

**POLICY  
MANUAL**

**IOLA PUBLIC  
LIBRARY**

## Policy Manual--Contents

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### **1. MISSION STATEMENT**

*The mission of the Iola Public Library is to provide resources, services, and programs to meet the informational, educational and recreational needs and interests of the people of the community. The staff strives to give people what they want when they come to the library.*

### **2. TRUSTEE BYLAWS**

#### Article I: Name and Authorization

This organization shall be called the Board of Trustees of the Iola Public Library, existing by provision of K.S.A. 12-1222, with powers and duties as provided by K.S.A. 12-1225.

#### Article II: Members

The Board of Trustees, as provided by K.S.A. 12-1222, shall consist of seven members appointed for four-year terms by the mayor with the approval of the city council. The mayor shall serve as an ex officio member. No person who has served two consecutive four-year terms shall be eligible for further appointment until one year after the expiration of the second term.

#### Article III: Officers

The officers shall be a president, a vice president, a secretary, and a treasurer, which shall have the powers normally associated with such offices. Officers shall serve a term of one year from the annual meeting at which they are elected. The Board shall also select a representative to the Board of the Southeast Kansas Library System.

- A. The president shall preside at meetings of the board, authorize calls for any special meetings, appoint any committees, and generally perform all duties associated with that office.
- B. The vice president shall perform the duties and functions of the president in the absence or disability of the president.
- C. The secretary shall keep a true and accurate record of all meetings of the board, sign all checks upon approval of the board, generally by facsimile signature, and perform such other duties as are generally associated with that office.
- D. The treasurer shall review credit card bills prior to payment. The treasurer shall be bonded as required by statute.

#### Article IV: Meetings

The regular meetings shall be held each month at the date and time prescribed by the Board. The May meeting shall be designated the annual meeting, for the purpose of the election of officers. Special meetings may be called by the president or upon the written request of a majority of board members. Five members shall constitute a quorum.

#### Article V: Trustee\Director\Staff Relationships

The Board shall employ a Director who shall be the administrative officer under the direction and review of the Board. He/she shall be responsible for the employment and direction of the staff, for the operation of the library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated by the Board.

#### Article VI: Board Principles

The library board has authority only when acting as a Board legally in session. Board members as individuals do not exercise authority, and the board as a whole shall not be bound by any statement or action of an individual.

A board member shall withdraw from board discussion and votes on any matter in which the member or an immediate family member has a financial interest.

The board subscribes to the Public Library Trustee Ethics Statement as adopted by United for Libraries: Association of Library Trustees, Advocates, Friends and Foundations. This statement is made an appendix of these bylaws.

Article VII: Expenses

As provided in K.S.A. 12-1223, board members shall receive no compensation for their services, but may be reimbursed for actual and necessary expenses in carrying out their duties as board members.

Article VIII: Amendments

These bylaws may be amended at any regular meeting of the Board by a majority of those present, providing that such proposed amendment shall first be submitted at a regular meeting of the Board and sent to those not present.

*Revised 8/3/17; last reviewed 11/2/20*

### **3. SERVICE POLICY**

#### A. Patron registration

1. Residents of the city of lola are the primary population served by the library. Borrowing privileges are also extended to residents of Kansas counties which participate in a regional system of cooperating libraries. Library cards are renewed annually. Minors will be issued cards after obtaining the signature of a parent or guardian agreeing to be responsible for materials checked out on the card. Identification showing current address is required at the time of the initial registration.
2. Allen County Community College students, people living and working temporarily (but at least 2 months) in the area, or family members living temporarily with a library cardholder who do not meet the requirements listed above may be issued a one-year card at no charge. Students must provide both school and home address. Others must provide both temporary and permanent address.
3. Businesses or institutions may be issued an institutional card. A list of the employee(s) entitled to use the card, and signed by the owner, manager, or director of the institution will be kept on file.
4. Other persons not meeting the above criteria may register for a one-year card for a fee of \$20.
5. At the time of initial registration, each patron may check out a maximum of five items.
6. Library cards may be renewed as long as registration information is still on file with the library. If a card has expired and registration information is no longer on file, registration will follow procedures for new patrons.
7. Lost or damaged cards which have not expired may be replaced with a new card for a charge of \$1.00. Only one current registration per person will be allowed.

#### B. Circulation

1. Loan periods are as follows:
  - 1 day: equipment (\$1.00 rental fee), other than hotspots
  - 1 week: DVDs
  - 2 week: All other circulating items (including hotspots)

Reference books, current issues of magazines, and a few other materials as indicated in the catalog and on the item do not normally circulate.

Vacation loans for an extended loan period will be made when patrons will be

traveling at the time of the usual due date. Extended loan periods may also be made for other special circumstances on a case by case basis. A due date will be selected after the anticipated return of the patron. New fiction and any materials with reserves are not eligible for extended loans.

2. Persons should normally check out materials using their own library card. The only exceptions are as follows:

a. If someone is unable to register for a card at that time because of lack of identification and the cardholder is present or has communicated to library staff that they have given permission, that person may check out items on a card belonging to their spouse, parent, or minor child; this exception is one time only per person.

b. Parents who prefer their minor children check out items on the parent's card even when the parent is not present will be accommodated. The parent must sign a form authorizing this, acknowledging that the parent will be responsible for all items checked out on the card, and listing those children who have permission to use the card.

3. Patrons who lose their library card should notify the library.

No more items will be allowed to be checked out on the card. However, the patron is responsible for any items checked out prior to notifying the library of the missing card.

4. No member of the staff will determine what may be checked out by a patron. A child's reading is the responsibility of the parent. Parents who so wish may request that their child not be allowed to check out any book unless accompanied by the parent.

5. All items may be renewed three times unless a reserve has been placed on the item. No more than 10 DVDs may be checked out at a time.

6. Reserves will be accepted on all materials. The patron will be notified by telephone, e-mail, or text message when the material is ready. Reserved items will be held for one week after notification.

7. The library offers an automatic reserve service. Patrons may note which authors whose new books they wish to have automatically reserved for them.

#### C. Overdue, lost, and damaged items

1. Borrowers assume responsibility for items checked out on their cards. If items are lost or damaged beyond normal wear, the borrower will be charged. For damage which does not cause the library to discard the item, a minimum of \$1 will be charged.

2. Fines per day for overdue materials are:

Equipment rentals: \$1.00

Accumulated fines will not exceed one-half of the value of the item.

No **other** overdue fines will be imposed.

3. Long overdue materials or accumulated fines in excess of \$10.00 will result in the loss of borrowing and computer privileges. For parents or other adults who are guarantors on a child's account, this restriction will apply when either their own or the child's account reaches this level. Additional steps may be taken to recover long overdue materials, including the use a collection agency. When a long overdue account is turned to a collection agency, a \$15 fee will be charged.

4. The original list price will be charged for items lost or damaged to the extent that the library no longer wishes them kept in the collection. If the item is no longer in print, the charge will be the greater of the original cost of the item or:

\$28.00 for hardback books and audio books

12.00 for nonfiction paperbacks

7.00 for fiction paperbacks and board books

20.00 for DVDs and CD-ROMs

4.00 for single issues of magazines

15.00 for children's books and compact discs

As an alternative, patrons may replace items with a new copy of the exact same item; edition number, bonus features, etc. must exactly match the item being replaced.

