

Linn County Library District #5
Policy Handbook



Revised: August 20, 2025



Our Mission Statement

The HIVE: Connect. Engage. Transform.

Our Vision Statement

Connecting community. Engaging opportunities. Transforming lives.

Our Core Values (H.I.V.E.)

1. **Helpfulness**- We offer assistance and connection in a kind, caring and empathetic way.
2. **Inclusivity**- We are welcoming and friendly, accepting all who enter and providing a safe and supportive environment.
3. **Versatility**- We embrace versatility by utilizing our creative abilities in addressing almost any situation that arises.
4. **Enrichment**- We seek to enrich our community and the lives of our patrons. We provide research, investigation and exploration of current and new information in physical and digital formats.

Strategic Priorities

- *Priority 1: Connect
Promote literacy**and enrich people's lives through lifelong learning.
- *Priority 2: Engage
Provide community access to greater physical and digital spaces.
- *Priority 3: Transform
Increase community awareness and support of the library.

***Literacy types to be promoted:*

- *Basic- the skills that enable you to function in society (reading, writing, math)*
- *Health- the ability to find, understand, and use information and services to inform health-related decisions and actions for self and others*
- *Financial- the knowledge and skill to become an informed consumer, use the economic system, and manage personal finances*
- *Digital- the ability to use information and communication technologies to find, evaluate, create and communicate as a responsible digital citizen (Digital citizenship is the ability to navigate digital environments in a way that's safe and responsible and to actively and respectfully engage in these spaces.)*

1. INTRODUCTION

The purpose of this handbook is to set forth policies for the smooth and equitable operation of Linn County Library District #5, known informally as HIVE Library. (HL). Realizing that the library will grow and change as the population it serves grows and changes, this handbook should be reviewed regularly and revised, or expanded as circumstances require. According to SEKLS, portions of the policy handbook should be reviewed on an annual basis: a different one-third each year for three years. By end of the third year, the Policy Handbook review should be complete, and the review cycle begins once again. (This is done to help HL receive allocation monies from SEKLS for some of our funding.) Any updated Policy Handbook supersedes all previous versions. Once updated, the most recent version and any revised and/or added appendices should be sent to SEKLS for their records. Send newly reviewed/revised versions to our SEKLS Consultant who will put them in our HL file.

Abbreviations used in this policy include:

SHAREit — an interlibrary loan system by which HL can obtain books for our patrons from libraries throughout the U.S.

SEKnFind — the catalog system which HL shares with libraries in the SEK region and from which our patrons can place holds on books owned by those libraries

HL—HIVE Library

SEKLS — Southeast Kansas Library System headquartered in Iola — one of seven regions under the auspices of the State Library of Kansas — of which HL is a member

The guiding principle of this document is the *Library Bill of Rights* as compiled by the American Library Association which affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services:

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

It is the hope of the Board of Trustees formulating this living document that it will serve as a solid basis for present and future situations.

2. ARTICLE I–HOURS OF OPERATION

HIVE Library will be open Monday through Friday: 10 a.m. to 5 p.m.

In the event of inclement weather, the Library may close if USD 344-Pleasanton schools are closed and will remain closed as long as the Director deems necessary.

3. ARTICLE II–LIBRARY CARDS, PRIVILEGES, RESPONSIBILITIES

A. Rationale

HL issues library cards to facilitate loan of materials and to enable the library to keep a record of which materials are on loan to patrons.

B. General information

Any resident of the U.S. who is over the age of 18 or is an emancipated minor with proof of the court ordered emancipation may receive a library card upon completion of an application and provision of required proof of identification (ID) and current address.

Minors ages birth to 17 may receive a library card if parent/legal guardian is present at the time of the application and is in good standing with the library. Parent/legal guardian must show the required proof of ID and sign as the responsible party to secure a card for the minor.

C. Library Card Terms and Conditions

An application shall be denied or revoked if it is incomplete, or if any information provided is false or fraudulent. Photocopies or other reproductions of any document shall not be accepted unless accompanied by the original.

Library cardholders shall be responsible for all library materials and library services charged to their library cards, including, but not limited to loss of or damage to library materials. Library customers shall promptly notify HL of the loss or theft of their library card and/or changes to their library account information, including, but not limited to address or name changes. The failure of a library cardholder to promptly inform Library Staff his/her card has been lost, stolen or changed may cause the cardholder to be responsible for library material borrowed with their card.

Patrons must be present in the library in order for materials to be checked out on their library cards. Exceptions may be made to this policy by the Library Director on a case-by-case basis.

There is no charge for a library card.

1. Fine Free, Not Fee Free

- If items are not returned after 30 days from checkout date, items will be marked as lost and replacement costs will be added to the patron's account. Once items are returned, in good condition, all associated fees will be removed.
- Patrons are unable to check out additional materials until the overdue items are returned or associated fees are paid to an amount under \$10.00.
- Patrons may continue to use the library facility and computers.
- If the patron is a repeat offender, the director has discretion to limit materials checkout to two (2) items at a time.
- The Library can work with you to find ways to address any outstanding fees.

2. Shelf Check

Items believed to have been returned but not checked in:

- If a patron believes they have returned an item that still appears checked out on their account library staff will do a search of the shelves and carts.
- If the item is located it will be checked in and any associated fees will be waived.
- If the item is not located in the library, staff will attempt to renew the item for another checkout period.
- The patron will be asked to do their own search at home. If the item is not located at home by the next due date the patron should request another staff search.
- After two checkout periods and two unsuccessful searches by staff at the library, staff will err in favor of the patron up to two times and remove the item from their account with no fees. Patrons that have exceeded two items will be referred to the Director regarding limited materials check out.

D. Library Card Categories

1. Personal

- **Basic information**
 - Eligible individuals can apply for a (free) Personal Card.
 - Personal Cards expire annually. If a Personal Card is in good standing, it may be renewed by confirming contact and residency information for the upcoming year.
 - Individuals need to apply in person at HIVE Library to fill out an application form and provide required documents to verify their identity and residency.
 - Application can be made by an individual adult OR application made by an individual adult on the behalf of a minor child (ages birth to 17)
- **Eligibility and required proof of identification**
 - A valid driver's license or other state or federal government-issued ID* including a photograph and current address is acceptable proof. Kansas State Library cards are available to Kansas residents only.

*Includes any of the following current government ID: driver's license, State of Kansas identification certificate with expiration date, U.S.A. passport, military identification, school identification, alien registration card, or any document identification issued by any U.S. governmental agency OR a current company issued-ID.

- If one of these photo IDs is not available, a business or organization membership card bearing the person's name and photograph along with one of the following current documents bearing the person's name and address is required for the application:
 - Utility bill
 - Printed checks with name and current address
 - Property tax statement
 - Mail postmarked within the last two weeks prior to application
 - Typed lease/rental agreement
 - Department of Motor Vehicles-issued change-of-address card
 - Insurance forms with current address

- **Intended Use of Personal Card**
 - Personal Cards are intended for borrowing items for personal use, not commercial or other related use.
 - All library items can be borrowed EXCEPT: video games; some library equipment.
 - Personal Cards may be used to request Inter-Library Loans of items from libraries other than HIVE, following the usual ILL rules.

- **Privileges and Responsibilities**
 - Checkout Limit: 10 Items Total
 - Books, audiobooks, ILL, etc. (14 day check out time)
 - 2 DVD limit (1 week check out time)
 - Materials are renewable up to 2 times excluding items that have hold requests.
 - A cardholder is responsible for all checkouts on his/her card and the cards of any applicants from ages birth to 17 for whom that cardholder has signed library card applications.
 - Full privileges maintained by:
 - Returning checkouts on or before due date
 - Paying for lost or damaged checkouts
 - Keeping fees owed to the library below \$10
 - Partial payments are accepted, but if fees exceed \$10, a restriction will be placed on the account until charge is below \$10.
 - Promptly informing the library of any change of address or phone number

 - Partial privileges may be blocked and account(s) deemed delinquent due to any of the following reasons:

- HIVE Library, SEKnFind or Interlibrary Loan (ILL) material is overdue 30 days or more.
- More than \$10 in fees is owed by the cardholder.
- A lost or stolen library card that is not reported to the library is used by an unauthorized person.
- Cardholder owes for damaged material.

2. Educator

- **Basic information**
 - Eligible educators can apply for a (free) Educator Card in addition to their personal library card, so they can track borrowing of classroom items separate from their personal borrowing.
 - Activity on an Educator Card won't affect a personal card and vice versa.
 - Educators need to apply in person at HIVE Library to fill out an application form and provide required documents to verify their identity and employment or status with an educational organization.
 - A personal HIVE Library Card is recommended but not required.
- **Eligibility and Required Proof of identification**
 - Educators who are residents of Kansas and Missouri who can document employment with a licensed early childhood/childcare center, public or private K-12 school, or similar educational organization.
 - Educators who are residents of Kansas and Missouri who can document their status with a non-accredited private school (Home School)
 - Required verification of employment: employee ID badge, recent pay stub, documentation of employment on school letterhead, or similar verification.
 - Required general identification: photo ID and proof of cardholder's Kansas address.
- **Intended Use of Educator Card**
 - Educator Cards are intended for borrowing items for use by/with students, not for personal use.
 - All curriculum-related library items can be borrowed EXCEPT: R-rated DVDs; video games; some library equipment.
 - Educator Cards may be used to request Inter-Library Loans of items from libraries other than HIVE, following the usual ILL rules.
- **Privileges and Responsibilities**
 - Higher checkout limit: up to 50 items. (Limit on personal card is 10.)
 - Educator Cards expire annually. If an Educator Card is in good standing, it may be renewed by providing employment information for the upcoming year.
 - Educator accounts allow a 6-week check out of materials for use in a classroom or childcare setting, excluding DVD's.
 - Materials are renewable up to 1 time excluding items that have hold requests.

