



**Caney
City
Library**

Policy Handbook

Last updated January 28, 2026

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Caney City Library

Our Mission, Vision and Core Values

Our Mission: The Caney City Library is a strong community partner providing programs and services that bring people together, foster creativity, and encourage lifelong learning. We preserve our storied past, enrich present lives, and prepare for an ever-changing future.

Our Vision: To be the welcoming heart of our community where all come to explore, imagine, create and connect.

Our Core Values:

The Caney City Library will guide accomplishment of our Mission and Vision by:

1. Being a warm and welcoming place for community members to gather.
2. Being good stewards of the Caney City Library's financial and material resources.
3. Ensuring ready, equal, and equitable access to library materials.
4. Protecting confidentiality of library patron records.
5. Championing everyone's right to intellectual freedom.

We believe that **reading improves lives.**

We believe that literacy and the ability to learn are basic tools of economic opportunity and personal success.

We respect our patrons as individuals and benefit from the diversity of cultures they represent.

We support the wide range of the public's reading and research interests as a reflection of that diversity.

We believe that the freedom to read whatever one chooses is a right as profound as free speech.

We protect the privacy of a person's use of the library as a sacred trust.

We strive for equity of access to library services across the entire community.

We embrace electronic information sources as new tools for extending the library's usefulness.

We celebrate our accomplishments, learn from our mistakes and take pride in serving our community.

STRUCTURE AND GOVERNANCE

The Library is governed by an appointed or elected Library Board exercising the authorities provided in state statutes, including but not limited to: 1) maintaining the Library Board's legal status as a body corporate and politic with authority to adopt Library policies and regulations, 2) employing and setting compensation of a Librarian; and 3) investing grants and gifts received, 4) paying out funds collected for operation of the Library and 5) fulfilling other Board authorities as provided in Statutes.

The Library Board operates under appropriate budget and financial procedures.

The Library Board employs a paid Library Director and delegates management of the Library to the Library Director within the policies and budget approved by the Library Board.

The Library Board approves and implements a written personnel policy. Hiring rates or ranges and job descriptions are determined for all Library staff. The Library Director implements and manages personnel policies and procedures.

Library financial records are maintained at the Library and are available in accord with the Kansas Open Records Act requirements.

Copies of bylaws and policies are provided to every member of the Library Board, Library Director and staff. All Library Board members annually read and review bylaws and policies.

Members of the Library Board participate in least one continuing education activity annually:

- Regularly scheduled Board meeting with materials/or a presentation provided by the Library system or other resource.
- A continuing education activity provided by the Library system and or other continuing education provided.
- Other continuing education activities including viewing and discussion of online or recorded presentations.

The Library provides and pays for a current membership in the Kansas Library Association for all members of the Library Board.

The Library will have a strategic plan in place and review it annually.

The Library Director develops and presents a budget to the Library Board for discussion and approval. An adequately funded public Library meets the following funding levels:

- Salaries and benefits—minimum 65% of total operating expenditures from all income sources (excluding capital fund expenditures).

- Materials and Resources target—12% of total operating expenditures from all income sources (excluding capital fund expenditures).
- Technology—Variable
- Library Operations—Variable

The membership of the Board shall consist of five members: four members to reside within the City of Caney and one at large member may reside in Caney outside the city limits but within USD 436 school district.

*Approved by the Board and City Council Feb. 20, 2012.

TRUSTEE BYLAWS

Article I: Name and Authorization

This organization shall be called the Board of Trustees of the Caney City Library, existing by provision of K.S. A. 12-1222 (for district libraries, use K.S.A 12-1238) with powers and duties as provided by K.S.A. 12-1225.

Article II: Members (wording applies to city libraries; for help with wording for other County, township, or district libraries, contact SEKLS). The Board of Trustees, as provided by K.S.A. 12- 1222, shall consist of five members appointed for four year terms by the mayor with the approval of the city council. The Mayor shall serve as an ex-officio member. No person who has served two consecutive four year terms shall be eligible for further appointment until one year after the expiration of the second term.

Article III: Officers

The officers shall be a President, a Vice President, a Secretary, and a Treasurer, which shall have the powers normally associated with such offices.

Two signatures are required on all checks. They may be designated board members and the Director.

All members and the Director are required to be bonded.

*Revised 12/2025

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

All board members should attend board meetings. The board policy is to request the resignation of any board member who is consistently absent without a valid excuse; the standard being three consecutive absences.

