

# Savonburg Public Library

## POLICY MANUAL

### **Our Mission:**

The Savonburg Public Library is committed to providing opportunities for the community to have materials readily available that will meet educational, recreational and informational needs, as well as providing a comfortable and welcoming environment that promotes a strong sense of community.

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Revised January 4, 2021

# 1. PERSONNEL POLICY

## COMPLIANCE WITH EQUAL OPPORTUNITY AND OTHER LAWS

The library observes all federal and state laws concerning employment.

The Savonburg Public Library is an equal opportunity employer and does not discriminate based upon race, color, religion, sex, age, national origin, disability, or any other basis prohibited by law.

The library will not tolerate the harassment of one employee by another.

The library will follow the provisions of the Fair Labor Standards Act. Employees working more than 40 hours in one week will be paid time-and-a-half for the hours in excess of 40.

## CONTINUING EDUCATION AND TRAVEL

It is the policy of the library to encourage continuing education and professional involvement for employees. The library will pay regular wages for the time invested and pay the fee for the workshops attended. The Library Board, prior to the event, must approve the particular classes or workshops to qualify for reimbursement. The librarian will be paid the regular wage rate and reimbursed mileage for attendance at the annual Southeast Kansas Library System meetings.

## JOB EVALUATIONS

The board will conduct a written evaluation of the librarian at least once a year. The director will conduct a written evaluation of any staff at least once a year and submit the evaluation to the board for review. (Note: The employee's hire date may be used as the scheduled date for yearly evaluations.)

## NO SMOKING

The library is designated as a non-smoking facility. Those who wish to smoke must leave the building to do so, as required by state law.

## ALCOHOL AND DRUGS

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or intoxicants or controlled substances by employees at any time on library premises is prohibited. If the board (or director) has reason to believe that an employee is in violation of this policy, the library reserves the right to test such employee(s).

## STANDARD OF CONDUCT AND CORRECTIVE ACTION

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

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

## WORK WEEK/TIME SHEETS/PAY PERIODS

Pay periods shall be monthly with checks issues at the monthly board meeting. Any substitute librarian shall be paid minimum wage. Youth wages will follow the state guidelines.

## HOLIDAYS

The library will observe these holidays: New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve, and Christmas. The board will approve a yearly holiday observance schedule which will be posted.

### VACATION TIME/PERSONAL DAYS

There will be no paid vacation time for the librarian since at the present time the position is considered "part-time." If the librarian desires some time off, the request may be submitted to the Board for said days and the Board will make every effort to cover the requested days by staffing the library with a Board member or library aide.

### SICK LEAVE

No sick leave will be paid to the librarian due to the minimal number of hours worked weekly.

### OTHER LEAVE

Employees suffering a death in the immediate family may take up to three leave days, but no more than the equivalent of one week of work. One day is given for other family members.

An employee who is pregnant shall, upon the employee's request, be granted Maternity Leave without pay. All privileges and benefits shall be available to an employee on Maternity Leave, without pay status. The employee will be expected to return to work within a reasonable time after the end of pregnancy, which normally shall be for a period not to exceed six weeks. The leave may be extended beyond this period based upon medical necessity. Employees who have been on leave are required to furnish a statement of fitness to return to work from their physician. This policy shall be interpreted to treat employees on maternity leave no less favorably than employees on leave for sickness or temporary disability.

### SOCIAL SECURITY

The library contributes an amount equal to or more than the amount the employee contributes into the federal Social Security program. This provides for benefits under the Social Security Act, such as retirement, disability and death benefits.

### KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM

There are no benefits paid to retirement due to hours worked yearly are under 1000.

### LIBRARY OPERATION

1. The library is open 4 days a week. Tuesdays and Thursdays from 2 – 6 p.m. Wednesdays from 4:00 – 6:00 p.m. and Saturdays from 10:00 a.m. – 12:00 noon.
2. If the librarian or library aide is unable to open the library, then the Board Chairman must be notified so a board member can be used as an emergency replacement. The library should be open promptly at hours stipulated. The board personnel that act as a replacement will not receive wages for time worked.
3. The librarian should not make business decisions without the Board's approval.
4. The librarian is to share all correspondence with the Board and leave for Board's disposal at the monthly Board Meeting. Correspondence that must be answered prior to board meeting is to be taken up with the board chairman.
5. The librarian's duties include cleaning of the library and the entry and restroom facilities.
6. During inclement weather or electrical outage, the library may be closed at the librarian's discretion. Patrons are urged to call the library if weather is questionable.
7. Due to safety and liability concerns, no person or group other than library staff will be allowed inside library facilities during non-operating hours. For library programs that take place outside the normal operating hours, staff will open doors a minimum of 15minutes before the start of the program.