- Other parameters are the same as for a personal card, including terms and conditions, fines and fees.
- Replacement costs for lost or damaged items are charged and the educator agrees to pay all charges promptly.

3. Organizational

- **Basic information**

- Organizational Cards are available for organizations and businesses in the City of Pleasanton and surrounding area. Please allow one week for card approval.
- Activity on an Organizational Card will not affect a personal card and vice versa.
- A personal HIVE Library Card is recommended but not required.

- **Eligibility**

- Eligible organizations (governmental, health, business, religious, etc.) can apply for a (free) Organizational Card in addition to their personal library card.
- Organizations need to be in the City of Pleasanton, KS and surrounding area.

- **Required forms**

- An official representative from an eligible organization needs to apply in person at HIVE Library to fill out an application and provide required documents to verify their identity and connection to the organization.
- Present a signed letter on an official letterhead stating that the organization accepts financial responsibility for all materials borrowed on the card and any fines, fees, or charges for lost, damaged, or late materials.
- Present a photo ID and proof of address
- List all staff members authorized to use this account.

- **Intended use of Organizational Card**

- Organizational Cards are intended for borrowing items for use by/with institution employees and/or members.
- All related library items can be borrowed EXCEPT: video games; some library equipment.
- Organizational Cards may be used to request Inter-Library Loans of items from libraries other than HIVE, following the usual ILL rules.

- **Privileges and Responsibilities**

- Higher checkout limit: up to 20 items. (Limit on personal card is 10.)
- Organizational accounts allow a 4-week check out of materials for use in an institutional setting, excluding DVD's.
- Materials are renewable up to 1 time excluding items that have hold requests.
- Organizational Cards expire annually. If an Organizational Card is in good standing, it may be renewed by providing updated information for the upcoming year.

- Other parameters are the same as for a personal card, including terms and conditions, fines and fees.
- Replacement costs for lost or damaged items are charged and the institution agrees to pay all charges promptly.

E. Minor Children

● Unattended Children

HIVE Library maintains a public space that is safe for all library users, especially children. It is not the library's role to provide long-term or short-term daycare for children of any age. Library staff cannot supervise children or act as substitute babysitters.

- Children under 9 may not be left unattended in the HIVE Library without active parental or other responsible persons (age 14 or older) supervision.
- Staff will notify the parent/guardian in person or by telephone and request that the parent/guardian come to the library immediately to get the child or supervise him/her. If the parent/guardian cannot be reached, the emergency contact will be notified. As a last resort, the police or sheriff's department may be contacted.
- Staff will not transport or accompany a minor home from the library. The staff is not responsible for keeping a minor at the library against the child's will.
- A child under 9 is not considered unattended when attending a library program applicable to his/her age group. However, this child must be picked up or have parental/guardian supervision at the conclusion of the library program.
- **Children 9 years of age and older may use internet-accessible Library computers with or without a library card.** *Children 9 and under may not use the internet-accessible computers except with active adult supervision.*

ARTICLE III– LIBRARY CIVILITY

Library civility is a code for how we treat each other. In order to provide an environment in which all visitors may safely and freely use and enjoy the library, some expectations regarding conduct must be enforced. All visitors 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 visitors' use of the library may lose the privilege of using the library abridged or denied.

- Any conduct which disrupts the library is prohibited. 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
 - 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 in the library
 - Playing of audio equipment so that others may hear it
 - Talking loudly enough to disturb others
 - Using 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 use a low conversational voice or move to a less-inhabited area of the library
 - Having body odor so offensive as to disturb others
 - Soliciting or selling items in the library unless authorized by the senior staff member on duty
 - Any action which may be reasonably expected to result in injury to self or others
 - Any illegal activity

- Visitors exhibiting improper conduct may be asked to cease that conduct, to move to another location or activity, or to leave the library. If severe or recurring problems occur, the visitor may be barred from using the library, or having library use made conditional.

- Generally, the least restrictive means that deal 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 Board of Trustees 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. Any disturbance outside the library may be reported to the proper authorities.

ARTICLE IV—OVERDUE, LOST, OR DAMAGED MATERIAL

Cardholders who do not receive email notifications of their overdue materials, will be contacted on the first business day after the due date. They have that business day, a grace period, in which to return their materials.

Library staff will attempt to contact cardholders with overdue materials no less than two times within 30 days after the due date.

Staff will make an effort to inform cardholder of fees owed each time they borrow material.

Any material not returned within 30 days of the due date will be considered lost and the cardholder's account will be charged.

A cardholder will be notified within 5 days of returning material if the Librarian deems the material too damaged to be checked out to other patrons. Replacement cost will be charged to the patron's account.

All lost or damaged materials will be charged the original cost of the item.

ARTICLE V—MATERIAL CHECKOUT

All HIVE Library-owned circulating material and SEKnFind material, except for video material, may be borrowed for a period of two weeks (14 days) by any cardholder with a valid SEKLS library card. All Interlibrary Loan material may be borrowed for two weeks.

Materials may be renewed twice for a total of 4 more weeks (28 days) unless the material is requested by another person; Interlibrary Loan renewals may be refused if the lending library requires its materials returned prior to HIVE Library renewal allowance. Renewals may be made in person, by phone, text or email. A renewal extends the original loan period. Overdue materials can be renewed.

Exception: If an item is requested by another cardholder the item may not be renewed after its current due date until the requesting cardholder has had the chance to check out the item. The requesting cardholder has 7 days after being notified of its availability to check out the item. After that time, the item is re-shelved for general check out or moved to the reserve shelf if requested by a third cardholder.

Staff will provide a new due date whenever an item is renewed. If an item is renewed over the phone, text or email, it is the cardholder's responsibility to keep track of the new date. If the cardholder's account is delinquent, materials cannot be renewed.

A DVD may be borrowed for one week. It may not be checked out immediately by the returning cardholder or a member of the same household for at least one week.

Cardholders may check out a total of 10 items at a time including DVDs. Only 2 DVDs may be checked out at a time. A library card issued to a minor is for the checkout of materials for that person only. Adults cannot check out materials on a minor's card.

ARTICLE VI–FOOD AND DRINK

No food or beverage is allowed in any part of the library except the Bistro Café.

Food and drink may be served in the meeting room or at library-sponsored special events without regard to the restrictions above. However, no food or drink may in the computer areas or on the computer desks.

Pursuant to Kansas State Law, no alcoholic beverages may be consumed/contained on library property.

ARTICLE VII–MATERIAL ACQUISITION, SELECTION, AND REMOVAL

A. Acquisitions

HL budgets for the permanent acquisition of materials including but not limited to periodicals, books, audio, DVDs and eBooks. In addition, HL accesses SEKnFind, receives rotation books sent by the Southeast Kansas Library System and SHAREit interlibrary loans for temporary use by HL cardholders.

HL is grateful to the generous people who provide gifts allowing the library to stretch its resources and purchase items which might not otherwise be available to cardholders. Gifts of books and other materials are accepted with the understanding that items may not be added to the library's permanent collection by discretion of the Director. Items not added may be disposed of through library book sales or other means.

Monetary gifts will be used for the purpose specified by the donor. If no specification is made, the Director will determine how the money will benefit the library and will seek the approval of the Board of Trustees for such usage.

Receipt of monetary gifts over \$25 will be given to the donor for tax purposes. No appraisals will be made for non-monetary gifts, but on request, the library will provide a statement for tax purposes describing the gift. Non-monetary gifts in the form of donations are accepted with the understanding that they become the sole property of HL and the person(s) donating the item(s) no longer has/have claim to said property. Any non-monetary loans of items to HL are accepted with the understanding that they are indeed a loan and at some point, may be returned to the original owner. Non-monetary loans also need to be documented. Additional details regarding the documentation process of donating item(s) to HL and loan(s) of items will be developed by Director and Staff to include appropriate record-keeping paperwork for future reference. HL reserves the right to decline monetary or non-monetary gifts if inappropriate or unneeded by the library.

Memorial and Honorary Tribute

A memorial or honorary gift can provide a lasting tribute to the memory of a loved one or provide a unique way to honor special events such as birthdays, graduations, anniversaries, or other special occasions. Y our tax-deductible gift to the library will not only be a lasting memorial, but will also bring

enjoyment and knowledge to the community. Donations to HL in honor of, in memory of someone, or to mark a significant event are used to purchase books and/or equipment.

- Each gift will have a special book/gift plate which gives the name of the person to whom the item is dedicated and the name of the donor (at donor's discretion). The Library will send letters to notify all parties of this gift.
- The Library will make every effort to honor the donor's wishes regarding the selection to be purchased. However, the final decision rests with the Library in accordance with its needs and selection criteria.
- In those instances where an individual wishes to donate a memorial book from his or her personal library, the decision to accept the gift will be based on the guiding principles in the HIVE Library Policy Handbook.

B. Selections

Selection aims to maintain materials that aid the informational, reference, research, educational, and recreational needs of the community.

Responsibility for selection lies with the Director. Suggestions from patrons are welcome and will be given serious consideration.

The objectives of material selection will be to collect materials of contemporary significance and of permanent value. HL will always be guided by a sense of responsibility to both present and future in adding materials that enrich the collections and maintain an overall balance. HL also recognizes an immediate duty to make available materials for enlightenment and recreation even though such materials may not have enduring interest or value.