*Revised 4/2022

The regular meetings shall be held each month at the date and time prescribed by the Board. The April board meeting shall be designated for the election of officers for the upcoming year. November shall be designated the annual meeting, for the review of Library policies and staff evaluations. Special meetings may be called by the President or upon the written request of a majority of Board members. Four members shall constitute a quorum. Notice of special meetings shall be made to the members at least 2 days but no more than 7 days before the meeting.

*Revised 12/19/2024

Article V: Public Comments

I. Purpose

II. Specific Guidelines for Public Comments

III. Guidelines for Public Comments at Special Library Board Meetings

VI. Guidelines for Public Comments in Writing

I. Purpose

(A) The function of regular meetings of the Caney City Library is to conduct the business of the Caney City Library. The Library board encourages public attendance and civic participation at its meetings.

(B) Library board meetings adhere to Kansas State Statutes K.S.A. 75-4317 through 75-4320a Kansas Open Meetings Act (KOMA), and support the principle that "the public is entitled to the right to observe governmental policy makers...that make decisions affecting your life". To this end, all meetings of all state and local government bodies must be publicly held in places reasonably accessible to members of the public unless otherwise expressly provided by law.

II. Specific Guidelines for Public Comments

(A) Time will be reserved at the beginning of each Library Board meeting for public comment. Public comment is limited to this period.

(B) Members of the public who wish to speak are asked to sign up before the meeting begins, identifying themselves and providing their address and group affiliation (if any) to the Board before speaking. Anyone refusing to identify him or herself will be prohibited from speaking.

(C) As a courtesy, it is appreciated if notice of an intention to speak at a Board meeting is given to the Library Director in advance of the meeting.

(D) Members of the public are limited to a maximum of five minutes of comments. (E) A total of up to thirty minutes will be allotted per meeting for public comment. (F) Public comments will be addressed to the entire Library Board, but normally there will not be a response from either Board members or the Library Director. It is at the Library board

President's discretion to allow any response or discussion of public comments.

Responses shall be limited to brief comments or facts in response to questions posed.

Substantive discussion shall be avoided except insofar as a brief discussion is necessary to determine whether the issue should be placed on a future meeting agenda with public notice. (G) During the public comment session, comments are welcome but additional agenda items will not be accepted.

(H) Any member of the public wishing to have an item considered for addition to the agenda is asked to contact either the Library Director or the Library board President at least one week before the next Library Board meeting.

(I) If at any time persons appearing before the Board exceed the time limitation set forth in this policy or become inappropriate in language or behavior, it shall be the responsibility of the Library board President to declare that person out of order and to refuse him or her permission to continue to address the board.

(J) Comments made become part of the meeting record.

(K) There is no guarantee that suggestions brought forth by the public during the public comment session will be addressed by the Board at the current or a future meeting. (L) At the Library board President's discretion, additional public comments sessions or speaking time may be allowed.

(M) If the number of people wishing to speak is large, the Chairman may rule that a separate special Library board meeting be scheduled on the issue in question and ask that those wishing to comment do so at that meeting.

III. Guidelines for Public Comments at Special Library Board Meetings

(A) A sign-in roster will determine the speaking order for people who wish to make public comment. The names will be called in the order in which they appear on the sign-up sheet.

(B) Speakers shall address members of the board, others waiting to comment, and the public at large, as an audience.

(C) Each person is allowed to comment only once. Each speaker will have five minutes total to comment. The speaker may be asked to respond to questions from the board.

IV. Guidelines for Public Comments in Writing

(A) Written comments will be accepted from anyone who does not have time to speak or anyone who wishes to supplement public remarks.

(B) Deadline for submitting written comments may be established. Comments may be submitted in either electronic or paper format. Send comments to: Library Board, c/o Library Director, Caney City Library, 211 W 5th Avenue, Caney, KS 67333 or caneylibrary@yahoo.com

*Adopted July 26th, 2022

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.

ANIMALS IN THE LIBRARY POLICY

It is the policy of the Caney City Library to prohibit all pets/animals from entering the Library, other than service animals and animals featured in programs sponsored by the Caney City Library. Anyone entering the Library with a pet/animal will be asked to leave.

The Caney City Library may have a cat in the building. The Library cat must have current shots, be kept in good health, and be approved by the Library Board.

CIRCULATION POLICY

Circulation policies are intended to allow borrowers ample opportunity to make use of borrowed items, and to maximize their availability to others who wish to use Library resources.