5. Refunds for lost materials will be made when the item is returned within one year of payment. The accumulated fine, up to a maximum of half of the amount charged for the item, will be deducted from the refund.

#### D. Interlibrary loan

1. Items not owned locally, or missing, may be requested on interlibrary loan by patrons in good standing. If the lending library charges a fee, the patron requesting the material is responsible for payment.

2. When multiple copies of an item are needed for a class or group, they may be requested even though the item is available locally.

3. Patrons may place up to 25 holds in the SEKnFind database and may request up to five items at a time on interlibrary loan for materials not available in SEKnFind. Permission to submit more than five requests may be given to patrons at the discretion of the director or the public services librarian.

#### E. Reference service

1. The staff of Iola Public Library will offer assistance to those needing help in using the library, finding the materials they need, and locating information.
2. Telephone reference service is available. All materials available to in-house patrons will be available to telephone patrons to the extent that the information requested lends itself to being conveyed in that manner.

#### F. Fax service

1. Patrons are encouraged to use commercial providers of fax services. However, those wanting to send a fax while they are using the library will be accommodated. The charge will be \$2.00 for the first page sent and \$1.00 for each succeeding page. Faxes may be sent internationally if they may be direct-dialed. In such cases, library staff will first check online to see the applicable per-minute long-distance charge for that country. If the per-minute charge exceeds \$3.00, the cost per page will be increased. The increase will be \$1.00 for each full or partial additional dollar per-minute charge.\*
2. Persons receiving faxes may pick them up by asking at the service desk and paying 50 cents per page. If the person receiving the fax does not pick it up on the same business day, one contact by telephone will be made if the telephone number is available. There will be a service charge of \$1.00 for this. Faxes not picked up within three business days will be discarded.

\*Currently, the web site to check is

<http://www.cox.com/telephone/pricing/BasicInternationalPricing.asp>

#### G. Teacher checkout

1. Teachers in public, private, or home schools qualify for teacher checkout if they have a personal account in good standing. They may be issued teacher cards upon reading this policy and signing a form indicating that they understand and will abide by it. Teacher cards will be issued for one year at a time.
2. Teacher cards may be used to check out a maximum of 30 books or other items relating to the curriculum as long as their personal account is not blocked. They may not be used to check out items for personal use. Items not eligible for teacher checkout include new fiction or any item with reserves. The number of items checked out from areas likely to be in seasonal demand (such as Christmas books, Kansas books during



January, etc.) and the checkout period may be limited at the library's discretion.

3. Individuals issued a teacher's card assume full responsibility for items checked out on that card.
4. Teachers may specify the length of the checkout period up to a maximum of two weeks for DVDs, and four weeks for other items.
5. If another patron requests an items currently on teacher checkout, that item may be recalled at any time past the date it would have been due on regular checkout. The teacher having it checked out will have five days to return it before fines begin to accrue.
6. No fines shall be imposed except in the case of failure to return a reserved item.
7. Teacher checkout privileges may be denied to persons abusing the privilege.

#### H. Credit cards

The library accepts credit cards for payments, with a minimum charge of \$1.00.

#### I. Book covering

The library may do covering of books for people under the following guidelines.

- The books should be brought in for library staff to look at. We may decline if we feel the condition of the book is such that we will not be able to cover it, covering may result in more damage, or if the book is likely to be a valuable or collector's book.
- No more than 10 books at a time will be accepted.
- The books will be left at the library with the owner's name and contact information, and we will contact the owner when the work is done.
- Work will be done as our schedule allows.
- We will charge the cost of materials used, and \$10 per hour for staff time. The minimum charge is \$2.00.
- The library is not responsible for any damage to the books left for covering.

#### J. Study room

The study room is available for use for up to three hours at a time through both reservations and walk-ins. Reservations may be made up to seven days in

advance, with a limit of two reservations per month. The room may be kept locked or unlocked at the library's discretion.

*Revised 3/1/21*

## **4. MATERIALS SELECTION POLICY**

The purpose of the Iola Public Library materials selection policy is to guide the librarians and to inform the public about the principles upon which selections are made. A policy cannot replace the judgment of the librarians, but stating goals and indicating boundaries will assist them in choosing from the vast array of available materials.

Materials selection aims at maintaining a collection of materials for meeting the informational, intellectual, cultural, and recreational needs of the community. Community needs and interests, along with data such as checkout statistics, suggestions for purchase, anticipated popular demand, and number of reserves placed on materials, inform the selection process.

The Board has a legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United State Constitution. The Library endorses intellectual freedom and the right to read and view as outlined in the Library Bill of Rights adopted by the American Library Association. It is included as an appendix to the materials selection policy.

The words "book", "library materials", or other synonyms as they may occur in this policy have the widest possible meaning; hence it is implicit in this policy that every form of permanent records is to be included, whether printed or in manuscript; bound or unbound, or digital; photographed or otherwise reproduced. This includes, but is not limited to books, periodicals, audio recordings, video recordings, and electronic media.

"Selection" refers to the decision that must be made to add a given book or item to the collection. It also refers to the decision that must be made whether to retain a book or item already in the collection. It does not refer to reader guidance.

Responsibility for book selection lies with the Library Director, and to those staff members to whom he/she delegates the responsibility. Suggestions from patrons are welcome and given serious consideration within the general criteria. Unusual problems or deviation from the policy will be referred to the Director for resolution.

The Library recognizes that many books are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interests of patrons. Materials are evaluated as a whole and not on the basis of a particular passage or passages.

Library materials will not be marked or identified to show approval or disapproval of the contents. The use of rare or scholarly items of great value may be

controlled to the extent required to preserve them from harm, but no further.

Responsibility for the reading and viewing activity of children and teens rests with their parents and legal guardians. Selection will not be inhibited by the possibility that adult books may inadvertently come into the possession of children and teenagers. Children's books will be selected with the age and educational level of the children in mind.

**Guidelines for selection:**

- (1) The Library recognizes the purposes and resources of other libraries in the Iola area, other members of the SEKnFind consortium, and the Southeast Kansas Library System and take that into consideration when making selection decisions. Selections will be made in light of cooperative collection development with other SEKnFind libraries.
- (2) The Library will not attempt to acquire textbooks or other curriculum-related materials except as such will also serve the general public.
- (3) Legal and medical works will be acquired only to the extent that they are useful to the lay person.
- (4) Because Library patrons represent a wide range of backgrounds, educational levels, ages and reading skills, it will seek to select materials of varying complexity.
- (5) Materials are selected to reflect the diversity of interests, backgrounds, beliefs, and viewpoints found throughout the community.
- (6) Special commercial, industrial, cultural, and civic enterprises of the community will be paid due regard in materials selection.
- (7) The use of standard book selection tools as available to the librarians will be used in the selection of materials.
- (8) The following general criteria are considered in selecting materials:
  - a. Value of material in relation to cost
  - b. Contemporary significance: i.e., attention of critics, reviewers and the public
  - c. Local demand
  - d. Reputation and qualifications of the author, artists, publisher, or producer, with preference generally given to titles vetted by the editing and publishing industry
  - e. Suitability of subject, writing or artistic style, and reading level for the intended audience
  - f. Availability and accessibility of the same materials from another library

- g. Local significance of the author or subject.
- h. Date of publication
- i. Relationship to existing collection
- j. Artistic and/or literary merit
- k. Insight and/or perspective into human and social conditions
- l. Price and availability from established library vendors
- m. Local interest or relevance

Materials infrequently used and not of lasting value will be periodically withdrawn from the collections. Obsolete materials include books with outdated information, superseded editions, superfluous duplicates, and worn-out items. In general, the Library follows the guidelines set by the CREW Method, with some exceptions. This method recommends a formula for withdrawal of specific types of material based on a combination of age, usage, and the following factors:

- M Misleading or inaccurate
- U Ugly, worn, beyond repair
- S Superseded by a new edition or different work
- T Trivial, or little merit
- I Irrelevant to community needs
- E Easily available elsewhere

#### Interlibrary Loan and Cooperation

The Library cooperates with the State Library of Kansas and regional and national systems to provide interlibrary loan service to our patrons. Interlibrary loan is not intended as a substitute for providing books and other materials in frequent demand, but as a means to supplement the collection by providing access to those materials that are less frequently requested, no longer available for purchase, or outside the guidelines set forth in this policy.