HL recognizes many books are controversial and may offend some cardholders. Selections will be made solely on the merits of the work in relation to the building of collections and to serving the interests of cardholders. Materials are evaluated as a whole and not on the basis of a particular passage.

Materials will not be marked or identified to show approval or disapproval of the contents. Responsibility for the reading of minors rests with their parents or legal guardians. Selection will not be inhibited by the possibility that adult books may inadvertently come into the possession of minors. Juvenile books will be selected with the age and educational level of the minors in mind.

General guidelines for selection are as follows:

- HL recognizes the purposes and resources of other libraries in the Pleasanton area and the SEK Library System and shall not needlessly duplicate their functions and materials.
- HL will not attempt to acquire textbooks or other curriculum-related materials except as such will also serve the general public.
- Legal and medical works will be acquired only to the extent that they are useful to the lay person.
- Because cardholders represent a wide range of backgrounds, educational levels, and ages.

HL will seek to select materials of varying complexity.

- Special commercial, industrial, cultural, and civic enterprises of the community will be paid due regard in material selection.
- The use of standard book selection tools available to librarians will be employed.
- Permanent value; contemporary significance; popular interest; relationship to existing collection, etc. may be considered.

C. Removal of Library Material

Materials that are infrequently used, worn out, obsolete, or superfluous duplicates will be periodically withdrawn from collections. Obsolete materials include books with outdated information or superseded editions.

In the event a cardholder requests that a specific work which is in the HL permanent collection be removed from the library, the following steps will be taken:

- 1) The Director and the cardholder will discuss the cardholder's reasons for the request, and the Director will explain the library's material selection policy. The matter may be resolved at this point if the cardholder is satisfied.
- 2) If the cardholder wishes to pursue the matter, he/she will be provided a copy of this policy and a reconsideration form. The cardholder will fill out in full the reconsideration form.
(See Appendix D.)
- 3) Upon receipt of the signed form, the 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 Director will respond in writing to the cardholder within two weeks of receipt of the completed form, make the decision known to the Board, and inform the cardholder of the option of presenting the matter at a Board hearing if the cardholder is dissatisfied with the Director's decision.
- 5) If the cardholder desires a Board hearing, the material, the reconsideration form, the Director's reason for his/her decision, and any other relevant material such as book reviews offered by the Director or the cardholder to support his/her position will be presented to the Board at its next regular meeting. The cardholder may or may not choose to be present at the meeting.
- 6) The Board will review the materials and the reconsideration form. The Board may seek verbal clarification of anything presented in the issue from either the cardholder or Director, but no one else will be allowed to speak on the issue unless invited to by the Board. Final resolution of the matter will be made by the Board with the guidelines for selection in mind.

The material in consideration will remain in circulation while under reconsideration until a decision to remove it from the HL collection is made as outlined in #3 or #6 above. Disposal of any removed material for reasons of reconsideration will be handled at the Director's discretion.

Material owned by the SEK Library System but on public shelves may be challenged as to their continued placement there according to the procedure above. If the decision of the Director or Board is that such material should be removed from the shelf, a notation will be made at HL that said material is not for public circulation should the material return again due to the revolving SEK Library System loan program and the material will be moved to the return boxes to go back to the SEK Library System when the rest of that cycle's revolving loan collection is returned. HL cardholders may obtain said material through SEKnFind or an ILL request.

ARTICLE VIII—COMPUTER, INTERNET, INTERNET SAFETY, AND WIFI USAGE

Public access to the Internet and online services have become an integral part of the HIVE Library programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

The purpose of the Internet Safety Policy of HIVE Library is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

Developed under the direction of the Board of Trustees from HIVE Library this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on 07.18.2025. This policy supersedes all previous Internet Safety Policy statements of the HIVE Library at Pleasanton, KS and is effective on 08.20.2025

This policy document will be reviewed by the HIVE Library Board of Trustees at least every three years.

Public Access

In providing public access to the Internet, HL subscribes to the principals of intellectual freedom expressed in the American Library Association's Library Bill of Rights and Freedom to Read Statement.

Subject to the filters installed on all library computers, HL and its staff have no control over the information accessed through the Internet and cannot be held responsible for its content. The library does not vouch for or endorse the viewpoints of written material in the print collection nor for electronic information or its availability. Library selection policies that serve to govern purchases of written materials do not apply to materials accessed electronically by computer users.

All Internet resources accessible through the library are provided equally to all library users with the exception of provisions specific to children under 9. All locations accessible on the Internet are available without prior review by library staff. Parents and designated guardians are responsible for Internet use by their own minor children; these adults, and only these adults, may restrict their minor children, and

only their children, from accessing or viewing specific information on the Internet. Other computer users are not allowed to interfere with any other computer users, whether minor or adult, in using the Internet.

All users of electronic information on the Internet are expected to use the resources in a responsible manner, consistent with educational and informational purposes. Users of library computing resources must comply with all federal and state laws, library rules and policies, and the terms of applicable contracts including software licenses. Examples of applicable laws, rules, and policies include, but are not limited to: the laws of libel, privacy, copyright, trademark, obscenity, and pornography; the Kansas computer crime act; computer password disclosure; and computer trespass criminal code statutes which prohibit hacking, cracking, and similar activities. Users who engage in electronic communications with persons in other states or countries or on other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those other systems and networks.

Those 9 years of age and older may use internet-accessible Library computers. Children 8 and under may not use the internet-accessible computers except with active adult supervision.

Computer Usage Criteria

Those using a library computer agree to the following:

- To use the computer and the Internet for cultural, educational, informational, recreational, or aesthetic purposes
- To make copies that are legal under copyright laws
- To abide by all software license agreements
- To respect the privacy of other computer users by not looking at the screen of or interfering with another user
- To abide by the time limits set by the Library
- To leave the settings of the computers as they are and not make changes to the software or hardware

Filtered technology

All Library computers are on a filter (NX Filter) provided and hosted by SEKLS (Southeast Kansas Library System). If the filtering technology interferes with a patron's bona fide research or other lawful use of the Internet, a staff member will assist him/her.

Disclaimer

Virus protection is provided on Internet workstations, but the Library cannot be held responsible for damage to personal data or equipment resulting from downloading from or uploading to the Internet. Computer users may not install any programs, either personal or from the Internet, on the computers; if programs from the Internet are desired, the computer user must make a request to the Director who will decide after consideration whether to download the program or not. Patrons should not expect library staff to assist in downloading data or to know the specifics of particular e-mail accounts or websites.

HL does not collect or maintain records that could compromise the privacy of users. Users must also exercise caution when using the Internet to avoid unauthorized disclosure, use, and/or dissemination of personal identification information.

Respect

The Library discourages computer users from retrieving or displaying graphics or any content to include text that may be construed as obscene, graphically violent, or offensive to others passing workstations or printers. Computer users are urged to respect the sensibilities of others when accessing information that may be offensive to someone else. However, absolute privacy for computer users in the library cannot be guaranteed. Viewing by others, either by watching the user's screen or because the computer user has left the screen unattended, is possible.

Patrons who encounter websites which they believe should be blocked but are not, or who are prevented from accessing websites which they believe should not be blocked may submit a complaint. This should be given in writing to the current Library Director or staff 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 technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violates this policy shall be submitted in writing to the Library Director or staff in charge, providing as much details as possible.

Computer misuse

The Library Policy on Patron Privileges and Responsibilities applies to computer use. Misuse of computer resources may result in the loss of computer and/or library privileges; legal prosecution may also result. Such misuse includes, but is not limited to, using the computer for illegal activities; damaging or attempting to damage computer equipment or software; gaining unauthorized access to another person's files; sending harassing messages to another computer user from a library computer; altering or attempting to alter the library computer settings; violating copyright laws or software licensing agreements. Misuse reported to staff will be investigated and may be considered disruptive behavior.

Illegal content

Some content is not protected by the First Amendment to the U.S. Constitution.

No library computer user is permitted to use a library computer to view obscenity or child pornography or to display this illegal content. No minor is allowed to view materials harmful to minors.

No use of computers which is in violation of federal, state, or local laws or ordinances is permitted. These include, but are not limited to, K.S.A. 21-4301 to 21-4301 (promoting obscenity), K.S.A.21-3755 (computer crime, password disclosure, and trespass), Title 17 United States Code (copyright), P.L. 106-554 Children's Internet Protection Act/Neighborhood Children's Internet Protection Act (CIPA). The legal status of any particular content can only be determined by a court of law; the Library staff will not judge the legality of content. Library staff will help a computer user refer a concern about potentially illegal content to the CyberTipline (1-800-843-5678) provided by the National Center for Missing and Exploited Children.

Wireless Internet Access (WiFi)

The Library provides wireless internet access (Wi-Fi) for laptop computers and other internet-enabled devices within the library. Computer users must provide their own laptop or another device. Access is not password protected; no registration records are kept or maintained by the Library. No printer access is provided to Wi-Fi users.

Public Wi-Fi is NOT secure.

Information sent to and from a library user's device may be captured by someone else with a wireless device and appropriate software. The Library assumes no responsibility for the safety of library user's equipment or changes to a patron device, security, or data files resulting from connection to the Library's wireless access.

Legal Requirements

HIVE Library's Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

HIVE Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1. This policy will be reviewed by the HIVE Library Board of Trustees at least every three years.

HIVE Library shall inform patrons of this policy, including the standards used and procedures for complaint, by making the policy available on the library's website and in print at the circulation desk.

HIVE Library will also make available the rules and regulations listed in the Kansas Office of Revisor of Statutes website in our library.

