for mailing (all stubs are kept with a copy of the invoice or other accompanying information regarding the payment).
6. Library Director restores library's copy of Quickbooks using the Accountant's file, then prepares monthly reports and register reports for Board Agenda packet
7. Library Director presents the completed checks and Monthly Financial Report to the Board at the monthly meeting for review.

13.4 Payroll Procedures

The library employs 3 full-time salaried employees and eight part-time hourly employees.

1. All employees record hours on a timesheet in ADP.
2. All employees must enter their time into ADP 2-3 days prior to payday
3. Library Director reviews and approves total hours worked.
4. ADP prepares payroll checks and tax payments and returns unsigned checks to the Library Director via mail the next business day.
5. Library Director uses Bank Web site to transfer funds from Savings to Checking to cover payroll and taxes
6. Each employee has access to their individual ADP account where they can print off checks and tax forms/stubs.
7. Tax payments are paid automatically using ADP.

ADP maintains accurate time records noting hours worked, vacation, and sick leave time earned and taken. Full-time, regular part-time and part-time employees are paid on an hourly basis with payment made semi-monthly. Time sheets will end on the 15th of the month and the last day of the month. Altering, falsifying, tampering with time records, working overtime without pre-approval or recording time on another employee's time record will result in disciplinary action or dismissal. Timesheets are to be signed by the employee and the director. Paychecks will be dispersed prior to, or on the 4th and the 19th of each month.

13.5 Fraud Prevention Policy

Fraud generally involves a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:

- Embezzlement, theft, misappropriation or other financial irregularities.
- Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files)
- Improprieties in the handling or reporting of financial transactions
- Misappropriation of funds, securities, supplies, inventory, or any other asset (including furniture, fixtures or equipment)
- Authorizing or receiving payment for goods not received or services not performed
- Authorizing or receiving payments for hours not worked

Fraud and, or related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination. Directors found to have participated in such conduct will be subject to removal from the Library Board of Directors in accordance with the bylaws of the Tonganoxie Public Library Board of Directors.

Any Director or employee who knows or has reason to know of fraud or related misconduct shall report that to the President of the Board of Directors or the Library Director. Directors and employees are expected to use their best efforts to recognize risks and exposures inherent in their areas of responsibility and to be aware of indications of fraud and related misconduct. If the President of the Board of Directors or the Library Director are involved in fraud or related misconduct, that shall be reported to any available member of the Board of Directors.

When fraud or related misconduct is reported to the President of the Library Board of Directors or the Library Director, the Board President or Library Director will conduct an appropriate investigation and take all necessary action.

- A. All Directors and employees will cooperate fully in the investigation.
- B. Directors and employees should direct all inquiries from any individual who is believed to be involved in fraud or related misconduct, his or her representative, or his or her attorney, and all inquiries from the media to the President of the Board of Directors or Library Director.
- C. Once the investigation is completed the Directors and/or Library Director will take one or more of the following steps:
 - a. Consult with the Leavenworth County Attorney. Take appropriate action and steps to minimize recurrence.
 - b. Report the result of the investigation to the City of Tonganoxie whenever appropriate.

13.6 Budget Revision Policy (approved 12/11/2019)

The purpose of this policy is to establish uniform procedures for identifying and reporting deviations from the proposed budget. A budget revision is an after-the-fact reallocation of the cost associated with a transaction from one account to another account(s). When the director needs to make a budget revision for any budget category due to overspending or under spending in one or more budget categories, board approval must be obtained prior to the moving or spending of funds.

13.7 Capital Improvement Policy

The Library Board is hereby authorized to direct a transfer annually from the general operating fund of the library not to exceed 10% of the amount of money credited to such a fund to a capital improvement fund

(K.S.A. 12-1258). All money credited to such fund shall be used, at the decision of the Library Board, for the purpose of improving, furnishing, equipping, remodeling or making additions to the library. Such fund shall not be subject to the provisions of K.S.A. 79-2925 through 79-2937 and amendments thereto. If the Library Board determines that money which has been transferred to such a fund or any part thereof is not needed for the purpose for which transferred the Library Board is hereby authorized to direct a retransfer of such amount not needed to the general operating fund, subject to the provisions of K.S.A. 79-2925 through 79-2937.