#### Reconsideration

In the event a patron requests that a specific work that is in the collection be removed from the library, the following action will be taken.

- (1) The Library Director or, in the Director's absence, the senior staff member on duty, and the patron will discuss the patron's reasons for the request, and the Director or other staff member will explain the library's materials selection policy. If the patron wishes to pursue the matter, he/she will be provided with a copy of this policy and a reconsideration form.
- (2) The patron will fill out in full the reconsideration form, giving specific data required.
- (3) Upon receipt of the signed form, the Library Director will examine the material in question, the issues raised, and the circumstances involved. He/she will then make a decision to remove or retain the material in

question.

- (4) The Library Director will respond in writing to the Complainant within two weeks of receipt, and will inform the individual of the availability of a Board hearing.
- (5) If the complainant desires a Board hearing, the material, reconsideration form, and other relevant material will be presented to the Board at its next regular meeting.
- (6) The Board will review the materials and the reconsideration form listing the patron's objections. Final resolution of the matter will be made by the Board with the guidelines for selection in mind.

Materials will remain in circulation while under challenge until a decision to remove them from the collection is made as outlined in #3 or #6 above.

Materials owned by the Southeast Kansas Library System but on the public shelves may be challenged as to their continued placement there according to the procedure outlined above. If the decision of the Library Director or Board is that they should be removed from the shelf, but they are still desired by the Interlibrary Loan Department of SEKLS, they will be moved to the Interlibrary Loan Resource collection in the System.

*Revised by Library Board 10/5/11; last reviewed 2/1/21; additional revisions 3/7/22*

## **5. PERSONNEL POLICY**

### SOUTHEAST KANSAS LIBRARY SYSTEM AND IOLA PUBLIC LIBRARY PERSONNEL POLICY/EMPLOYEE HANDBOOK

#### I. INTRODUCTION

This handbook will acquaint you with policies, rules, and benefits which apply to employees at Southeast Kansas Library System (SEKLS) and employees at Iola Public Library. It is your responsibility to read and be familiar with the contents of this handbook.

The information contained in this handbook applies to all employees of the Southeast Kansas Library System and all employees of Iola Public Library. It is presented as a matter of information only and its contents should not be interpreted as a contract with any employee. **This handbook is not intended to and does not constitute any sort of contract of employment, either express or implied.**

Southeast Kansas Library System and Iola Public Library expressly reserve the right to change any policies without prior notice, including those covered here, at any time. You will be notified of any changes by appropriate means. Amendments or new policies will be effective on dates determined by the governing board of your respective employer, and you may not rely on policies that have been amended or deleted. **No one other than the governing board of the Southeast Kansas Library System or the governing board of Iola Public Library has any authority to change any policy.**

This employee handbook supersedes all previous personnel policies and management memos which may have been issued on subjects covered herein. If you are uncertain about any policy or procedure, please check with the Director or Administrative Assistant.

Unless otherwise stated, the word "library" throughout this handbook applies to both the Southeast Kansas Library System and the Iola Public Library.

#### **EMPLOYMENT RELATIONSHIP**

Employees of Southeast Kansas Library System and Iola Public Library are "employees-at-will." Either Southeast Kansas Library System or Iola Public Library or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without notice.

**No representative or employee of the library has any authority to enter**

**into any contract or agreement with you concerning your employment except the Director or the boards.**

## II. EMPLOYMENT POLICIES

### EQUAL EMPLOYMENT

Southeast Kansas Library System and Iola Public Library maintain a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with us will be influenced in any manner by race, color, religion, sex, age, national origin, disability, or any other basis prohibited by law.

Nothing in the previous paragraph is meant to limit or expand the library's obligation pursuant to all state, local, and federal laws, rules and regulations in all phases of employment including, but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer and dismissals.

### UNITED STATES CITIZENSHIP

Southeast Kansas Library System and Iola Public Library intend 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 as requested or proof of a United States work permit before he/she can receive his/her first paycheck.

### NEPOTISM

No person shall be employed in the same department or in any position supervised by a member of their immediate family, as defined below.

### IMMEDIATE FAMILY

Immediate family, as used under Nepotism, Sick Leave, Funeral Leave, or elsewhere in this handbook, shall include spouse, children, grandchildren, grandparents, and parents, as well as comparable step-family members and in-laws.

### NO-SMOKING

The library is designated as a no-smoking building. No smoking is allowed anywhere in the building and employees and visitors who wish to smoke must leave the building to do so.

### NON-HARASSMENT POLICY



Southeast Kansas Library System and Iola Public Library will not tolerate the harassment of one employee by another. The following employment practices are a part of our non-harassment policy:

It is our policy to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex, age, national origin, or disability. Any such incident should be reported promptly to your supervisor, the administrative assistant, or the director for investigation and resolution.

No employee shall engage in comments, jokes, or name calling that is vulgar, offensive, or profane, or that may insult someone's religion, race, sex, color, disability, age or national origin. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

This library will not tolerate sexual harassment in any form. No supervisor or 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 discipline, up to and including termination of employment.

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

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

Any employee who believes the actions or comments of another employee constitute unwelcome harassment may report the situation to the director. In its efforts to prevent discrimination or harassment of any kind, the library will maintain an open-door policy. All complaints will be promptly and confidentially investigated. The complaining employee will be advised of the result of the investigation.

Any employee, supervisory or non-supervisory, found to have engaged in harassment or discrimination toward another employee will be subject to discipline, up to and including termination of employment.

The discipline to be taken is wholly in the discretion of Southeast Kansas Library System and Iola Public Library. Nothing in these guidelines should be taken

in any way as a limitation on the powers of the library to decide what discipline is appropriate under given circumstances.

### INJURY

Any injury, however slight, occurring on the job must promptly be reported to your supervisor. This is for your own protection under Kansas Worker's Compensation regulations and a requirement under the Occupational Safety and Health Act Regulations.

### ALCOHOL AND DRUGS

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or 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.

If the library has reason to believe that an employee is in violation of this policy, the library reserves the right to test such employee(s). Any employee who violates this policy or refuses to submit to a test will be subject to discipline, including termination.

### WEATHER CONDITIONS

In the event the library is closed for weather conditions, the Director will cause all employees and KIKS radio to be notified. All employees will be paid for the hours they would have worked. In the event the library is open and an employee can't get to work due to weather, the employee may choose to take a day of vacation, a personal day, make the time up, or take a day of unpaid leave.

### BREAKS

Employees working more than 3 consecutive hours are authorized one 15-minute rest break, and those working more than 6 hours in a day are authorized two 15-minute rest breaks. Breaks are not cumulative, cannot be carried over to another day, and may not be taken during the first or last hour of work.