Article IX: SOCIAL MEDIA

Purpose

The purpose of this policy is to establish standards for the use of social media for Linn County Library District #5, hence known informally on Social Media sites as HIVE Library at Pleasanton, KS. The use of social media by HIVE Library employees for business purposes can facilitate information sharing and serve outreach and communication goals. Social networking can improve interactivity between Hive Library and the public, and reach populations that favor social media over traditional media.

Definition

Social media is defined as internet sites where individuals and organizations may share information and/or engage in conversations with others in a public setting which include, but are not limited to sites such as Facebook, Instagram, YouTube, blogs, podcasts and more.

Official Use

HIVE Library chooses to enhance its communications strategies by utilizing social media in carrying out its functions/missions and do so in ways that maintain good order and discipline, network security, comply with public records retention legal requirements and ensure consistency with media standards. The Library Director is charged with administering the use of social media through designated employees who have attended training prior to regularly posting on HIVE Library's social media sites. Social media training is available free of charge through SEKLS, and online through Web Junction. <https://www.webjunction.org/home.html>

Posting Criteria

Material that is inappropriate for public release shall not be posted nor shall personal opinions or editorial comment. Responses shall not be made to hate speech, non-sequiturs (i.e., sarcastic comments) or issues that do not deal with HIVE Library's mission and vision statements. Information should not be released via social media unless it has been verified as factual and been approved for release by following Library social media policies and procedures.

Disclaimer

The following disclaimer should be a posted on any HIVE Library social media sites:

"The comments expressed on any social media platform do not reflect the views or positions of the HIVE Library, Board of Trustees, or its employees. Users should exercise their own judgment about the quality and accuracy of information presented on social media."

Reconsideration of Comments Posted

Information will be posted on each social media site regarding under what circumstances a post may be removed from the site as follows:

- (1) Comments not topically related to the site;
- (2) Profane or inappropriate language;
- (3) Sexual content or links to sexual content;
- (4) Solicitations of commerce;
- (5) Conduct or encouragement of illegal activity;
- (6) Content that discriminates on the basis of race, creed, color, age, religion, gender, marital status, public assistance status, national origin, physical or mental disability;
- (7) Private, personal information;
- (8) Information that may compromise the safety or security of the public, public systems, the Library, City of Pleasanton, State of Kansas, agencies, officers, employees or public officials; Staff and Board of Trustees;
- (9) Content that violates legal ownership interest of any party;
- (10) Content that holds the Library, City of Pleasanton, State of Kansas, agencies, officers, employees, public officials, in false light; or
- (11) Information that violates operational security or is protected by law.

Articles and comments containing any of the above forms of content shall not be allowed and the offender could be blocked from participation in the forum.

The above list shall not be deemed to be all-inclusive and the Library reserves the right to add additional criterion.

Negative Comments/Complaints

Posts containing negative comments or complaints, that do not violate the above exceptions, should not be deleted unless they are harassing, obscene, or personally name staff members. You should notify the director when there are any complaints, so that they can engage with the patron and preferably move the conversation to a private venue.

Employee Guidelines for Use

Updating or posting to Library social media sites by employees as part of the employee's official duties must be done with the knowledge and approval of the employee's supervisor and with adherence to Library policies, codes of conduct, directives, rules, regulations and statutes. Any social media account created for official use by Library employees shall be the property of the

Library and not the intellectual or personal property of the employee(s) who create, administer or maintain said account.

Any user identification and password information for social media accounts must be provided to the Library appointing authority upon the creation and/or modification of said information and passwords used for social media accounts must comply with SEKLS Information Technology requirements to the extent they are enabled by the social media company in question.

Privacy and Confidentiality of Patrons

Library staff should protect patron privacy and confidentiality whenever possible. Social media platforms should not be used to collect information about the library's users. Information shared by patrons on the library's social media should not be kept by the library or used for other purposes.

Privacy

Staff should make a good-faith effort to understand the privacy policies of any social media platforms they use.

Public Records Status

Be aware that the Library's social media sites can be considered public records and so information from staff and patron posts could be used in litigation.

Use by Employees

Employees may have personal social media sites, but these may not be represented as official Library sites, and may not be used during work hours unless approved by the employee's supervisor. In all cases, employee use of social media during work hours shall not interfere with work duties.

All employees are personally responsible for the information they communicate online. Employees should ensure that their social media activities do not interfere or conflict with their job or commitments to the Library or the patrons of the Library. To the extent permissible by law, employees waive their right of privacy for any information stored or transmitted on SEKLS-owned or

leased equipment.

For information or guidance regarding this policy please contact the Library Director.

ARTICLE X-EMERGENCY PREPAREDNESS

Emergencies and disasters are unpredictable and often strike without warning. It is essential that all HIVE Library staff respond quickly and appropriately to emergency situations in order to reduce the risk of injury and property damage. In order to do this in a prepared manner, staff need to be provided continuing education opportunities in emergency procedures; i.e. fire extinguisher use, basic first aid, etc.

A preparedness plan should be considered a living document. No matter how much effort is put into preparing a plan, it will be ineffective if staff is unaware of it, if it is outdated, or if it cannot be found during an emergency. Staff should be aware of their responsibilities for basic response actions. Test drills should be conducted annually to help review, revise, and update the plan.

Consult the *HIVE Library Emergency Procedures Handbook* for procedures which may include the following emergencies and/or others deemed necessary: severe weather/tornado, gas leak/odor, fire, medical, drug and psychiatric, bomb threat, and active shooter.

Emergency contact numbers are included in *Article X, Section D*.

A. Emergency Response

When you become aware of any emergency situation where life or property is threatened, contact police dispatch immediately at 911. It is imperative that everyone follows the directives of emergency response personnel. Know the location of safety equipment in your work area and how to use it. Familiarize yourself with emergency evacuation routes for the building. KEEP CALM. Call 911 dispatcher

1. Who are you
2. Where you are
3. Nature of the emergency
4. Any medical attention needed
5. Any circumstance that may help or impede response personnel
6. What phone number you can be contacted at, if any
7. Inform others that help is coming and follow all directions given by dispatchers or emergency personnel
8. Do not allow patrons to congregate in any entrance areas

B. Evacuation Strategies

Different emergencies require different evacuation strategies. (Consult the *HIVE Library Emergency Procedures Handbook* for details.) When evacuation is not indicated for emergencies or obvious circumstances, opt to stay in place until given direction by emergency personnel. The unpredictable nature of emergency situations requires quick action and clear thinking to avoid injury. The decision to evacuate should be based on factors that give everyone the best chance of remaining safe and avoid a more potentially harmful situation.

C. Emergency Closing

In the event HIVE Library is closed for inclement weather conditions, or closures mandated by local, state or federal government, the Director will notify employees scheduled to work. Those employees will be paid for the time they would have worked. If the library is open and an employee cannot, or chooses not to, get to work due to weather, the employee may choose to take a vacation day or a discretionary day.

The Library Director will determine how long employees will be paid, if the emergency closing lasts more than one day.

If a staff member has previously been approved to take vacation or PTO time, or has called in sick, or is not scheduled to work those hours due to flexible scheduling or weekend work, that staff member is not considered “scheduled to work” for those hours the library is officially closed.

D. Emergency Contact Phone Numbers

For specific emergency numbers see HL Emergency Preparedness Handbook.

NOTE: Always notify the Library Director of an emergency situation, if not present.

For ANY life-threatening emergency, call 9-1-1

NOTE: Additionally, it is advised that the Library Director, with staff input, needs to create a code word/phrase for “Call 911” to use in emergency situations where discretion is needed.

ARTICLE XI–MEETING ROOM USAGE

HL has a meeting room for the use of individuals, groups, or organizations. The rental fee for room usage is \$15.00. In the case of non-profit organizations or special circumstances, this fee may be waived by the Director. The purpose of the fee is to off-set the cost of utilities. Library-sponsored activities, the HL Board of Trustees and any future Friends and/or Foundation group of HIVE Library will not be charged for room usage when conducting Library business. Also, fees are waived for all groups offering public service with the exception of politically motivated groups.

Library-sponsored activities and programs take precedence over all others. In the event the room has been reserved for non-library use, all efforts will be made to schedule library activities around the reservation. However, in the event library use of the room cannot be scheduled for another time, HL retains the right to revoke the non-library sponsored reservation; any reservation money will be returned to the individual, group, or organization that originally scheduled the usage.

In accordance with American Library Association guidelines, except for certain library-sponsored

activities or programs, no commercial use will be made of the meeting room; this prohibits admission charges, acceptance of donations, or sale of products or services for non-library events. Any event that may include the exchange of money will require prior approval of the Director.

Use of the meeting room should be scheduled at least two weeks in advance of the use by filling out a Meeting Room Usage Request form and paying any required fees. (*See Appendix C.*) By his/her signature on the request, the applicant affirms that he/she has read, understands, and agrees to be personally accountable for:

1. Use of the meeting room and its equipment
2. Leaving the room clean and set up as it was upon entering
3. Removing anything brought into the meeting
4. Any damages to the library and/or its contents resulting from the activity/event.

Library staff may enter and remain in the meeting room at any time. Activities for minors must be supervised by responsible adults.

No person may be denied access to a meeting unless the reserving party has paid the established fee for the exclusive use of the room.

If the meeting room is used while the Library is closed to the public, one of the library staff must be present to open and lock the building. The cost of the staff member's hourly wage for duration of that time will be paid by the individual/group/organization using the meeting room.