## **2. MATERIALS SELECTION POLICY**

Public libraries are authorized by K.S.A. 12-1219 et. seq. to acquire books and other materials by purchase, gift or exchange. The library seeks to provide informational, educational, and recreational materials for users of all ages. The board delegates responsibility for book selection to the librarian, and to those staff members to whom he/she delegates the responsibility.

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

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

The following general criteria are considered in selecting materials:

1. Strength of the existing collection in particular areas.
2. Reputation of the author, publisher, or producer
3. Reviews of the item
4. Suitability of subject, style and reading level for the intended audience
5. Current appeal and popular demand
6. Value of materials in relation to durability

Recommendations from the public are welcome.

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

- (1) The librarian and the patron will discuss the patron's reasons for the request, and the librarian will explain the library's materials selection policy. If the patron wishes to pursue the matter, he/she will be provided with a copy of this policy and a reconsideration form.
- (2) The patron will fill out in full the reconsideration form.
- (3) Upon receipt of the signed form, the librarian will examine the material in question, the issues raised, and the circumstances involved. He/she will then make a decision to remove or retain the material in question.
- (4) The Library Director will respond in writing to complainant within two weeks of receipt, and will inform the individual of the availability of a board hearing.
- (5) If the complainant desires a board hearing, the material reconsideration form, and other relevant material such as book reviews will be presented to the board at its next regular meeting.
- (6) The board will review the materials and the reconsideration form listing the patron's objections. Final resolution of the matter will be made by the board with the guidelines for selection in mind.

Materials will remain in circulation while under challenge until a decision to remove them from the collection is made. Donated books are accepted with the understanding that they may be added to the library's collection, sold, or disposed of as the library determines is appropriate. The library will not appraise the value of donated books or other items.

Disposal of outdated books, magazines and unusable items received from the public and those materials presently in the library will be done in the following manner:

1. The Library Director will determine from ads, etc. if an item is worthy of sale.
2. If an item(s) is not sellable to anyone outside our patronage for any particular concern or cause, then the item(s) will be offered for sale to the library patrons.
3. If condition of books or items is such that they cannot be disposed of in the above-mentioned manner, they may be discarded.
4. Magazines may be disposed of after a period of three years, preferably by sale or gift.

### MATERIALS PLACEMENT

The Savonburg Public Library Staff use the Dewey Decimal Classification (DDC) system and Library of Congress (LC) subject headings to place materials in the proper subject area and to assign them to shelving categories. Selectors take into account age recommendations in reviews as they assign classification(s) and location(s) of materials.

The Savonburg Public Library shelving areas are divided into sections such as Juvenile, Reference, Fiction, and DVDs for ease of use, but customers of any age may utilize materials from all sections of the library. It is the responsibility of parents or legal guardians, not the staff of the Savonburg Public Library, to monitor library use by minors.

## **3. SERVICE POLICY**

### PATRON REGISTRATION

1. Residents of Savonburg are the primary population served by the library. Borrowing privileges are also extended to residents of Kansas's counties that participate in a regional system of cooperating libraries; this includes but is not limited to SEKnFind consortium libraries.
2. Persons under the age of 18 will be issued cards after obtaining the signature of a parent or guardian agreeing to be responsible for materials checked out on the card.
3. Identification showing current address is required at the time of the initial registration.
4. Businesses or institutions may be issued an institutional card. A list of the employee(s) entitled to use the card and signed by the owner or director of the institution will be kept on file.
5. Each patron in the SEKnFind consortium will whenever possible, have only one library patron account. The card will be from the patron's library of first registration or, if the patron moves, he or she may choose to change their home library to the new community.

### CIRCULATION

1. Loan periods are as follows:  
1 week: DVD and Video cassettes, reference books with a barcode.  
2 week: Books, magazines and all other circulating items.  
Loan periods for interlibrary loans will follow Savonburg Public Library guidelines.
2. No member of the staff will determine what may be checked out by a patron. A child's reading is the responsibility of the parent.
3. Reserves (holds) will be accepted on all circulating materials. The patron will be notified when the material is available.
4. Patrons who owe \$10.00 or more in fines or penalties to any library in the SEKnFind consortium will be denied loan privileges, computer access, and placement of holds until payment is made. Payment for fines \$10.00 or more may be made to Savonburg Public Library for other libraries and a receipt will be given and the monies sent on to the library to whom the money is owed. Lesser fines may be accepted at the librarian's discretion who will consider postage and handling of the monies expense.