### CONTINUING EDUCATION AND TRAVEL

It is the policy of the library to encourage continuing education and professional involvement for employees.

### STANDARD OF CONDUCT AND CORRECTIVE ACTION

Groups of people who are working together for any purpose require certain

guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to the library and to co-workers.

We strive to take a constructive approach to disciplinary matters to insure that actions which would interfere with operations or an employee's job are not continued.

Violations of our standards will result in one of the following forms of corrective action: Discharge, suspension, oral warning, or written warning. In arriving at a decision for proper action, the following will be considered:

1. The seriousness of the infraction;
2. The past record of the employee;
3. The circumstances surrounding the matter.

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which will result in corrective action:

1. Falsifying an employment application, timesheet, or personnel or other library document or record;
2. Missing work without notice or a valid excuse.
3. Breach of confidentiality;
4. Unauthorized possession of library property, carrying weapons (except as specifically authorized by law) or explosives, or violating criminal laws on library premises;
5. Disorderly conduct which may endanger any employee or property on library premises;
6. Engaging in acts of dishonesty, fraud, theft, or sabotage;
7. Threatening, intimidating, coercing, using abusive language, or interfering with the performance of other employees;
8. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned;
9. Unauthorized use of library material, time, equipment, or property;
10. Damaging or destroying library property due to careless or willful acts;

11. Conduct which the library feels reflects adversely on the employee or library;
12. Performance which, in the library's opinion, does not meet the requirements of the position;
13. Engaging in such other practices as the library determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the library, its employees, or patrons;
14. Negligence in observing fire prevention and safety rules;
15. Violation of the library's policy on alcohol and drugs;
16. Other circumstances for which the library believes corrective action is warranted.

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and the library.

You may be required at any time to submit to a medical exam, at library expense and library selection of physician, to determine if you are physically and mentally fit for the job you perform or will perform.

#### PERSONNEL RECORDS/JOB EVALUATIONS

Important events in each employee's history with the library will be recorded and kept in the employee's personnel file. Regular job evaluations, change of status records, commendations, corrective action warnings, and educational attainment records are examples of records maintained.

You are responsible for notifying the administrative assistant of changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.), as income tax status and group insurance may be affected by these changes. This up-to-date information will enable the library to keep accurate personnel records. This responsibility includes employees on leaves of absence.

Job evaluations are normally conducted each fall. Copies of the evaluation are placed in the personnel file.

#### WORK WEEK/TIME SHEETS/PAY PERIODS

The work week is defined as Monday through Sunday for Iola Public Library

employees, and Saturday through Friday for SEKLS employees.

Except as required to help with desk duty or telephone answering duty, employees may set their own work schedules, subject to the approval of the department head where appropriate, as long as the assigned number of hours for the week is met.

Employees are required to maintain an accurate time sheet noting hours worked, vacation and other leave, and compensatory time earned and taken.

Pay periods for Iola Public Library employees shall be every two weeks, with pay days on Fridays, as set by the City of Iola.

SEKLS employees are paid on the 15<sup>th</sup> and the last day of each month. If the last working day falls on a weekend or holiday, employees will be paid on the preceding work day.

#### OVERTIME PAY AND COMPENSATORY TIME

This section applies to employees who are not exempt from the overtime provisions of the Fair Labor Standards Act.

Non-exempt employees scheduled to work less than 40 hours per week may work more than their allotted number of hours in any given week (up to but not exceeding 40 hours in a week, unless approved by the Director.)

No non-exempt employee shall exceed 40 hours worked in a week without advance approval from the Director. Such approval ordinarily will not be given.

Non-exempt employees paid according to a monthly or annual rate who work more than 40 hours during a work week shall receive compensatory time off at the rate of 1.5 hours for every hour worked in excess of 40 hours, rather than receiving cash overtime pay. However, no more than 240 hours of compensatory time (representing not more than 160 hours of overtime worked) may accrue; therefore, any overtime hours in excess of 160 hours shall result in payments of 1.5 hours pay for each hour of overtime. Compensatory time received may be preserved, used or cashed out by the employee consistent with the Fair Labor Standards Act.

Non-exempt hourly employees shall receive 1.5 times the regular rate of pay for each hour worked in excess of 40 hours in a work week.

#### HYBRID WORK POLICY

Employees of the Southeast Kansas Library System or Iola Public Library may work from home or another location outside of the Iola headquarters in these situations: 1) temporarily during an emergency, 2) when determined per ADA

Kansas State Laws to be a reasonable accommodation, or 3) as part of a Hybrid Work Program. An “emergency” is determined solely by the library, but examples would include pandemic lockdowns and mold remediation.

Not all positions are eligible for the Hybrid Work Program due to their nature, such working directly with patrons and the physical collection. Eligibility for the hybrid work program is indicated on all job descriptions. Employees with at least 6-months of satisfactory performance or with proof of successful hybrid or remote work experience may request hybrid work on a probationary basis. Remote work schedules/hours must be discussed and pre-approved by the Director, with a minimum of one day per week scheduled for work at the lola headquarters. Appropriate means of communication, such as chat or call forwarding, must be in place. This program will be most successful for those employees who are self-disciplined and have a home work environment free from distractions. The home office work environment needs to be conducive to providing positive, secure, and professional service to member libraries, vendors, and partners. All existing employment policies remain in effect for employees working remotely. A decline in performance may result in suspension of hybrid work. The library will provide the necessary equipment, such as a laptop computer, for work-related business purposes. The employee must have access to high-speed internet and a working phone. Office supplies may be obtained from the SEKLS/IPL office. When technical concerns arise that prevent an employee from working remotely, he/she must notify the Director or Supervisor by telephone as soon as possible. Failure to do so can result in the use of sick or vacation time.

During work hours and while performing work functions in the designated work area of the home, that workspace will be considered an extension of the SEKLS/IPL workspace and employees are covered by worker’s compensation. SEKLS/IPL assumes no liability for injuries occurring in the employee’s home workspace outside the agreed-upon work hours. The library is not liable for loss, destruction, or injury that may occur in or to the employee’s home. It will be the employee’s responsibility to determine any tax implications of maintaining a home office area for a not-for-profit employer.

***Approved: lola Public Library Board on 2/7/2022; SEKLS Executive Board on 3/28/2022***

### **III. EMPLOYEE BENEFITS**

Employees whose usual work schedule is for less than 20 hours per week and clerk-shelvers receive only those benefits mandated by law or regulation: Social Security, workers’ compensation, etc. Such employees are not entitled to holiday pay, vacation, sick leave, and other benefits.

Other employees receive benefits as outlined in this handbook.

## HOLIDAYS

Regular paid holidays are:

New Year's Day  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving  
Christmas

One additional holiday is chosen by vote of the staff each year. Options are Martin Luther King Day, Presidents' Day, Columbus Day, or Veterans' Day. Employees also receive their birthdays off.

The library will be closed the Saturdays preceding Memorial Day and Labor Day. On Thanksgiving, the library will close at 5:30 p.m. on Wednesday evening and reopen on Saturday at 9:00 a.m. The library will close at noon on Christmas Eve and New Year's Eve. If Christmas falls on a Sunday, the library will be closed the following Monday.