In preparing the budget for the library, the amounts credited to and the amount on hand in, the capital improvement fund and the amount expended therefrom shall be shown on the budget for the information of the taxpayers of the municipality in which the library is located. Moneys in such a fund may be invested in accordance with the provisions of K.S.A. 10-131 and amendments thereto, with interest thereon credited to such a fund.

13.8 Disposal of Surplus Property

All property purchased by the library that is no longer needed will be disposed of in the following manner:

First consideration in the disposition of any library-owned property no longer needed will be given to local schools and agencies, then to the Northeast Kansas Library System member libraries. Should no other member library be interested in the equipment, it will be offered to all Kansas libraries. In either case, the library wishing to procure the surplus item(s) will be required to arrange and pay for shipping and/or retrieval.

The Library Board of Directors will approve the sale of all surplus property no longer needed and having a value of \$500 or more. Sale may be through public auction, or as deemed appropriate according to the situation.

The Library Director has the authority to sell or dispose of all library owned property which is no longer needed having a value of \$500 or less, which is not requested by a Northeast Kansas Library System member library or other Kansas library.

If property was purchased through grant funds, it will be disposed of in the manner stipulated in the grant requirements.

14. Board of Directors Policies

14.1 Ethics Statement for Public Library Board

Board members must promote a high level of library service while observing ethical standards.

Board members must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the institution.

It is incumbent upon any board member to disqualify himself/ herself immediately whenever the appearance of a conflict of interest exists.

Board members 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.

A board member must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Board members must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups of individuals.

Board members who accept appointment to a library board are expected to perform all of the functions of the library board.

14.2 Responsibilities of Library Boards

1. To employ a competent and qualified library director and work for sufficient financial support to provide a qualified staff.
2. To provide good working conditions and benefits for library staff members, opportunities for training and development and recognition of staff achievements.
3. To determine and adopt written policies to govern the operation and programs of the library.
4. To know the community and make sure the library's programs reflect the community's individual needs.
5. To create and monitor short and long range priorities for the library and secure adequate funds to implement the library's objectives.
6. To establish, support and participate in planned programs to market the library's services to the community.
7. To work for adequate financial support for the library, advocating for public support and participating in community fundraising.
8. To assist in the preparation of the library budget and defend it at budget hearings.
9. To monitor and finance the care of library facilities.
10. To plan appropriately for library automation.
11. To attend board meetings and make sure the accurate records are kept of all board proceedings and actions.
12. To know local and state laws that impact the library's programs and actively support needed library legislation.
13. To be aware of the services of the Kansas State Library and the Northeast Kansas Library System.

14.3 New Board Member Orientation

New board members will be given an orientation, first by the board, then by the Director.

14.4 Continuing Education for Board Members

Orientation conducted by the Library Director and Board Chair should be the first step in the new board member's education. Because the needs of the library and the community change constantly, the board member should be aware of new trends and new methods in the library field. To do so, board members should be encouraged to join the Kansas Library Association and attend regional and state conferences and workshops. Workshops and programs sponsored by the system also assist Board members in keeping current in the library field. Expenses for attendance at workshops and conferences should be reimbursed at the same rate as for staff.

Every board member should be familiar with current and pending legislation relating to libraries at local, state and national levels. Directors should vigorously express their opinions as an individual and/or with members as a library board, and to their elected representatives in regard to any such pending legislation.

14.5 Tonganoxie Public Library Board of Directors By-Laws

The following by-laws for the Tonganoxie Public Library were Adopted on July 8, 1998.