5. Patrons with lost or overdue materials from other libraries may return items at Savonburg Public Library and they will be sent via the courier. Lost item charges must be settled by the patron at the original library.
6. A newly registered patron will be limited to checking out 2 items for their first visits. If those items are returned on time, the restriction will be removed.
7. Patrons with materials 14 or more days overdue will have borrowing privileges suspended until the items are returned or payment has been made for the lost items. Habitually late patrons (those who return items 30 days past the due date twice) will be restricted to borrowing two items at a time for the remainder of the calendar year.
8. Book and media drops are a convenience for our patrons. If an item is damaged because of a return in the incorrect drop box, the patron will be responsible for the damages. This includes but is not limited to a disc returned in the book drop or if a book is returned in the media drop and damages disc items.

#### LOST AND DAMAGED ITEMS

1. No specific fines will be charged for overdue books.
2. Borrowers assume responsibility for items checked out on their cards. If items are lost or damaged beyond normal wear, the borrower will be charged.

Fees paid are for damage to municipal property and do not constitute a purchase of the item.

3. Long overdue materials will result in the loss of borrowing privileges until materials are returned. Additional steps may be taken to recover long overdue materials.
4. Replacement cost will be charged for items lost or damaged to the extent that the library no longer wishes them kept in the collection. If the item is no longer in print, the charge will be the greater of the original cost of the item or:

\$30.00 for hardback books

\$20.00 for children's hardback books

\$15.00 for nonfiction paperbacks

\$4.00 for fiction paperbacks

\$25.00 for videocassettes, books on tape, CD-ROM's and DVDs

The lesser amount may be charged at the library's discretion based on an items value.

#### SAVONBURG PUBLIC LIBRARY – COMPUTER USE POLICY

Computers are provided for use to our patrons. Efforts will be made to keep the public informed of any progressions made toward obtaining new equipment or software by postings in the library, as these things become available.

1. Users must have a current library card at the Savonburg Public Library or at a SEKnFind consortium library. Cardholders with overdue books may be denied access to the public computer until such a time as their card is returned to good standing.
2. Those persons asking to use a computer without a current library card will be asked to show a form of identification and be allowed use as a guest. Repeat users will be asked to acquire a library card.
3. Users must sign in at the desk before using the computer and will have read and agree to comply with the Computer Use Policy and the Internet Access Policy.
4. The software currently in the computers is copyrighted and may not be copied from the computer. Users may not download their own software programs to the library computers. Jump drives may be used to save or retrieve data.
5. Computer time will be rendered on a first-come, first-served basis. Time will be available at 30-minute intervals. If no one is waiting to use the computer, an additional 30 minutes may be extended to the current user, at the librarians' discretion. If it so happens that several patrons are waiting to use the computers, the time may then be limited to 20-minutes so that everyone may

have an opportunity to use them. More than one patron may be at the computers simultaneously, but this may make a patron ineligible for their own time on the computer in the same day.

6. Printing from the patron computer may be done for a fee. See prices posted.
7. Individuals using internet inside the library on their own devices must adhere to the internet access policy.
8. No food or drink is allowed at the tables where the computers are located.

#### INTERNET ACCESS POLICY

1. The computer should always be used in a responsible manner. This means avoiding physical or other damage to the computer or internet sites, not using it for illegal purposes, and (since it is located in a public area) not displaying on-screen explicit images. Misuse of the computer or internet access may result in the loss of your computer privileges.
2. Users may upload/download information to your own disk or jump drive if you wish. Although, reasonable precautions will be taken, the computer is not guaranteed to be virus-free. If you put information on your own portable drive, you do so at your own risk. The library is not responsible for damage to a patrons' portable drive or computer or for any loss of data, damage or liability that may occur from the patron's use of the computer.
3. Users wishing to use e-mail should establish their own accounts with one of the free e-mail providers, and may use the library's computer to access their existing account. E-mail is available only to those having their own account. Internet access from the library's computer may not be used to send threatening, obscene, abusive or harassing messages, or for any illegal purposes.
4. No user of the library's computer to access the internet has any expectation of privacy. It is possible to determine the information accessed by users and no user should expect that any communications or any other use of the computer is private or confidential in any way.

#### STAFF ASSISTANCE

As time permits, the library staff will assist patrons in accessing the internet, and in searching for particular information. They cannot, however, provide in-depth training in the use of the internet. The librarian may have access to useful books which can help a patron learn more about using the internet. Also information is often already available in the library and the librarian will assist patrons in obtaining it.

#### OBJECTIONABLE MATERIAL

The Savonburg Public Library does not monitor and has no control over the information accessed through the internet and cannot be held responsible for its content. The internet may contain information or material which may be considered objectionable, inappropriate, or unreliable.

#### USE OF THE INTERNET BY MINORS

Parents or guardians who wish to allow their children under the age of 18 to use the internet, must sign a permission slip or accompany their children on the computer.