Abuse of the policies, including having fines accrued on Caney City Library materials being written off by another Library in the SEKLS consortium, will result in the patron only being allowed to check out one material per person in the family. *Revised 04/2022

Checkout Limits

You may borrow up to 5 books/audiobooks per person, and 3 videos per household at a time (limit of one video series at a time).

Loan Periods Renewals

Books, Audiobooks and Games are loaned for 2 weeks. Materials may be renewed once for 2 more weeks, if there is no hold on the item.

Videos and Learning Kits are loaned for 1 week. They may be renewed once for one more week, if there is no hold on the item.

Fines (per day) and Maximum Fine (per item)

Older Books \$.20/day

New Adult Books (6 months old or less) \$.50/day

Audiobooks \$1.00/day

DVDs & Video games \$1.00/day

Learning Kits \$1.00/day

Maximum Fine per item is the replacement price of that item. If the item is no longer in print, the charge will be greater than the cost of the item. Fines in excess of \$10.00 will result in

checkout privileges being revoked until payment is made. Refunds for lost materials will be made if the item is returned before the material is replaced. *Revised 10/2017

Children 12 and under may read off their fines at \$.10 for every minute read in the Library. This does not cover lost or damaged items. *Revised 1/2020

Requesting Materials for Local Pickup

Registered SEKLS Library patrons are able to place their own requests for books and other Library materials through the online catalog, to be delivered to Caney City Library or another SEKLS Library for pickup. To request an item, please go to seknfind.org, search for an item, click "Place Hold" and select a pickup location. Please ask for assistance if needed – we are happy to help!

Organizational Accounts

Organization accounts allow the borrowing of materials for organizational use where it is more appropriate for the organization to assume responsibility for items rather than an individual, such as day care centers and nursing homes.

An organization account entitles the bearer to check out 10 items for 2 weeks, with one 2 week renewal. Loan periods and limits may be expanded to meet organizational needs. Card holders are responsible for all materials checked out on their account; however, we do recognize that managing classroom resources can be problematic. Library staff will do whatever we can, within reason, to resolve any issues that arise. Resolution of lost and damaged materials will be at the discretion of the Caney City Library staff.

Additional organization services include Library tours, classroom visits, reserve materials, purchase requests, and more. Please email caneyLibrary@yahoo.com for more information.

Telephone Renewal

You may call 620-879-5341 to renew your borrowed items by telephone during hours of operation.

ONLINE RENEWAL

As a registered borrower of a circulating SEKLS member Library, you can renew your own books online. To renew borrowed material online:

1. Go to www.seknfind.org.
2. Click "Log into My Account."
3. Enter your Username and Password.
4. Click the "Login" button.
5. Check off items to renew under the "Renew" tab.
6. Click "Renew Selected" or "Renew All."

7. Note the new due date for items renewed.

ELECTRONIC RESOURCES

The Caney City Library gives you access to Hoopla, a digital media service that includes e-books, audio books, movies, graphic novels, etc. You can also sign up for a Kansas State Library e-card, which allows you access to a number of statewide databases including Encyclopedia Britannica, Universal Class, Auto Repair Service and Heritage Quest, Mango Languages, plus many more.

You can review and access these services at www.kslib.info.

Movie Viewing Policy

With regard to attendance at programs where films are shown, a minor's attendance at the programs demonstrates parent/guardian approval of attendance. The Caney City Library does not act as in loco parentis, determining which films a minor may view. Ages 5 and under must have a parent attend the movie with them.

Collecting Policy for the Historical/Genealogical Collection

Purpose and Scope

The purpose of the Caney City Library's Historical/Genealogical Collection is to preserve materials that document the history of Caney and the surrounding area and to make these materials available to researchers and the general public.

The focus of the collection is historical information about Caney and its inhabitants, from the town's establishment in 1869 to the present day. A small collection of more general genealogical materials relating to Montgomery, Chautauqua, and Labette counties and Washington County, Oklahoma is also available.

Collection Formats

The collection includes books, pamphlets, town publications, school yearbooks, cemetery records and a few maps. We have Caney newspapers on microfilm. There are a few biographies as well from Caney residents, and some genealogical materials about Caney families.

Donations

Donations are accepted if they fit the purpose and scope of the collection, particularly if they build on identified subject strengths. If the Donation does not fit these parameters, donations of archival materials may be referred to the Caney Valley Historical Society.