The Library kitchen may be used in serving/making drinks and light refreshments. As prescribed by Kansas law, there shall be no use of alcohol or drugs and no smoking in the building. All extension cords used in the Library must be OSHA approved three-wire grounded cords. Any electronic equipment belonging to the library must be operated by an adult; any damage will be the responsibility of the reserving party.

Notice of cancellation should be given at least ten (10) working days in advance of the scheduled usage. Failure to do so may result in forfeiture of fees and/or loss of future use of the meeting room. Publicity of the activity/event is the responsibility of the individual/group/organization sponsoring it. Any printed publicity must include the statement, "This program is not sponsored by Linn County Library District #5, HIVE Library." No type of publicity may include the Library's telephone or fax number or email address.

Continued use of the meeting room by any individual/group/organization will be contingent upon the adherence to the provisions of this policy.

ARTICLE XII—DISPLAY OF PUBLIC NOTICES AND EXHIBITS

Bulletin Boards

HL maintains four bulletin boards. The community bulletin board is for announcements that pertain to

the public which may include non-library related activities or information and long-term public service announcements. The announcement may stay up for one month or until the day after the event advertised, whichever comes first. Employee related information (legal, etc.) is posted on two smaller bulletin boards near the community bulletin board. Located in the teen area, the fourth bulletin board is reserved for posts of teen-related events, issues and teen art. As space is limited, larger posters may be placed in various spaces throughout the library at the discretion of the Director or Staff.

Permission must be obtained from the library staff before announcements are posted. Any announcements posted anywhere on Library property inside or outside without permission will be removed and disposed of. Upon granting permission library personnel will date the announcement with the current date, put it up, and subsequently remove it at the appropriate time. Very large posters may be rejected because of spatial limitations.

HL does not assume responsibility for materials damaged or stolen. Any announcement which is defaced will be removed and disposed.

Political Activity

Display of information on election issues is considered dissemination of information. Efforts will be made to include information about all candidates and issues applicable to Pleasanton voters.

The Library as well as the Board of Trustees in its corporate capacity will neither seek, nor grant endorsements of election issues. No advocacy is assumed by the Library on any election issues other than its own.

Employees are free to engage in whatever political activity they choose so long as their involvement does not infringe on Library time and is not conducted on the Library property.

ARTICLE XIII—CONFIDENTIALITY OF PATRON RECORDS

Cardholder registration and circulation records are exempt from the open records law [K.S.A. 45-221(23)] and will only be released by the Director or his/her designee upon the receipt of a valid court order or when authorized under Federal, State, or local law.

Under provisions of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism (USA PATRIOT ACT) Act of 2001 (H.R. 3162), the Federal Bureau of Investigation (FBI) and law enforcement officials may seek court orders for library records for investigations relevant to national security or terrorism. Libraries or librarians served with these search warrants may not disclose, under penalty of law, the existence of the warrants or the fact that records were produced as a result of the warrants. Cardholders cannot be told their records were given to law enforcement agencies or that they were the subjects of FBI investigations.

HL will not retain a cardholder's circulation records beyond their use for circulation or control purposes.

Parents or legal guardians of minors, upon presentation of proper identification, may obtain the current

status of the minor's circulation record or withdraw their authorization for the minor's library card.

A cardholder who gives his/her library card or its number to another individual gives authorization to that individual to access the cardholder's registration and/or circulation records.

ARTICLE XIV–LIBRARY PERSONNEL

A. Personnel Policy Statement

This information will acquaint HL library employees to the policies, rules, and benefits. This information applies to all HL employees. It is presented as a matter of information and its contents should not be interpreted as a contract with any employee. It is the responsibility of each employee to read and be familiar with the contents of this personnel policy.

HL reserves the right to adopt, change, or add to any policies without prior notice. Employees will be notified of any adoptions, changes, or additions by appropriate means. Adoptions, changes, or additions will be effective on the dates determined by the Board of Trustees. No one other than the Board of Trustees of HL has any authority to adopt, change, or add to any policy.

This information supersedes all previous personnel policies and management memos which may have been issued on subjects covered herein. If an employee is uncertain about any policy or procedure, he/she should check with his/her immediate supervisor.

B. Loyalty Oath/Loyalty Affirmation

According to K.S.A. 75-4308, employees shall be required to subscribe in writing to the oath set out in K.S.A. 54-106 (see templates below). This requirement applies to library staff. Staff should complete this oath as part of the library's hiring procedures. These documents should be notarized in order to attest to both their authenticity as well as the identity of the parties signing it. Once completed, these documents should be signed and dated, and stored with personnel files in a secure location.

Loyalty Oath . . . "I do solemnly swear that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of a member of the staff of the [name of your library here]. So help me God."

- OR -

Loyalty Affirmation . . . "I do solemnly, sincerely and truly declare and affirm that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of a member of the staff of the [name of your library here]. And this I do under the pains and penalties of perjury."

C. Employment Standards

Hiring Policy & Procedures

Hiring of Staff by Director:

When the Director hires staff, he/she needs to be mindful of two critical objectives:

- 1) to protect the public's safety and trust

2) to give every applicant who is fit to serve a fair opportunity to do so

The Director develops standardized hiring/end of employment procedures to provide a fair and equitable opportunity for all applicants. The use of online job platforms and /or other means may be used. (See Article XIV: Section C, for current employment hiring policies and Section D, for separation from employment policies.)

Additionally, the Director may require satisfactory background checks prior to onboarding a prospective candidate to ensure the objectives stated above are met. At present, HL has an official agreement with First Advantage background check company (See Board Secretary for details.) <http://fadv.com>
<http://serviceconnect.fadv.com/s/login>

The Director will inform the Board of any additions and/or reductions in staffing.

Hiring of Director by Board of Trustees

The Board and/or appointed Search Committee develops hiring procedures to ensure the ability to protect the public's safety and trust and to give every applicant for Director a fair and equitable opportunity. In addition, the Board may use online job platforms and/or other means when hiring a new Director. The hiring process needs to ultimately include a satisfactory background check prior to the onboarding of a new Director.

Employees-at-will

Employees of HL are "employees-at-will." Either HL or the employee may terminate employment at any time with or without cause and with or without notice. No representative or employee of the library, except the Director or the Board of Trustees, has any authority to enter into any contract or agreement with an employee.

Nondiscrimination

HL maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the library will be influenced in any manner by race, color, religion, sex, age, national origin, disability, 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, transfers, and dismissals.

Work Authorization

HL intends to hire employees authorized to work in the United States. All employees are required to provide proof of citizenship or a U.S. work permit as requested before he/she can begin employment.

Nepotism

No person shall be employed in the same department or in any position supervised by a member of their family to include spouse, children, grandchildren, grandparents, parents and any other relative living in the same household, as well as comparable step-family members and in-laws.

D. Separation from Employment

Termination Date

The official termination date of employment with the Library shall be the date of the employee's last day in attendance at work, and all eligible accrued leave payable* shall be paid through the date of termination. Final payment shall be made on the next pay date of the pay period following the date of termination.

**Should an employee leave HL's employ after at least one year of employment and have unused discretionary days, he or she will be eligible to receive \$20.00 for each accrued day. (HL Policy Handbook: Article XII-Library Personnel, Section H)*

Return of Library Property

Employees leaving the Library service for any reason who have library-owned equipment or property in their possession shall return such equipment or property on their last day of employment. Effective immediately, he/she must relinquish his/her building key(s), credit/debit card, employee badge, and any other library property in their personal possession.

Personal property must be taken off site by the employee on their last day of employment. If other personal property is found to be left, he/she must make an appointment with two Board of Trustees Officers for after-hours pickup for the rest of their personal property. Additional personal property left behind after that becomes library property and the library may do with it as it wishes.

Exit interviews

Employee exit interviews are encouraged, and should be conducted within one month's time from end of employment. These can be conducted in person, virtually, or via mail.

E. Prohibited Practices

HL will not tolerate the harassment of one employee by another.

The following practices are part of the HL non-harassment policy:

- The library environment will be free of intimidation, insult, and harassment based upon race, color, religion, sex, age, national origin, or disability. Any incident should be reported promptly to the Director or a member of the Board of Trustees.
- No employee shall engage in comments, jokes, or name calling that is vulgar, profane, or that may insult someone's race, religion, sex, color, disability, age, sexual preference, or national origin. Any employee who violates this policy will be subject to discipline and possible termination of employment.
- HL will not tolerate any form of sexual harassment. Sexual harassment includes, but is not limited to, touching or making improper advances; abusive, vulgar language of a sexual nature; suggestive or sexual jokes; comments about an employee's body or wearing apparel; and display of suggestive cartoons, pictures, or photographs. No supervisor or employee shall threaten or imply that another employee's refusal to submit to sexual advances will adversely affect that employee's employment, evaluation, pay, promotion, job assignment, or any other condition of employment. Any employee who violates this policy will be subject to discipline and possible termination of employment.

- No employee will smoke anywhere in the building or in front of the building.
- 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 or while operating library equipment or on library business is prohibited. If HL personnel or directors have reason to believe that an employee is in violation of this policy, the library reserves the right to test such employees. Any employee who violates this policy or refuses to submit to a test will be subject to discipline and possible employment termination.

F. Grievance Response

*A grievance is a complaint involving misuse or misinterpretation of a rule, practice or policy under the personnel rules or board policies. A sincere attempt should be made between the employee and Library Director to resolve any grievance through explanation and counseling before it becomes necessary to file a written form. (If needed, see **Appendix E**, Formal Employee Grievance Form.)*

Dissatisfaction with alleged unfair treatment, work schedules and assignments, library policies and procedures, or working conditions should be brought to the attention of the Library Director. The employee must first orally discuss the situation with the Library Director within two weeks after the occurrence of the event. Within three working days, the Library Director shall communicate his/her decision to the employee. Many issues will be settled informally and verbally.