#### NON-RESIDENTS

Non-residents of Savonburg are welcome to use the internet if it is not already in use by showing a valid driver's license or photo identification.

# **INTERNET SAFETY POLICY**

## **INTRODUCTION**

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

The purpose of the Internet Safety Policy of Savonburg Public 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 the Savonburg Public Library this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on September 5, 2017. This policy supersedes all previous Internet Safety Policy statements of the Savonburg Public Library and is effective on September 5, 2017.

This policy document will be reviewed by the Savonburg Public Library Board at least every three years.

## **LEGAL REQUIREMENTS**

The Savonburg Public 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.

The Savonburg Public 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, and Sec.1.

## **SUPERVISION AND MONITORING**

Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose.

It shall be the responsibility of all members of the Savonburg Public Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the library director or staff person 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 violate this policy shall also be submitted in writing to the library director or staff person in charge, providing as much detail as possible.

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

*Melody Burkholder*

*Kathy Hale*

Library Board Chairperson

Library Director

The effective date of the last review of this policy is September 5, 2017

Adoption Date: September 5, 2017

First Review Date: October, 2, 2018

Second review date: October 1, 2019

Third Review date December 8, 2020

## OTHER SERVICES

1. Items not owned locally, or not currently available, may be requested on interlibrary loan. Patrons should provide a local phone number or an email address if they wish a courtesy notification of material arrivals.
2. The staff of Savonburg Public Library will offer reference assistance to those needing help in using the library, finding the materials they need, and locating information. Such assistance may be rendered in-house, over the telephone, or by e-mail.
3. Information on state and local organizations, activities, meetings, or events of a non-commercial nature may be made available to the public through the library's bulletin board, front windows and handout areas. Only one copy of any item may be posted on the bulletin board; multiple copies of handouts will be accepted. Dated items will be removed after the event they publicize is past. Items not pertaining to a specific date may be removed after one month on the bulletin board or two months in a handout area.
4. The library phone is a business phone. Patron's calls are to be limited to emergencies only.

## **4. MISCELLANEOUS POLICIES**

### **CONFIDENTIALITY**

Information regarding an individual's use of the library shall be regarded as confidential. As permitted by K.S.A. 45-221 (a) (23), records of patron registration and circulation, which pertain to identifiable individuals, are deemed to be not subject to disclosure under the Kansas Open Records Act. Such records shall not be made available to anyone other than the cardholder or those who have signed to accept responsibility for items checked out on the card, except pursuant to a court order.

If patron information is requested by a member of the police force or other agency, all staff should be aware that no information is to be given out. Police should be informed that the administration of SEKnFind rests with the Southeast Kansas Library System. Police or other requests for information should be referred to the Director of SEKLS, or in their absence, someone else on the SEKLS staff.

### **PATRON BEHAVIOR**

Anyone's conduct that is disruptive to library operations and other patrons' use of the library may have the privilege of using the library abridged or denied to the extent necessary to deal with the problem. Such conduct includes, but is not limited to, the following.

- Damaging library property
- Threatening or harassing patrons or staff members
- All service animals are welcome, and other animals "by invitation"
- Smoking
- Playing of audio equipment so that others may hear it
- Talking loudly enough to disturb others
- Body odor so offensive as to disturb others
- Anything that may be reasonably expected to result in injury to self or others
- Any illegal activity

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

### **UNATTENDED CHILDREN**

The library does not provide care or supervision of children, except to the extent needed to uphold library rules of conduct and use, and does not accept responsibility for such care. Parents or other caregivers are responsible for their children's behavior. Children under the age of eight may not be left unattended in the library, except during scheduled library-sponsored programs. Children age eight and older may be left unattended providing they are mature enough to stay alone and observe proper conduct. Such children are subject to the same rules of conduct as other patrons and the same consequences, including being asked to leave the library.

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

## VOLUNTEER POLICY

Upon becoming a volunteer, it is expected that current library policy regarding confidentiality be upheld. Also, any volunteer is advised that they are not working in the library as a paid employee so no employee benefits apply. The librarian or anyone working in the librarians' capacity will direct the volunteer. Keep in mind that volunteers are a vital part of our library services, and in keeping with this, it is our responsibility to utilize the opportunity to the fullest extent.

## **5. TRUSTEE BYLAWS**

### Article I: Savonburg Public Library and the Library Board

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

### Article II: Members

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

### Article III: Officers

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

### Article IV: Meetings

The regular meetings shall be held each month at the date and time prescribed by the Board. The May meeting shall be designated the annual meeting, for the purpose of the election of officers. Special meetings may be called by the president or upon the written request of a majority of board members. Five members shall constitute a quorum. Any board member missing three consecutive board meetings may be asked to resign in lieu of extenuating circumstances.

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

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

### Article VI: Amendments

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