Employees will be paid for the number of hours normally worked on the day on which the holiday occurs. If a holiday other than Christmas falls on a weekend, employees will receive a floating holiday which may be used at the discretion of the individual at any time during the quarter in which the holiday falls or in following quarters until the end of the year. No floating holiday is given for Christmas Eve and New Year's Eve if they fall on the weekend.

## VACATION TIME/PERSONAL DAYS

Employees with less than 5 years' experience receive two weeks of paid vacation annually. New employees are entitled to take half of their first year's vacation at the end of six months, the other week at the end of nine months. After 5 years employment, one day per year is added up to a limit of three weeks of paid vacation. Employees with 20 years of service receive 4 weeks of paid vacation annually. Employees with a master's degree in library or information science (MLS) may receive credit for their years of professional experience.

One day per quarter is allowed for personal business. Personal days cannot be carried over to the next quarter.

As a matter of courtesy, vacations should be scheduled at least a month in advance if you know when you will be taking time off. Iola Public Library employees should schedule vacation time with the Public Services Librarian. SEKLS employees in the Technical Services, Technology Services, or Resource

Sharing departments should schedule vacation with their department head. Preferred vacation dates may be declined by the library if other employees in these departments have already scheduled vacation for the same dates. All remaining employees may schedule their vacation by recording it on the calendar.

## SICK LEAVE

Sick leave must be earned before it can be taken (i.e. a month of employment must have elapsed before a day of sick leave can be claimed). Each eligible employee shall be credited one hour sick leave for each 20 hours worked up to a maximum of 12 days per year. Sick leave may accrue to 125 working days.

An employee who has exhausted either sick leave or vacation may be granted, upon the approval of the Director, a leave of absence without pay. (See Leave of Absence.)

Sick leave is granted for personal illness, bodily injury, or to keep doctor or dental appointments. Sick leave may also be used for illness in an employee's immediate family.

Sick leave is not to be considered as vacation pay.

An employee who 1) has been employed at least 3 years, and 2) leaves employment with at least 20 days of accumulated sick leave, will be compensated for 25% of the unused sick leave at that individual's current hourly rate of pay. Whenever an employee has reached the maximum sick leave accumulation, 12 days of sick leave will be paid at 25% of the employee's current rate of pay, with the individual's sick leave accumulation reduced by 12 days.

An employee with a serious, chronic, or long-term illness whose sick leave and other leave has been exhausted may apply for additional sick leave from a sick leave pool. The director (or, for a request from the director, the board) will determine whether the request should be approved. Upon approval of the request, employees with at least 20 days of accumulated sick leave may contribute up to 10 days of their sick leave to the pool. The names of sick leave pool contributors and the amounts they contribute shall be confidential.

## OTHER LEAVE

Funeral Leave - Employees suffering a death in the immediate family as defined previously, as well as of the employee's brother or sister, may take up to three leave days with pay. One day is given for other family members. For spouses, children, or family members for whom the employee is either the caregiver or next of kin, five days are given. At the Director's discretion, employees may also attend without loss of pay funerals for fellow employees, former employees, or immediate family of



employees.

Jury Duty - Employees shall be granted leave with pay when required to be absent to serve as a court witness and/or on jury duty. Any employee on a jury panel or serving as a court witness shall return to work for the balance of the day when excused by the court from further attendance. If the employee receives compensation from the court, said compensation shall be given to the library. Alternatively, the employee may take vacation or personal leave and retain their court compensation

Parental Leave - An employee who is pregnant shall, upon the employee's request, be granted Parental Leave. Upon birth or adoption of a child, both mothers and fathers may request Parental Leave. Parental leave is without pay, except that the employee may elect to utilize any accrued sick leave or vacation. All benefits, including health insurance, will be continued during Parental Leave.

Parental Leave may be taken for up to 12 weeks following birth or adoption. The leave may be extended beyond this period with permission from the Director. Upon return to work, the employee shall have the same status and rights as prior to taking leave.

This policy shall be interpreted to treat employees on parental leave no less favorably (concerning commencement and duration of leave, extensions, reinstatement, benefits and privileges, etc.) as employees on leave for sickness or temporary disability.

Military Leave - Employees called to military service in the Army Reserve or National Guard will receive up to 30 days leave with pay.

#### LEAVE OF ABSENCE

An employee who has exhausted both sick leave and vacation leave may be granted a leave of absence without pay for up to 3 months upon approval by the Director. Health insurance, if any, will continue to be provided as usual during this period.

#### HEALTH INSURANCE

Iola Public Library employees who regularly work 30 hours weekly or more are eligible for health insurance benefits. They participate in the City of Iola health insurance plan under the terms determined by the City.

SEKLS employees regularly working 30 hours per week or more, or at least nine months each year at 40 hours per week, are eligible for health insurance benefits. They participate in the SEKLS health insurance plan. Full-time employees jointly employed by the Southeast Kansas Library System and Iola Public Library also are eligible for health insurance benefits.

In addition to continued coverage at the employee's expense which may be available as required by law, SEKLS will make continued coverage at the

employee's expense available to retired employees with at least five years' experience. There may be an additional administrative fee required by the health insurance carrier. For employees retiring after January 1, 2020, eligibility for continued coverage ends upon becoming eligible for Medicare.

### SOCIAL SECURITY

The library contributes an amount equal to that which you pay into the federal Social Security program. This provides for benefits under the Social Security Act, such as retirement, disability and death benefits.

### WORKERS' COMPENSATION

The cost of workers' compensation insurance is paid entirely by the library. If you are injured on the job, you must report immediately to the Administrative Assistant, both for treatment and to protect the benefits which may be paid under workers' compensation insurance. Report all accidents and injuries no matter how small. Should you fail to notify the library of an on-the-job accident and you later suffer complications from the accident, you may lose your benefits.

### KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

Employees whose regular work schedule exceeds 1000 hours annually participate in KPERS. Employee and employer contributions, benefits, policies, and procedures are determined by KPERS.

### EMPLOYEE-PAID OPTIONAL BENEFITS

The library may offer certain optional plans in which employees may participate at their own expense. Payroll deduction is offered for these plans. Iola Public Library offers those plans available to city employees. SEKLS currently offers catastrophic illness insurance, KPERS optional group life insurance, and a 457(b) retirement savings plan.

*Revised by the library board 11-1-18; last reviewed 4-5-21*

*Revised by the SEKLS Executive Board 12-9-19*

## HANDBOOK RECEIPT AND ACKNOWLEDGMENT

**Do not sign your name on this receipt until you have completely read and understand the contents of the handbook, and have satisfied yourself with answers to any questions you may have concerning it.**

I agree that my at-will employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of either the library or myself. I understand that neither the Personnel Policy/Employee Handbook nor any other written or oral statements by Southeast Kansas Library System and Iola Public Library or its representatives are contracts of employment. No one other than the Director or the governing boards of Southeast Kansas Library System and Iola Public Library has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and no such agreement has been made.

I agree to the Overtime Pay and Compensatory Time policies contained in this handbook.

I acknowledge that I have read, reviewed, and understand the contents of the Southeast Kansas Library System and Iola Public Library Employee Handbook.

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Employee

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Date

## **6. MISCELLANEOUS POLICIES**

### **A. DISPLAY CASES**

1. Display cases are reserved for use by the library or for display of art works, handicrafts, and collectibles. They are not considered open public forums for uses beyond these.
2. The Library assumes no responsibility for damage or theft of items displayed.
3. As display cases are located in the library entryway, all items displayed must be suitable for an audience which includes young children. The Library Director is authorized to determine whether individual items being displayed meet this criteria.
4. Display cases will be reserved as available. Persons wishing to do so must provide information regarding what will be displayed, when the display will be installed and removed, and contact information. Displays are normally 4-6 weeks in duration.