TONGANOXIE, KANSAS

BOARD OF DIRECTORS BY-LAWS

ARTICLE I: NAME AND AUTHORITY

This organization shall be called "The Board of Directors of the Tonganoxie Public Library," existing by virtue of the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225 of the laws of the State of Kansas.

ARTICLE II: MISSION

The mission of the Tonganoxie Public Library is to provide a positive environment for lifelong learning and enjoyment. It strives to be the center of cultural activity, foster community partnerships and ensure that a dedicated and qualified staff provides the community with expertly selected materials and needed services and programs.

ARTICLE III: APPOINTMENT AND TERM

The Board of Directors of the Tonganoxie Public Library is a ten member board appointed by the Mayor of the City of Tonganoxie and approved by the Tonganoxie City Council. By Kansas law (K.S.A. 12-1222), according to charter ordinance 18 approved March 24, 2008 by the Tonganoxie city Council, "at least eight people appointed to the Library Board will be residents of Tonganoxie and the balance of the members should live within the Tonganoxie School District." The Mayor shall serve as an ex-officio member of the Board. No other person shall be appointed to the Board while that person holds any office, elected or otherwise, in the Tonganoxie city government.

Terms are for the duration of four years. The expiration date of any Director's term may be changed by majority vote of the Board and endorsement by the Mayor and Tonganoxie City Council. A person appointed to serve out an unexpired term is eligible to be appointed for two more full terms (K.S.A. 12-1222).

Directors who have served two consecutive terms shall not be appointed for another term until one year after the end of the second term served.

When a Board vacancy occurs, whether by reason of normal term expiration, removal from the municipality, or resignation, the remaining Directors shall consider the names of prospective members, together with their qualifications, at a regular meeting of the Board. Following a decision by the Directors, the President shall present such person's name and application, with their permission and a letter of recommendation, to the Mayor for approval by the city council for appointment to the Tonganoxie Library Board.

The absence of a member of the Board from two consecutive meetings shall be cause for the President to prepare and transmit to such member a letter of reprimand. Three such absences shall be construed as a resignation from the Board.

ARTICLE IV: BOARD RESPONSIBILITY

Legal responsibility for the operation of the Tonganoxie Public Library is vested in the Board of Directors. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

The Board shall select, appoint, and supervise a competent and properly qualified library director, and determine the compensation of all library employees.

The Board shall approve the budget and make sure that adequate funds are provided by the City of Tonganoxie to finance the approved budget.

The Board shall audit and approve all library expenditures.

The Board shall supervise the maintenance of the buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

The Board shall cooperate with other public officials and boards and maintain vital public relations.

The Board shall approve and submit the required annual report to the Tonganoxie City Council.

ARTICLE V: ETHICS

The Board of Directors will promote a high level of library service within ethical standards. No part of the properties or net earnings of the library shall inure to the benefit of any Director. Directors will present the formal position of the library and its policies even if they personally disagree. They will protect the confidential nature of library business within the guidelines of The Freedom of Information Act. The Library Director shall assist the Library Board in reaching and maintaining standards and fulfilling the established mission of the library. Directors will read and support the Library Bill of Rights.

ARTICLE VI: OFFICERS

The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed Directors at the annual meeting of the Board. No Director shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

The president, vice president, and secretary shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected. The treasurer shall serve a term of two years from the annual meeting at which he/she is elected and until his/her successor is duly elected.

The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee, co-sign all checks drawn on funds held by the library (independently of the City), and generally perform all duties associated with the office of president.

The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

The secretary shall keep a true and accurate record of all meetings of the Board, issue notice of all regular and special meetings, co-sign all checks drawn on funds held by the library (independently of the City), and generally perform all duties associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties with the exception of co-signing checks drawn on funds held by the library (independently of the City).