COMPUTER USE AND INTERNET SAFETY POLICY

The Caney City Library follows the Public Internet Access Policy, KAR 54-4-1, which defines the Internet access policy required under statute, directs the governing body to review this policy at least once every 3 years and is dedicated to providing the community with the most current information available.

Public access to the Internet is an extension of the Library's mission to provide access to resources in a wide range of formats.

The Library provides public Internet access through Library desktop computers and Wi-Fi. Wi-Fi will be available during the hours approved by the Board, barring any unexpected outages.

The Caney City Library accepts federal funds for Internet access, and so ascribes to the Children's Internet Protection Act (CIPA) K.S.A. 75-2589. Libraries to whom CIPA applies are required to adopt an Internet safety policy which includes the use of "technology protection measures" – essentially filtering or blocking software – to keep users from accessing images online which are obscene, involve child pornography, or are harmful to minors. This filtering applies to all computers in the Library that access the Internet, including staff computers. The law permits staff to disable the filter for an adult user to enable access for a lawful purpose. This policy is reviewed by the Library Board at least once every 3 years.

Customers use the Internet at their own discretion. The Library assumes no responsibility for the safety of equipment or for notebook/laptop computer or other wireless device configurations, security, or data files resulting from connection to the Library's wireless access.

The Library does not monitor nor can it control the content of the Internet; it does not have the resources to do so. Not all sites provide accurate, complete or current information. The wireless connection is unencrypted and unfiltered. Use of the wireless connection is done at the patron's own risk.

As with any Library resource, parents and guardians are responsible for supervising their children's use of the Internet. Any restriction of a minor child's access is the responsibility of the parent/guardian, not the Library staff.

Library customers are expected to act in a responsible and ethical manner consistent with all policies of the Library. In accordance with federal and state laws and regulations,

patrons are not permitted to access the Internet in the Library for any illegal or criminal purpose, including, but not limited to:

- Unauthorized or illegal copying of copyright-protected material
- Displaying explicit sexual material
- Hacking and similar activities
- Violating the computer or network security system
- Unauthorized use of computer accounts, access codes or network identification numbers
- Violating software license agreements
- Harassment or stalking

Rules for use of public computers:

1. The patron must have no outstanding Library fines and/or overdue materials in their household.
2. Children under 12 years old must use a designated children's computer. If they are already in use and there is a free adult computer, a child may be allowed to use it, per the discretion of the Library staff.
3. Patrons can reserve time slots for computer use as much as a week in advance. Walk-ins are permitted, providing they do not interfere with a reserved time.
4. Patrons should save material to their own flash drive. No downloading software to public computers is allowed.
5. Intentional damage to the computer caused by misuse or improper handling by the patron will be charged to that patron, and computer privileges suspended until the charges are paid.
6. The Library staff is not expected to train the users or do the searches for them, nor can they complete forms or have access, accidental or intentional, to any personal patron information. Library staff are available for general assistance only.
7. Because of the limited number of public access computers, there is a 1 hour time limit rule to provide equitable Internet access for all patrons.
8. Additional time may be granted for job searches, schoolwork, tax filing, and other reasons on a case-by-case basis.
9. Customers who fail to adhere to the Library internet use policy can be suspended, at the discretion of Library staff. If deemed necessary, the Library staff may refer the matter to law enforcement.

WIFI Copyright Infringement

In accordance with federal and state laws and regulations, patrons are not permitted to access the Internet in the Library for any illegal or criminal purpose including, but not limited to:

- Unauthorized or illegal copying of copyright-protected material

- Displaying explicit sexual material
- Hacking and similar activities
- Violating the computer or network security system
- Unauthorized use of computer accounts, access codes, or network identification numbers
- Violating software license agreements
- Harassment or stalking

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq

(Updated 7/30/2024)

EMERGENCY CLOSING POLICY

The Board of Trustees of the Caney City Library designates the Library Director as the responsible party for assessing the severity of the weather conditions with the aid of the Board of Trustees and media weather reports.

When the Caney Valley School District closes due to inclement weather, the Caney City Library will also close.

The Director will consider the safety of the Caney City Library staff with respect to road conditions, other natural phenomena or vital equipment failure (e.g., furnace malfunction, no water, no electricity, etc.) to determine when it's safe for staff to depart from or travel to the Library.