*Revised 9-2-99; Last revised 8-1-2022*

## **B. BULLETIN BOARDS AND HANDOUTS**

Information on state and local organizations, activities, meetings, or events of a non-financial/non-commercial nature may be made available to the public through the library's bulletin board and handout areas. Information from the federal government may also be made available. Only one copy of any item may be posted on the bulletin board; multiple copies of handouts will be accepted. Dated items will be removed after the event they publicize is past. Items not pertaining to a specific date may be removed after one month on the bulletin board or two months in a handout area.

*Revised 6-4-09; last revised 8-1-22*

### **C. COPYRIGHT COMPLIANCE POLICY**

1. It is the intent of Iola Public Library to comply with the copyright laws of the United States, Title 17 of the U.S. Code. Materials owned by Iola Public Library may not be duplicated by library staff or by those to whom the materials are circulated without written permission of the copyright holder. Exceptions are made when the item is in the public domain, when such copying falls within fair use, or is done for preservation or replacement purposes in the manner allowed by Section 108 of the copyright law.
2. DVDs and other audiovisual materials may not be shown to groups by the library or by borrowers unless the performance falls within fair use as defined under copyright law, the item has been purchased with public performance rights, written permission has been obtained from the copyright holder, or in the case of library viewings of movies the item is covered by a performance umbrella license. Those persons borrowing DVDs assume liability for copyright infringement.
3. Televised programs shall not be recorded off the air unless permission to do so is granted by the copyright holder. Items donated to the library which are recorded from a broadcast or copied from an original will be discarded, and never either added to the collection or sold.
4. The library provides self-service copying equipment and will post the required copyright notice. The persons using the copying equipment is liable for any copyright infringement. When patrons require staff help with copying, library staff will refuse to duplicate materials if, in their judgment, fulfillment of the copying order would involve a violation of copyright law.

*Revised 8-5-19*

## **D. CONFIDENTIALITY OF RECORDS**

The library endorses the Code of Ethics of the American Library Association, which states, "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

Records of patron registration and circulation which pertain to identifiable individuals shall be regarded as confidential. As permitted by K.S.A. 45-221 (a) (23), they are deemed to be not subject to disclosure under the Kansas Open Records Act. Such records shall not be made available except pursuant to a valid process, order, or warrant. Attorney General Opinion 95-64 outlines that open records accessed through electronic means require the same written policies as any other. Disclosure is limited to the individual account holder and in the case of minors, the responsible adult listed on the account upon presentation of identification.

The director is the official custodian of records for the Iola Public Library and Southeast Kansas Library System, which administers the SEKnFind catalog. The director is responsible for responding to any request for library records or information about a library user.

This policy shall not be so construed as to prevent the library from pursuing the return of, or payment for, overdue library materials.

*Revised 10-2-03; last revised 7-11-22*

## **E. GIFTS**

The library is grateful for the generosity of persons who make gifts to the library that allow us to better serve the community.

Gifts of books and other materials are accepted with the understanding that items not added to the collection (those that are duplicates, outdated, in poor condition, etc.) may be disposed of through the library book sale or other means. Items accepted will be integrated with the library's collection.

Monetary gifts will be used for the purpose specified by the donor. Non-monetary gifts other than books may be accepted with the understanding that the library is free to use them as needed, and dispose of them if no longer needed. The library reserves the right to decline either monetary or non-monetary gifts if inappropriate or unneeded by the library. When at least \$250 is donated or given as a memorial, the name of the person making the donation, or for whom the memorial is designated, will be added to the memorial plaque unless the donor wishes to remain anonymous.

No appraisals will be made for non-monetary gifts. On request, we will provide a statement for tax purposes describing the gift. Under existing law, gifts to libraries may be deductible; the deductibility is governed by the provisions of the Internal Revenue Service Code of 1986 as amended. Library staff shall not provide appraisals or establish value. Valuation of the gift is the responsibility of the donor.

*Revised 8-6-09; Last revised 7-11-22*



## **F. PATRON CONDUCT**

In order to provide an environment in which all patrons may safely and freely use and enjoy the library, some expectations regarding patron conduct must be enforced. All patrons observing proper conduct in the library are allowed to freely make use of the library. Those whose conduct is disruptive to library operations and other patrons' use of the library may have the privilege of using the library abridged or denied to the extent necessary to deal with the problem.

No list can be exhaustive, and any conduct which disrupts the library is prohibited. However, conduct which may lead to denial of library privileges includes, but is not limited to, the following.

- damaging library property
- threatening or harassing patrons or staff members, including close-up photography or recording without their permission
- bringing animals into the library except those needed to assist a disabled person
- eating or drinking except as defined in the Food and Drink policy
- smoking or using e-cigarettes and similar products
- playing of audio equipment so that others may hear it
- talking loudly enough to disturb others
- use of a cell phone in a manner that disturbs others; cell phones should be set to silent, vibrate, or turned off, and when talking on a cell phone, persons should either use a low conversational voice or move to the foyer
- body odor so offensive as to disturb others
- soliciting or selling items in any public area, and in staff areas unless authorized by the senior staff member on duty
- anything which may be reasonably expected to result in injury to self or others
- any illegal activity
- any photography or recording which discloses a patron's use of books, other materials, or in other way's infringes on a patron's right to privacy in their choice and use of library materials and services

Patrons indulging in improper conduct may be asked to cease that conduct, to move to another location or activity, or to leave the library; severe or recurring problems may be dealt with by barring use of the library to the individual involved, or by making library use conditional. In general, the least restrictive means which effectively deals with the conduct should be employed. Minor problems should be dealt with by the staff member observing it; more serious or recurring problems should be handled by the senior staff member on duty. Only the Director or library board may bar an individual indefinitely from use of the library. Police should be called when conduct is illegal, when it poses a threat to the library or an individual, or when an individual refuses to leave the library when asked to do so.

When any serious incident or one in which an individual is asked to leave the library occurs, the senior staff member on duty will prepare a written account for the Director by the end of the next working day. *Revised 4-6-20*

## **G. UNATTENDED CHILDREN**

As a public library, one of our highest priorities is to foster a love of learning and reading in the young people of our community. Children are encouraged to use and enjoy the library, our collections, services, and programs. The Lola Public Library is also an open, public building where the well-being and safety of children left alone is a serious concern. Therefore, library personnel will not assume the responsibility for the care or supervision of unattended children.

1. Library personnel do not provide care or supervision of children, except to the extent needed to uphold library rules of conduct and use, and do not accept responsibility for such care. Parents or other caregivers are responsible for their children and their behavior.

2. Children under the age of seven may not be left unattended in the library and should be accompanied by their care provider (age 16 or older) at all times, including during programs.

3. Children age seven and older may be left unattended provided their behavior follows the Code of Conduct for the library. Such children are subject to the same rules of conduct as other patrons and the same consequences, including being asked to leave the library. This possibility should be taken into account when deciding whether to leave a child unattended in the library.

5. Children left unattended in the library in violation of this policy may be considered a child in need of care, and the matter referred to the police or Department of Children and Families.