If either the Library Director or employee is dissatisfied with the results of the Library Director's decision, the grievance may be brought to the Board of Trustees by either party within ten working days of the occurrence. The library board of trustees will make the final decision and a written report plus decision will be put in the personnel file of all involved in the grievance.

The grievance procedure does not alter the status of employees as employees at-will.

The grievance procedure is not available to former employees including employees who have been dismissed or terminated. Current employees may exercise grievance rights as set forth above for other forms of disciplinary actions taken against the employee, but the written statement of grievance must be submitted within ten working days of imposition of the complained disciplinary action.

G. Non-Retaliation Against Persons Reporting Misconduct

The library will not tolerate retaliation against persons who report misconduct. Such conduct is inconsistent with policy and in some cases is also prohibited by law. The library is committed to creating an environment where members of staff are encouraged to report misconduct without fear of retaliation.

Retaliation against a person who makes a good faith report of activity believed to be unlawful, unethical, or in violation of library policy is prohibited. Retaliation is also prohibited against persons who participate in an investigation of such activity or who otherwise take steps to object to or resist such activity. This prohibition shall exist even if the complaint is ultimately dismissed – it is the act of making a good faith complaint, not the outcome, which warrants such protection. It shall not be retaliation to take steps to counsel or discipline persons who knowingly, intentionally, or recklessly

make false claims of misconduct or for the library to take affirmative steps to prevent or correct damage to persons when it is determined that allegations of misconduct against them are false. This policy is not intended to interfere with legitimate employment or business decisions/actions that are unrelated to the underlying complaint of misconduct.

The behavior believed to be misconduct might include, but is not limited to:

- an activity that violates a law, regulation, or library policy
- discrimination, harassment, or sexual misconduct
- misuse of grant money, library property or resources
- impropriety or fraud with respect to financial reporting or accounting
- embezzlement or theft
- conspiring with or coercing another to engage in any such behaviors

Definitions:

"Good faith report" is a report made with the honest and reasonable belief that a violation of law or library policy may have occurred, based on available information.

"Retaliation" is a significantly (not trivial) adverse action taken against a person because of the person's report, or participation in the investigation of a report of misconduct, or objecting to or resisting such misconduct. Retaliation is prohibited not only by the person accused of misconduct, but also by persons acting on behalf of, in cooperation with, or in defense of the person accused of misconduct if the behavior otherwise satisfies the definition of retaliation. Timing can be a factor in determining whether retaliation has occurred, along with other evidence that the action was taken as a result of the underlying complaint of misconduct.

H. Personnel Hierarchy

1. Board of Trustees. The Board of Trustees is composed of elected individuals whose duty it is to make long-range goals in complement to the Library's mission, oversee the proper use of the Library's monies by reviewing the annual budget and making decisions on large investments in personnel, materials, and building projects. The Board is responsible for hiring the Library Director who the members feel will do the best job for the Library; after hiring him/her the Board is responsible to make sure he/she makes plans and directions for accomplishing those goals through his/her efforts and that of the Library Staff. The Board is responsible for evaluating the Director both formally and informally.

2. Library Director. The job of this person is to devise plans to accomplish the goals set forth by the Board and to direct the Library Staff in accomplishing those goals. This will often require the Director to establish short-range goals, programs, and projects and to evaluate the existing ones to ensure that they are in line with the Board's vision. The Director is directly responsible to the Board.

He/she is responsible for hiring/terminating Library Staff with input from the Board, assigning daily duties of such personnel, and evaluating the Staff both formally and informally. He/she is responsible for preparing the annual budget for approval by the Board.

The Library Director will be formally evaluated by the Board. (See *Article XIV, Section K* for details.)

3. Library Staff. These persons are responsible for duties as assigned to them on a regular, intermittent, or one-time basis by the Director as he/she sees necessary for the smooth operation of the library and the accomplishment of its mission, programs, and the goals of the Board. They are directly responsible to the Director.

4. Chain of Command.

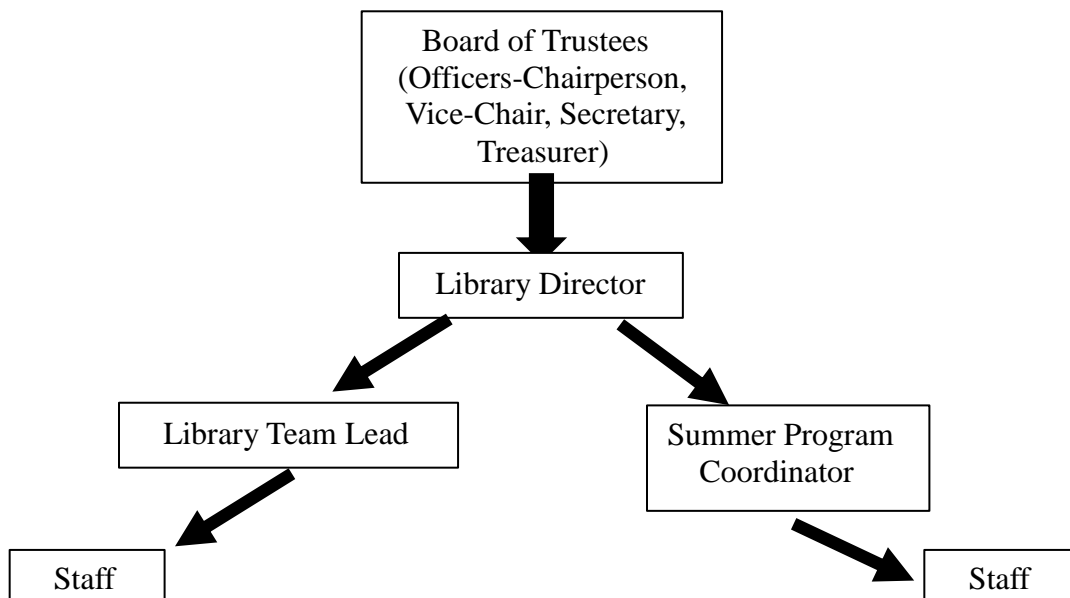
Policy: Chain of command is set as a guidance for staff to know who to reach out to when there is an issue or if they need assistance.

Purpose: A guide to help assist staff to get support they need and if, in the event someone gets sick or is gone, staff know who to go to and who is the next in line to be in charge.

Process:

4. A chart of the chain of command will be in the HL Policy Handbook.
5. Each staff member will have an updated chain of command with staff names, phone numbers, and email addresses.
6. The Library Director will answer only to the Board which will give him/her guidance and support. In the event the Director is not there, the second in charge will notify the Board Chairperson for guidance as needed.
7. The second in charge will be the Library Team Lead which is assigned by the Director. All duties will be designated by the Director. If the Library Team Lead has concerns or needs support, he/she will go to the Director. Director and Library Team Lead will have communication daily. Library Team Lead will supervise and support all other staff except summer help.

HIVE Library Organizational Chart
(To contact Board members by email use hivelibrarybot@gmail.com)



I. Personnel Privileges, Benefits, and Responsibilities

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 plus a 20-minute lunch period. Breaks are not cumulative, cannot be carried over to another day, and may not be taken during the first or last hour of work. Breaks may be combined with lunch for a longer lunch period if approved by the Director.

Job Injury

Any injury, however slight, occurring on the job must be promptly reported to the employee's supervisor and documented in an incident report. This is for the protection of the employee under Kansas Workers' Compensation regulations and is a requirement under the Occupational Safety and Health Act Regulations.

Vacation

Employees will receive paid vacation time after each full year of employment upon the anniversary date of the employee's employment. Full-time employees with less than 6 years employment will receive 10 vacation days to be used any time within the following year. Vacation time may be used altogether or broken up into smaller full-day groups as the employee chooses. Vacation time does not carry over from one year to the next and cannot be paid out without taking the days off.

At the end of the 6th year of consecutive employment by full-time employees, one day per year is added up to a limit of three weeks paid vacation. Full-time employees with 20 years or more of consecutive employment will receive 4 weeks of paid vacation annually.

Regularly scheduled part-time Staff will be awarded 5 vacation days per calendar year after first year of employment. Vacation time is awarded at anniversary date, to be taken the following calendar year.

If part-time employee becomes full-time, their part-time service is calculated at 50 percent for awarded vacation time.

Discretionary Day(s)

At the end of each month, full-time employees will receive 2 paid discretionary leave days and part-time employees will receive 1 paid discretionary leave day to be used for sickness or personal business at the employee's discretion; no reason need be given to HL for use of discretionary leave. However, the days must be used as whole days or half days. Employees may take off less than a half day without pay with the approval of the Director.

Leave days may accrue and will carry over until the employee reaches 30 days. If, at the end of the individual's employment year, the accrued leave is over 30 days, the employee will be paid \$20.00 per day for each accrued day beyond 30 until the employee's unused leave drops to 30 days. At that point he or she will begin the new employment year with 30 days and to accrue additional leave days according to the monthly allowance.

Jury Duty Leave

Employees will be granted leave with pay when required to be absent to serve as a witness in a legal action or to serve on jury duty. An employer may not discharge, penalize, threaten, or otherwise coerce an employee who receives and/or responds to a jury summons or who serves on a jury [Kansas Stat. 43-173]. Employees absent for legal action 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, the amount shall be subtracted from the employee's leave compensation. This will not be deducted from the employee's discretionary leave.