The treasurer shall participate in the budget preparation with the Director and attend city budget meetings when needed, and generally perform all duties associated with the office of treasurer. The treasurer must be bonded in an amount fixed by the Board and approved by the governing body of the City (K.S.A. 12-1226). The Library Director will compile a list of all invoices paid and income received, presenting it to the Board as the Warrant Certification Form. The Warrant Certification Form, check registries and Monthly Financial Reports will

be distributed to the Board prior to the meeting for review and approval at the meeting. Upon approval, the Warrant Certification is signed by the President, Secretary and Treasurer.

ARTICLE VII: MEETINGS

The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

A regular monthly meeting time will be established by the Board at the regular meeting in December and will be effective for the next calendar year. Meeting notices shall be posted according to law, and indicate the time, date, and place of the meeting and meeting agendas shall indicate all subject matters intended for consideration at the meeting and be given to each member of the Board at least two (2) days in advance of the meeting.

Special meetings shall be called at any time by the President or at the written request of a majority of Directors. Written notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Board at least two (2) days in advance of such meeting, and no business other than that stated in the notice shall be transcribed at such meeting.

A quorum for the transaction of business at any meeting shall consist of six members of the Board present in person. In the absence of the President or Vice-President, the Directors present shall elect a temporary chair. The president may vote upon and may move or second a proposal before the Board. In the event of any unfilled vacancies on the Board, a quorum shall be a majority of the Board members in office.

All Board meetings and all committee meetings shall be held in compliance with the Kansas Open Meeting Act (K.S.A. 75-4317).

If a formal motion is made, seconded and carried, the Board may recess at a specified time to a closed or executive meeting, provided no binding action shall take place during the closed door session and provided the purpose of the session is stated (K.S.A. 75-4319). The motion to recess must include a statement of the justification for closing the meeting, the subjects to be discussed during the executive meeting, and the time and place at which the open meeting shall resume. This information must be contained in the minutes.

The law specifies that only certain subjects may be discussed during the closed meeting. Those which apply to libraries include: personnel matters; consultation with an attorney for the library which would be deemed privileged in the attorney-client relationship; matters relating to employer-employee negotiations; confidential data relating to financial affairs or trusts; and preliminary discussion relating to the acquisition of real property.

The rules contained in *Robert's Rules of Order*, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

ARTICLE VIII: COMMITTEES

The following standing committees:

- Building and Grounds Committee
- Personnel Committee
- Budget Committee

shall be appointed by the President promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Each committee shall consist of at least three members, and they shall hold their offices until the next annual meeting or until their successors are appointed. Their duties shall be such as usually pertain to their respective titles.

Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

No committee shall have anything other than advisory powers.

ARTICLE IX: LIBRARY DIRECTOR

The Board shall appoint a Library Director who shall be the administrative officer under the direction and review of the Board. The Library Director shall be responsible for the employment and direction of the staff in accordance with the personnel policy in the library's policy manual as adopted by the Board for the efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated to the Library Director by the Board of Directors.

The Director shall attend all regular and special Board meetings (but may be excused from closed sessions) and shall have no vote.

ARTICLE X: EDUCATION

All Directors will receive an initial orientation by the Board President and the Library Director. All Board members are encouraged to attend regional and state conferences and workshops. Expenses for attendance at workshops and conferences will be reimbursed at the same rate as for staff. The library provides and pays for a current membership in the Kansas Library Director Association for all members of the library board. The Board must participate in no less than one continuing education activity annually. This activity may be:

- Part of a regularly scheduled board meeting with materials and/or a presentation provided by the library system or other resource.
- Attendance at a continuing education activities provided by the library system and/or other continuing education providers.
- Other continuing education activities including viewing and discussion of online or recorded presentations.

ARTICLE XI: CONFLICT OF INTEREST

Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Tonganoxie Public Library in which they have a direct or indirect financial interest.

A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

A Board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

ARTICLE XII: AUDIT

The library will be audited annually, either as part of the City of Tonganoxie's annual audit or by an independent auditing firm.

ARTICLE XIII: GENERAL

Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which four of the members of the Board are present and four of those present so approve.

These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Directors of the Tonganoxie Public Library on the 20th day of December, 2017.