6. Parents and caregivers are responsible for ensuring that children under the age of 14 are not left at the library at closing time without a way home. Adults should check library hours if they are providing transportation for children left alone at the library.

7. When children are left unattended at closing, at least two (2) library staff will wait with the child and assist them to contact a parent or care provider. Library staff will not drive children home. After 15 minutes, the police will be contacted to take custody of the child and a letter will be sent to the parent or legal guardian warning of the violation of library policy. A second incident will result in the library requiring that the child be accompanied by an adult during his or her library visits.

*Revised by the library board 4-4-13; last reviewed 11-4-19; revised 8-2-2021*

## **H. PUBLIC USE COMPUTERS AND INTERNET ACCESS**

1. The purpose of this policy is to define computer and Internet services provided by the library and to restrict access to those materials which are child pornography, obscene, or, for minors, which are harmful to minors.

In fulfillment of the library's mission, the Iola Public Library is committed to meeting the information needs of the people we serve by providing the greatest possible information access within the means of the library and within the limitations of policy and law.

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

3. A user may not use a library computer:

- To access or display information that is obscene or child pornography as defined by Kansas law
- if a minor, to access or display information that is harmful to minors
- to disclose, use, or disseminate personal information that could threaten or create a vulnerability for a minor, for any other person, or for the library
- to send threatening, obscene, abusive or harassing messages
- to attempt to gain unauthorized access to any data, computer, or network
- for any illegal purpose

4. The library shall use a DNS-based filter. Such filter shall be configured as nearly as possible to prevent access to materials that is obscene, child pornography, or harmful to minors while allowing access to other information.

It is recognized that filters do not block all inappropriate sites or allow access to all legitimate sites. The filter will be disabled upon request by an adult, or for a minor to enable access for bona fide research and other lawful purposes.

Computers must not be used to display sexually explicit images, even when sites are not blocked by the filter or when the filter is disabled.

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

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the senior staff person

in charge, providing as much detail as possible.

6. The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the circulation desk.

7. Some public computers may be reserved for specific functions, such as using specific software or using the library's catalog. All other public computers will have Internet access.

8. Computers are available on a first come-first served basis. There is a 60 minute time limit on computer use. Computer management software will be used to enforce this time limit and requiring patrons to log in to use the computers. Additional time may be added if the public Internet computers are not all occupied, and those who have had a morning session may be given an additional one after noon. Patrons must be in good standing to have an active account for logging in. Visitors without library cards may be allowed to log in using a guest account. Users attempting to circumvent the computer management system may have their computer privileges revoked.

9. Patrons may not load software on the computers. Files may not be saved to the hard disk, but may be saved to the patron's own storage devices. Although reasonable precautions will be taken, the library does not guarantee the hard disks to be virus free and assumes no liability for virus infections if persons save files to their own disks.

10. Copies may be printed at the rate of 10 cents per page. Payment should be made at the circulation desk.

11. Patrons may use their own laptops or other devices to use the library's wi-fi network. The library does not provide technical assistance in configuring a patron's device for wireless Internet. Laptops may be plugged in to a library electrical outlet where this does not create an obstacle for other users of the library, such as an electrical cord across a traffic path.

Users of the library wi-fi must follow the same guidelines, where applicable, as for other Internet use. Therefore, wi-fi access is filtered, sexually explicit images may not be displayed, and the network may not be used to send threatening, obscene, abusive or harassing messages, or for any illegal purposes.

Public wi-fi is not secure. Information sent to and from a patron laptop computer may be captured by someone else with a wireless device and appropriate software. The library assumes no responsibility for the safety of patron equipment or data resulting from connection to the library's wireless access.

12. Users who violate this policy may be denied use of the library's computers.

13. Hotspot circulation

The library will make available hotspot devices with wireless service for

circulation to any patron in good standing. The borrowing period is 2 weeks, with renewal allowed if there are no holds. Only one hotspot per household may be checked out. Service will be disconnected for hotspots which are 7 days overdue. Overdue fines are \$1 per day for both adult and juvenile accounts.

Hotspots should be kept in a temperature-controlled environment (not left in vehicles, for example). They should not be put in the book drop.

Users who return hotspots late more than once or violate other portions of the library's policy regarding hotspots may be denied use of the service in the future.

*Revised 11-2-20*

## **I. FOOD AND DRINK POLICY**

1. For the purpose of this policy, drinks refers to non-alcoholic beverages. Drinks in covered containers may be consumed in the designated coffee area.
2. In other public areas, drinks in spill-proof containers (such as capped bottles) may be consumed, except at the computers.
3. Food may not be consumed in public areas.
4. Food and drink may be served in the meeting room or at library-sponsored special events without regard to the restrictions above.

*Adopted 6-3-10; last reviewed 1-6-20*

## **J. MEETING SPACES**

Iola Public Library has two meeting spaces available for public use: the meeting room in the library, and the Flewharty-Powell Annex to the library at 211 East Street. The library welcomes the use of these rooms for non-commercial purposes. Sales parties hosted by individuals and not businesses are not considered commercial for the purposes of this policy. Businesses may reserve the rooms for internal employee training, or for programs offered as a service to the public at large.

1. Both spaces are available from 7:00 A.M. to 10:30 P.M regardless of beliefs or affiliations of the users. Only one user after regular library hours will be scheduled per day.
2. The meeting room and Annex may not be used for any unlawful purposes.
3. No fee, admission charge or donation is permitted for entrance into any event. Fees may be charged only to cover the actual expense of materials/supplies used during the meetings. No products or services may be advertised, solicited or sold.
4. No display, banners, charts, decorations, etc. will be attached to the walls or ceilings, other than the tack board which is provided in the meeting room.
5. No display, banner or advertisements will use the library telephone number as a contact point, nor identify the library as a sponsor. Library staff will not handle phone calls or messages for persons utilizing either space.
6. A key for access to the meeting spaces will be provided. The key should be returned immediately following conclusion of the event. It may be turned in at the library circulation desk or left in the book drop along the alley. If keys are not returned by the time the library closes on the following business day, the individual or organization using the room will be charged the cost of changing the locks.
7. Rules for food and beverages are as follows:
  - a. Meeting Room: Food or non-alcoholic beverages may be served, but no cooking may be done on the premises and no flames are allowed. Food already prepared in slow cookers or roasters is allowed. The sink may be used for rinsing out coffee pots, pitchers, etc., but dishwashing should not be done. Appliances and dishes on the counter or in the open cupboards may be used.
  - b. Flewharty-Powell Annex: Food or non-alcoholic beverages may be served. The kitchen may be used to prepare food. The refrigerator, pans, utensils, appliances, etc. which are in the kitchen may be used. The china is not available except by special arrangement.