Separation of Employment

Should an employee leave HL's employ after at least one year of employment and have unused discretionary days, he or she will be eligible to receive \$20.00 for each accrued day.

Maternity/Adoption Leave

Employees absent due to maternity or adoption may use their accrued discretionary leave for that purpose and will be granted unpaid leave for the rest of the time needed.

Military Service

Employees called to military service in the reserves or National Guard will receive leave without pay until they are available to return to work at the library.

Sick Leave and Bereavement Leave are covered under Discretionary Day(s).

Leave of Absence

An employee who has exhausted both discretionary leave and vacation time may be granted a leave of absence without pay for up to 3 months upon approval by the Director and the Board of Trustees.

Holidays

Regular paid holidays will be observed on the schedule used by the federal government.

The library will be closed on the day before and the day after Thanksgiving Day; the day before Christmas; the afternoon of New Year's Eve; employees will not be paid for these days.

Weather related events

In the event the library is closed for inclement weather conditions, or closures mandated by local, state or federal government, the Director will notify employees scheduled to work. Those employees will be paid for the time they would have worked. If the library is open and an employee cannot, or chooses not to, get to work due to weather, the employee may choose to take a vacation day or a discretionary day.

J. Standard of Conduct and Corrective Action

The Director and Staff are expected to be courteous and civil to one another and to patrons of the library. The purpose of the library is to serve the public and to that end library personnel are expected to react to unpleasant patrons with politeness, efficiency, and a business-like demeanor. A certain level of personal hygiene and appearance is also expected so as not to give offense to patrons and other employees.

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

- Falsifying an employment application, time sheet, or personnel or other library document or record
- Missing work without notice or a valid reason for non-notification
- Breach of confidentiality
- Unauthorized possession of library property, carrying weapons or explosives, or violating criminal laws on library premises
- Disorderly conduct on library premises which may endanger any employee or property
- Engaging in acts of dishonesty, fraud, theft, or sabotage
- Threatening, intimidating, coercing, using abusive language, or interfering with the performance of another employee
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned
- Unauthorized use of library material, time, equipment, or property
- Damaging or destroying library property due to careless or willful acts
- Conduct which library personnel or the Board of Trustees feels reflects adversely on the employee or the library
- Performance which in opinion of the Librarian or Board of Trustees does not meet the requirements of the employee's position
- Engaging in such other practices as the library may determine to be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the library or its employees or patrons
- Negligence in observing safety rules of the library
- Violation of the library's policy on drugs or alcohol

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

- The seriousness of the infraction
- The past record of the employee
- The circumstances surrounding the matter

K. Personnel File

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 results, and educational attainment records will be maintained in the personnel file. The employee will be notified and given a copy of anything placed in his/her file; his/her signature on each record will show that the employee is aware of the existence of the record but does not signify agreement with the contents. Job evaluations will be conducted each November and reviewed with the employee.

The Director will evaluate Staff and share the results with the Board. The Board will evaluate the Director. . After the Director signs his/her evaluation (see above paragraph), the annual Board of Trustees' Library Director evaluation will be added to the Director's personnel file which is stored in the BoT file cabinet in the HL meeting room. The Board Chairperson and Board Secretary shall insure that it is properly filed. All staff will be evaluated using the following form, *Professional Staff Performance Review*. (See **Appendix G**.) Supporting documents may be added for additional staff review; i.e. goals accomplished, etc.

L. Additional Feedback on Library Director's Performance: Library Staff Survey

PURPOSE: As the library staff is an excellent source of information relating to the Director's performance of the Director's many duties, the goal of obtaining this feedback is for the Board of Trustees to get a full picture of how the entire Library is operating. The Board of Trustees will conduct an annual mid-year survey of library staff that are under the direct supervision of the Library Director according to the following (See **Appendix F**):

PROCESS:

1. The Board of Trustees shall create a staff survey for employees under the direct supervision of the Library Director.
2. Staff feedback will be used by the Board of Trustees as one of the tools to help annually assess the Library Director's performance.
3. Feedback will be requested regarding the Library Director's supervision of the Library in the following areas:
 - Management of Staff
 - Communication
 - Leadership
 - Quality of Work Environment
1. The survey questions use a rating scale (1-5):
 - (1) None of the time (0-20%)
 - (2) Some of the time (21-40%)
 - (3) Half of the time (41-60%)
 - (4) Most of the time (61-80%)
 - (5) All of the time (81-100%)
2. Once surveys are completed, staff will seal their surveys in a provided envelope.
3. Completed individual surveys will be mailed to the Board Chairperson and/or Vice-Chairperson who will compile a composite of the responses.
4. Responses to the surveys are to be used in the following ways:
 - Individual responses will be under the review of the Board of Trustees.
 - After compilation of composite survey results, they will be shared with the Library Director.
 - The Board of Trustees will meet in Executive Session to discuss the results of the staff feedback survey for the purpose "to discuss personnel matters relating to non-elected personnel" per [K.S.A. 75-4319\(a\)](#).

NOTE: The above stipulations provide the Board the opportunity to allow staff members that are under direct supervision of the Library Director the reassurance that their individual responses are protected, yet it also gives staff a chance to provide the Library Director the staff essential feedback via the Board of Directors. Ultimately, it provides staff the chance to communicate more freely.

M. Scheduling and Pay

The Director will schedule all employees. Employees may volunteer to switch times with each other as long as this does not leave the library unstaffed. Employees are required to maintain an accurate time sheet, noting hours worked, vacation and discretionary leave. Employees are encouraged to keep a sheet in the payroll folder, updating each month's addition of discretionary days and the use of those days and half-days as they occur. Pay periods are bi-monthly on the 15th day and the last day of each month; if either of those dates falls on a day the library is scheduled to be closed, the employees' checks will be issued the day prior to such day. If the library is closed due to inclement weather, checks will be issued the day the library reopens.

No employee may volunteer to do unpaid work for the library. Anyone working over 40 hours a week must have permission to do so and will be compensated at the rate of time and a half.

ARTICLE XV: FINANCIAL POLICY

A. Purpose Statement

Sound financial reporting is an essential element of public-sector accountability to the community we serve. This policy defines basic accounting and cash control policies. It is designed to protect and enhance the security of Linn County Library District #5 (HIVE Library) financial functions, promote the maintenance of accurate records of financial activities, and facilitate compliance with Kansas statutes.

B. Segregation of Fiscal Duties and Internal Controls

No one person should control or perform all key aspects of a transaction or financial event. Segregation of duties is an important internal control activity that helps detect errors in a timely manner and deters improper activities. Internal controls instituted by the Library will assist the Board of Trustees in maintaining adequate fiscal oversight of the expenditure of funds.

C. Fiscal Authority

1. Library Board of Trustees

The oversight of financial resources for Linn County Library District #5 are responsibility of the Board of Trustees. Board members are elected and serve without compensation.

- To make and adopt policy for management and allocation of financial resources which seek to produce optimum benefit for those we serve.
- Monitor and evaluate the financial plans of the Library and maintain the financial integrity of the Library.
- No bank account can be opened in the name of the Library without prior Board approval and must have all appropriate signatories.

2. Library Director

The Library Director is the primary purchasing agent for the Library and is responsible for acquiring all Library contracts*, orders, and purchases. The Director shall select products, services and vendors that best meet the needs and goals of the Library. In making decisions regarding selection of products and services for the Library, the Director will consider relevant factors which include, but are not limited to: suitability, sustainability, availability, quality, workmanship, price, and delivery. The Director may delegate the responsibility for ordering selected products and services to other employees as the Director deems appropriate or necessary to accomplish the goals of the Library. To help reduce the risk of financial loss to the Library, the Director will implement procedures to:

- Prevent embezzlement.
- Ensure against liability losses (to Board members, the Library, or to Library funds).
- Properly maintain facilities and equipment
- Limit exposure of the Library, the Board, and the staff to liability claims by properly maintaining facilities and equipment.
- Ensure funds are disbursed only in compliance with Board authorization and applicable municipal and state law.

*According to Kansas Public Library Trustee Manual (2020), the Board Secretary and Chairperson sign all contracts.

D. Records Management

1. Software

Quicken: Classic Business & Personal (QDATA) is the automated accounting software currently used for financial record keeping. Software updates are regulated by Quicken.

2. Security

The Board of Trustees authorizes the Library Director to use an online password manager or other secure storage system for passwords of existing and future Library online accounts to maintain maximum security. Master passwords must be kept in a secure location on-site.

3. Bank Statements and Reconciliation Reports

The Board Treasurer compares bank statements monthly with interest earned, deposit records, and cancelled checks. A reconciliation report in Quicken, the automated accounting program, is prepared. The statement and reports are reviewed and approved by the Board of Trustees.

The Library Director provides a monthly financial statement/spreadsheet of income/expenditures as compared to the Library's annual budget and a financial report for the Board of Trustees at the regular monthly Board meeting.

4. Internal Review

A financial internal review by three Board members (other than the Board Treasurer) will be conducted in the first three months of a FY (Fiscal Year) and report the findings at the March annual meeting. The Director will be responsible for providing the requested documentation necessary to conduct the annual review.

5. Personal Use of District Assets

Neither the Director nor any Board member will use or permit the use of Library funds, equipment, telephones, materials or property for their own personal benefit or profit. Neither the Director nor a Board member will ask or require a Library employee to perform services for the personal benefit or profit of a Board member or the Director. The Director and all Board members will safeguard Library property, equipment, monies and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

6. Library Staff

All Library staff should be familiar with this policy and the purchasing guidelines and procedures set forth by the Director. As public servants, library staff will exercise fiscal responsibility in regards to their use of Library funds. Employees who make unauthorized purchases will be subject to disciplinary action including possible termination.