The decision to close will be based on:

- Road conditions
- Projected forecast for worsening conditions
- Condition of Library parking lot and walkways
- Availability of staff to open and operate the Library
- Condition of the building's equipment

The Director will provide timely notification and obtain at least one confirmed response from a member of the Board of Trustees for each closure.

Unusual circumstances (e.g. a Pandemic) causing an extended closure will be handled at the discretion of the Library Director in consultation with the Board.

Library employees who report to work but are sent home or receive notice before their shift starts, due to the emergency closing, will receive regular pay as if they had worked their scheduled shift.

In the event of a Library closing, all fines and fees for materials due on the unscheduled closed date will be waived.

FACILITIES USE POLICY

The public areas of the Caney City Library are open to everyone for using Library resources. Uses in contradiction of the Library's mission are not permitted.

The Learning Center may be used as a meeting room for Library sponsored events only.

Signs supporting local school sponsored events may be placed in the Library yard leading up to and during the event. They must be removed once the event has concluded.

The parking lot is reserved for Library use during hours of operation and for patrons dropping off books in the book return. The Library will not be held responsible for damage or theft to vehicles left after hours in the parking lot. Violators may be towed at the owner's expense.

INFORMATION DISPLAY POLICY

A goal of the Caney City Library is to provide timely information about educational, cultural, social, and recreational concerns of the community. Posting information of community interest on Library bulletin boards and/or making it available for distribution at suitable locations in the Library helps achieve this goal. Space is at a premium in the Library.

The Caney City Library does not sell material or collect money on behalf of any other

agency or organization.

PROCEDURES

1. All materials for posting/distribution are to be presented at the Circulation Desk.
2. Material to be posted/distributed must be approved by the Library Director or his/her designee.
3. Material to be posted to the Community Bulletin Board must be neat, clearly readable and not exceed 11"x 17". 8.5" x 11" postings will receive priority.
4. Material will be approved based on its information value to the community --at the discretion of the Library Director or his/her designee.
5. Items may be posted up to one month prior to an event, as space permits.
6. Posted/distributed items may be removed to make space for higher priorities.
7. Expired or superseded material will be removed and recycled unless collected by the donating organization or individual upon expiration.
8. Undated materials, such as hotline posters and social service announcements, will be displayed as space permits.
9. No political material, partisan political messages, petitions, or similar items are to be posted.

MATERIALS SELECTION POLICY

The Caney City Library Materials Selection Policy exists to serve as a guide in the selection of materials and to inform the public about the principles upon which selections are made. The Caney City Library adheres to the standards set by the American Library Association Bill of Rights, which can be accessed at the following link:

<http://www.ala.org/advocacy/intfreedom/Librarybill>

Principles of Selection

The objective of the Caney City Library is to collect, organize, and make easily available to the people of the community materials which will help them in the pursuit of education, information and the creative use of leisure time. Within the limits of space and budget, the collection offers patrons materials in a choice of format, treatment, and level of difficulty. In this way most individual Library needs can be met and service provided to individuals of all ages.

Within the community of Caney there are individuals with diverse interests, backgrounds and needs. The Library collection reflects, as closely as possible, the interests of the majority while not neglecting the equally important interests and views of minorities within the local, national

and international communities. The Library's role is to provide materials which will allow individuals to access information to make their own decisions.

It should be recognized that some materials chosen may be offensive, shocking or boring to some individuals, but may be meaningful and significant to others. It is the responsibility of individuals to choose books and materials which are consistent with their individual tastes. While everyone is free to reject for themselves and their children materials of which they do not approve, they may not restrict the freedom of others to read or inquire.

The inclusion of an item in the collection is not to be considered an endorsement, official or otherwise, by the Library. The Library neither approves nor disapproves the views expressed in materials included in the collection.

Materials in the collection are arranged in a way to facilitate access to information. No restriction is placed on their use except for the purposes of protecting them from theft or damage.

Selection Criteria

Ultimate responsibility for materials selection rests with the Library Director who operates within the framework of policies determined by the Board of Trustees and to the staff members to whom the Director delegates the responsibilities.

The selection of materials is characterized by open-mindedness and responsiveness to the changing needs of the citizens of Caney. Materials are evaluated as complete works and not on the basis of a particular passage or passages.

All acquisitions, whether purchased or donated, are evaluated by the following standards. An item need not meet all of the criteria to be acceptable, nor will any single criterion be decisive.