8. The meeting room use fee is \$30.00 for up to 4 hours and \$10.00 per hour thereafter. The Flewharty-Powell annex use fee is \$35 for up to 4 hours, and \$10 per hour thereafter. Meeting spaces may be reserved by request in person, over the telephone, through e-mail, or other means of communication. The reservation will expire unless the fees are paid within one week. A security and cleaning deposit of \$50.00 is required for either place. Following the event, the deposit will be returned if the meeting room or Annex is left in satisfactory condition. If not, the cost of cleaning or set-up will be deducted from the deposit. If the event is cancelled, a cancellation fee of \$15 will be retained, and the balance of the fee and deposit returned. The library and associated groups (the City of Iola, Friends of the Library, and Southeast Kansas Library System) may use the meeting spaces without charge.
9. Reservations may be made up to 6 months in advance and as short as 24 hours prior. Groups are limited to scheduling 3 meetings at a time.
10. An adult (21 years or older) must be in attendance when minors are present. (1 person of age for every 10 minors present)
11. Those using the meeting spaces are responsible for setting them up and returning them to the designated configuration before leaving the building. They are responsible for clean-up, trash removal and all damages incurred. Sweeping and vacuuming are not necessary unless there are spills or out of the ordinary debris. Cleaning supplies in the meeting spaces may be used. In the Annex, all items used should be left clean. So that the dishwasher is run often enough to keep it in good working order, it's preferred that you use it for washing any pans, utensils etc. which belong in the house. Dishwasher detergent is provided under the sink. Items which are brought in for the meeting may be washed in the sink.
12. The Library is not responsible for lost or stolen items.
13. The number of persons in the rooms may not exceed the posted occupancy as set by the fire department (64 in the meeting room; 47 in the Flewharty-Powell Annex).
14. Exceptions to these policies are permissible only by approval from the Iola Library Board.
15. Users of the meeting room may use the ceiling-mounted projector, TV, and DVD player which are in the room. Users of the Flewharty-Powell Annex may use the TV and DVD player which are in the house. Other equipment available at the library, such as projection screen, overhead projector, data projector, and opaque projector, must be reserved separately. No technical support is provided. Users must supply their own laptops for PowerPoint or similar presentations.

*Revised 1-6-20*



## **7. ADMINISTRATIVE POLICIES**

### **A. Credit card**

1. One or more credit cards may be held by the library. Any such credit card shall remain under the control of the Director, who may authorize its use by other staff members for specific limited purchases. Ordinarily, such authorized uses will be purchases for which invoicing is not readily available in a timely manner, such as certain online purchases or conference attendance.
2. When the credit card is used, documentation such as a billing record shall be provided to the Administrative Assistant. The Administrative Assistant shall match such records with the credit card statement when it arrives and will bring any discrepancy to the attention of the Director before submitting the bill for payment.
3. When the credit card statement is received, it shall be reviewed by the treasurer before payment. Payment is authorized upon the treasurer's approval, without waiting for board approval if necessary to avoid late charges.

### **B. Mileage and meals**

1. When library employees must use their own vehicle to attend business-related conferences, continuing education, or meetings, mileage will be paid at the IRS allowed rate.
2. Reimbursement is made for meals while traveling on business. A receipt for the cost of the meal, including tip, should be turned in to the Administrative Assistant. Breakfast charges will be reimbursed if the schedule requires leaving home prior to 6:00 a.m., not including meal time. Supper charges will be reimbursed if the schedule requires arriving at home later than 7:00 p.m., not including meal time. No reimbursement is made for snacks, beverages while traveling, etc.
3. Photocopy and other charges  
Employees may use services for which SEKLS or Iola Public Library charges at reduced rates, as follows:
  - Photocopies: 10 cents per copy
  - Color photocopies: 20 cents per copy
  - Printed pages from computer printer: 5 cents per copy
  - Disc repair: \$1.00
  - Faxes: 10 cents per page to receive; actual telephone charges to send

### **C. Use of equipment and furniture**

Computers may be used for personal use during break times and outside the workday. If expendable supplies are used, reimbursement must be made. (For copies, see above; for disks or other supplies, see the Administrative Assistant).

Telephones should only be used for personal use on break times or emergencies, and generally only for local telephone calls. No personal long-

distance calls should normally be made.

No SEKLS or library property is to be removed from the building for personal use without prior permission of the Director or, in his absence, the Administrative Assistant. Permission is generally given to borrow such items as folding tables, drink cooler, etc. if such requests are not made on a regular basis. Expendable supplies are not to be taken for personal use.

D. Kansas Open Records Act.

It is the policy of the library to close records which may be discretionally closed under the Kansas Open Records Act, including personnel records, letters of reference or recommendation, work product of an attorney, and public records containing information of a personal nature where a public disclosure would constitute a clearly unwarranted invasion of privacy.

The library director is designated as the Freedom of Information officer.

E. Endowment fund

Each year the budget will include a transfer from the Lola Public Library Endowment Fund, which is placed with Your Community Foundation. At the time the budget is prepared, an amount equivalent to 4% of the current balance of the fund will be included in the budget. After January 1, a distribution to the library of the amount included in the budget will be initiated.

*Revised 9-8-20*

## **8. Emergency preparedness policy**

- A. Written procedures for various types of emergencies shall be kept in easily located places at the circulation desk and in the SEKLS offices. Procedures shall be written as succinctly as possible for quick use in an actual emergency. Every staff member should know the location of the written procedures.
- B. In the event of an actual emergency, staff members should quickly take the relevant instructions and use them as a guide.
- C. Staff members who are ever left in charge of the library should thoroughly acquaint themselves with the procedures for each type of emergency.
- D. Since it is not feasible to write a plan covering all possible scenarios in case of an actual emergency, staff should exercise judgment in carrying out emergency plans. They should be aware of all possible alternative routes and exits, which staff members are available to direct patrons, etc. In all situations, safety of patrons should be the top priority.

*Adopted by the library board 7-2-15; reviewed 10-7-19*

## **9. Disposal of surplus property**

Withdrawn books or other materials may, at the discretion of the director, be re-purposed, sold by the library, given to Friends of Lola Public Library, or disposed of in the trash.

The director has the authority to sell or dispose of property other than withdrawn materials having a likely value of less than \$250. Property with a likely value of \$250 or more may be sold or given to other libraries in a manner directed by the library board.

*Adopted by the library board 9-1-16; reviewed 7-6-20*

## **10. Social media**

The word “library” in this policy shall refer to both Iola Public Library and the Southeast Kansas Library System. The library uses social media to increase awareness of and accessibility to its programs, resources, and services, and to encourage engagement and the exchange of information on book and library-related matters. The library’s social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but a limited public forum for these purposes.

### **Guidelines for the library’s social media accounts**

Library employees may post information which conforms to the purposes of the library’s social media accounts. Posts should be identified as being from the library, not the individual. In cases where “I” or other personal pronouns may be appropriate, the poster’s name should be added following the post.

Employees may comment on, like, or otherwise respond to posts on the library’s social media as individuals from their own social media accounts if such posts are otherwise within these guidelines.

Confidential work-related matters, or any information which is not designed to be shared with the public, should not be discussed through social media. Posts should not reference library patrons without their consent.

Employees should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors and check grammar and spelling before posting.

Comments are welcome on the library’s social media sites. The library reserves the right to remove posts which contain any of the following:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libelous statements
- Private, personal information published without consent
- Comments or hyperlinks which are not related to the discussion
- Organized political activity
- Spam

The library retains the right to reproduce comments, posts, and messages in other public venues.

### **Guidelines for employees’ social media accounts**

Employees should not represent their statements on social media as reflective of official library policy or position. When commenting on library matters or in any way identifying themselves as a library employee, a disclaimer should be added such as “Views expressed are mine and not the library’s”.

Library posts may be shared on individual social media accounts. No other use of library logos may be used without express permission of the library director.

Employees should not establish an online presence and represent it as a library sponsored or affiliated entity.

Confidential work-related information and other content prohibited under the guidelines for the library's social media accounts also should not be posted on an employee's individual social media accounts.

*Adopted by the library board 5/3/18; reviewed 1/4/21*