E. Approval of Library Expenditures

1. Budgeted and Recurring Charges

The Library Director is authorized to make payment for budget approved expenses for recurring bills such as utilities, lease fees, and maintenance contracts in advance of Board approval to ensure payment is received by the due date. Routine expenditures, such as insurance and payroll that are also budget approved are authorized to be paid by the Library Director. Ongoing utility expenditures such as electricity, natural gas, and phone services will be paid in a timely manner.

2. Spending Limit Exception

At each regular monthly meeting the Library Director will present any purchases needed (beyond budget approved) over \$500 which require Board approval for further action.

3. Routine Banking Transactions Authorization

The Library Director of Linn County Library District #5 or designee is authorized to make deposits into appropriate Library accounts. Such deposits include, but are not limited to, the deposit of accumulated fees and fines, gifts, donations, grants, and tax receipts. The Library Director of HL is authorized to transfer funds from one Library account to another Library account for payment of monthly Library bills which have been approved by the Board.

F. Reporting

The Library Director reports monthly to the Library Board on the year-to-date status of revenues and expenditures as compared to the budget. The Library Director also presents an annual review of all the funds held by the Library. All other cash and checks (taxes, grants, donations, and other similar income) are recorded by the Library Director in Quicken, the automated accounting software.

G. Annual Operating Budget

The Library's annual operating budget is prepared by the Library Director. The Director meets with the Linn County Master Clerk to determine how the budget fits/meets the needs of the library within the constraints of the county mill levy system, and the decision whether or not to remain revenue neutral. The budget reflects the anticipated revenues of the Library to be used for planned expenditures of carrying out the programs and services for the next fiscal year. **K.S.A. 12-1267**

The budget must be presented to the Library Board for approval utilizing the corresponding requirements of public notice and if needed a public hearing when deciding to not remain revenue neutral. Upon approval vote of the Library Board of Trustees, the budget will be published in the official newspaper for Linn County which at this time is the Linn County News.

The Library will strive to maintain its physical assets at a level adequate to protect its capital investment and to minimize future maintenance and replacement costs.

Budget adjustments between accounts may be made with approval of the Library Board. Unspent funds at the end of the year are transferred into the Library's capital improvement funds. Likewise, any deficits reduce the Library's fund balance. The Library may utilize its fund balances to fund capital projects whenever available and feasible.

The Library may not run a deficit budget balance.

H. Sources of Funding

1. Local Tax Revenue

The Library operating budget is funded in whole or in part by general property tax in accordance with Kansas state law. Annually as part of the Library budget process, the Library Board shall request from Linn County sufficient funds to provide qualified staff, proper physical facilities and equipment, and a comprehensive collection of materials to meet the essential needs of its population.

K.S.A. 12-1247. Library districts; tax levy, procedure to increase levy; certification to county clerk. (a) Except as provided by subsection (b), the directors of the library district, as the governing body thereof and in the same manner as required by law applying to other taxing units, shall levy annually a tax not to exceed 1.5 mills on each dollar assessed tangible valuation for the property of the library district, for the maintenance and support of a free public library, to be levied and collected in like manner with other taxes. The library board shall certify the levy on or before August 25th of each year to the county clerk who is hereby authorized and

required to place the same on the tax rolls of the county to be collected by the treasurer of the county and to be paid over by the county treasurer to the treasurer of the library district.

(b) The directors of the library district shall have the authority to increase the mill levy authorized by subsection (a) in an amount not to exceed 3 mills on each dollar assessed tangible valuation for the property of the library district for the acquisition, maintenance and support of a free public library by adoption of a resolution. Such resolution shall be published once each week for two consecutive weeks in a newspaper of general circulation in the library district. If within 30 days after the last publication of the resolution, a petition signed by not less than 5% of the qualified electors in the library district is filed in the office of the county election officer requesting an election thereon, no levy in an amount exceeding 1.5 mills shall be made unless the question is submitted to and approved by a majority of the voters of the library district voting at an election. Such election shall be called and held in the manner provided under the general bond law. If the question is approved, the levy shall be certified and placed on the tax rolls in the same manner provided by subsection (a).

2. Grants and Donations

Library staff will apply for grants and donations from outside sources whenever possible as a way of maintaining a stable tax rate. (**K.S.A. 12-1248** Gives authority to libraries for application and acceptance of grant monies)

3. Allocation(s)

Funds from SEKLS and the State of Kansas Library System help bring in additional monies once allocation criteria is met.

4. Fines and Fees

The Library will establish all user charges and fees at a level related to the full cost (operating, direct and indirect) of providing the services, whenever practical. Charges and fees will be reviewed annually by the Library Director and staff. Additions and subtractions to patron fees shall be approved by the Library Board.

I. Cash Management

1. Cash Receipts

Monies collected from fees (overdue, copy, fax, etc.) add to cash receipts. Overages of cash are considered donations and are deposited as monetary donations. A bank deposit will be made on a weekly basis.

Cash Drawer Change Reserve Fund A cash drawer change reserve fund will be maintained to keep a supply of small bills and coins on hand.

J. Other Funds Held by the Library Board

1. Special Reserves

Donations, grants, or other revenues given to the Library by an outside individual or agency for a designated purpose and are unable to be spent in the same fiscal year will be deposited into the fund balance until such time as it can be spent for its designated purpose.

Fund Balance

Library operating funds not spent at the end of the fiscal year are rolled into the fund balance.

Operating Reserves – The Library Board intends to maintain operating reserves equal to ninety days of the operating budget to provide for reasonable cash flow needs. The balance after subtracting the ninety days reserves is considered unrestricted funds.

Designated funds – The Library Board may choose to designate portions of the unrestricted funds for certain purposes such as building improvements or large purchases.

2. Fixed Assets

Fixed Assets are property, plant, and equipment according to the limit set by the Board of Trustees and with a useful life of two years or more. An inventory of fixed assets will be maintained by the Director.

An asset retirement plan will be maintained as items are withdrawn and retired. The fixed asset inventory will be reviewed on an annual basis as part of the creation of the annual budget.

3. Certificates of Deposit (CDs)

Investment of Linn County Library District #5 monies may include Certificates of Deposit.

K. Purchasing and Disbursement of Funds

1. Checks

Checks are created through Quicken financial software and printed on-site through the circulation desk printer. If needed, checks can be handwritten.

2. Check signatories

Check signing ability is vested with the Library Board. The Library Board may designate check signing ability as necessary to its individual members. Primary check signers will include the following: Board Chairperson and Board Secretary. (**K.S.A. 12-1226** says the treasurer writes checks and the president and secretary sign them. The secretary's signature verifies the legitimacy of the president's signature.)

The remaining two Board Officers, Board Vice-Chairperson and Board Treasurer may sign checks as well, if necessary to keep business processes functioning. A Board Member is not authorized to sign checks in which he/she would be the recipient of the funds expended. The ability to sign checks for payments is also given to the Library Director. The Director is not authorized to sign checks in which he/she would be the recipient of the funds expended.

3. Sales Tax

Sales to public libraries are exempt from sales tax. Whenever possible staff members should attempt to make purchases as a tax-exempt sale. Staff need to use the Linn County Library District #5 federal tax ID number in such instances.

4. Library-Issued Credit Card

The Board of Trustees has authorized the use of a bank credit card for Linn County Library District #5 expenses. Purchases made on the bank credit card will follow the credit card policy identified below.

Credit cards are issued to staff member(s) who frequently make purchases for Library events, have frequent travel expenditures, or who order supplies and equipment for the Library. The expenditure must be within the guidelines of the particular activity of the approved budget. The card is not to be used for any personal expenses. Prior to initial receipt of any card, each individual must agree to and sign the Credit Card Use Procedures. (*See Appendix H.*)

The amount of available credit on each card is determined by the Board of Trustees. Purchases may not exceed the assigned credit limit. There are no exceptions. Balances on credit cards are paid in full by the Library each month. Payments on the monthly statement must be made in a timely fashion so that finance charges are not incurred. Timely payment requires staff incurring the charges properly complete transactional paperwork relation to the Library's accounting functions.

Staff members who use Library credit cards maintain all receipts for expenditures. Proper documentation will include an original itemized paid receipt indicating the amount paid, the vendor, and the itemized description of the purchase. Unacceptable documentation includes non-itemized cash register receipts or handwritten requests for reimbursement without receipts or other verification.

If discrepancies are found, disciplinary or legal action may result depending on the circumstances surrounding the use of the card.

5. Employee-related expenses

A. Payroll process

The Library Director oversees the payroll process. This includes developing a record system for verification of employee hours worked, providing necessary employee time sheets, etc. to a third-party vendor payroll services company (presently Tax Consultants, Mound City, KS), and

maintaining said records in automated accounting software (presently Quicken).

B. KPERS (Kansas Public Employees Retirement System)

The Library Director is also responsible for maintaining KPERS (Kansas Public Employees Retirement System) records for full time employees and sharing said records with a third-party vendor payroll services company (presently Tax Consultants, Mound City, KS).

KPERS password must be kept in a secure place such as an online password manager or other password storage system.

C. Miscellaneous

The Library Director oversees any other employee related expenses including but not limited to continuing education and travel to SEKLS meetings, conferences, etc.

6. Monetary Gifts

The Library accepts monetary gifts to support library programs and resources. The Director will maintain a log of purchases made with designated gifts.