- Public demand
- Quality of content, including accuracy, timeliness, literary or artistic merit
- Quality and suitability of the format
- Social significance
- Reputation of author and/or publisher
- Inclusion in list/s of recommended titles, standard bibliographies, and/or award winners
- Importance of subject matter to the collection
- Scarcity of material on the subject and availability elsewhere
- Price

Suggestions from patrons are encouraged and will be given due consideration.

In selecting Library materials for children, the Library's objective is to provide a collection that meets the informational, recreational, and cultural needs of children from preschool age through sixth grade. However, resources of the entire Library are accessible to them as the need arises. Selection of adult material will not be restricted by the possibility that these materials may come into the possession of minors.

The collection contains materials which express a wide variety of views and are suitable

for all ages and abilities. It is, therefore, the responsibility of parents or legal guardians to guide the reading, viewing, and listening choices of their children and young adults, and to decide what their children may or may not use from this collection.

In providing materials for student use, the Library cannot provide multiple copies of individual books or textbooks for school assignments, nor can it duplicate subject materials extensively.

Collection Maintenance (Weeding)

In order to maintain a vital, current collection which meets the needs of the community, examination of materials is an ongoing process. When Library books lose the value for which they were originally selected, they should be withdrawn. An item is considered for discard when it is:

- Obsolete, misleading or outdated
- Worn beyond use
- Damaged
- No longer circulating and/or used for reference purposes
- One of many copies of a formerly popular title.

Space availability and low circulation over a period of time are other factors that may influence the withdrawal decision.

Withdrawn materials are not automatically replaced. Replacement is considered in relation to adequate coverage in a specific subject area, availability of more current or better titles, suitability according to this selection policy and demand for the title.

Donations

The Library accepts donations of materials with the understanding that the Library may make whatever use of the material it feels appropriate. No restrictions on the Library's use of donated materials may be made by the donor.

Donations become the Library's property upon receipt; they may not be reclaimed. Materials not needed in the collection will be placed in the Library's book sale, donated to other libraries, educational institutions or charitable organizations, or discarded. Donated materials added to the collection are subject to the same withdrawal and replacement criteria as materials purchased by the Library. Donations, including memorial items, are subject to these withdrawal and replacement policies.

Upon request a note of receipt will be issued for donated items. However, it is the donor's responsibility to determine the fair market value of the donated materials.

Sale/Purchase of Library Property

Discarded Library books, movies, etc., may not be reserved for specific individuals. They may be offered for sale, on a first-come, first-served basis, at the Library. Donations of discarded materials may also be made, at the discretion of the Director, to neighboring libraries, educational institutions or charitable organizations.

Personal property having a value of less than \$100.00 may be discarded at the discretion

of the Director.

The purchase of Library equipment (excluding books) and supplies exceeding \$200.00 must be authorized by the Board.

MEDIA RELATIONS POLICY

Library Spokesperson

In order to provide the most current and consistent information about the Library, all contact with news media will be carried out through the Director or Board President, although at times individuals occupying such positions may refer the media to specific staff members. The Library Board President is the spokesperson for the Library Board of Trustees. All inquiries from reporters or other media persons should be reported immediately to the Director and the Board President.

When asked by the public for information related to Library business or policy, staff should respond in accordance with Library guidelines regarding such requests and, in the case of doubt, should consult with the Director.

Employees who represent the Library as media spokespersons should avoid speculation on any topic and refrain from offering personal opinions about Library policies or programs, even when asked to do so by a reporter.

Questions from the public regarding the general operations or direction of the Library should be referred to the Director. Inquiries related to the underlying principles of a policy that are open to interpretation from a political, constitutional, and/or legal perspective should be referred to the Director. Examples of such policies include but are not limited to those covering Internet Access, Filtering, Intellectual Freedom, and Meeting Room issues.

Inquiries regarding the Library budget should be referred to the Library Director and/or Board President.

Newsgathering in the Library

Members of the media who wish to conduct newsgathering in the Library in any manner disruptive to, or interfering with, the operation of the Library or its use by other customers or be inconsistent with its mission, must make themselves known to the Director, or to the staff member in charge of the building in the Director's absence. Examples of behavior that can be disruptive, or interfere with, the operation of the Library or its use by other customers or be inconsistent with the Library's mission, include (but are not limited to) interviewing at other than normal conversational voice level, photographing, video recording, or audio recording customers or staff. (See Photography or recording by

members of the public or media below.) Staff members witnessing members of the media engaged in such activity must inform them of the policy and ask that they request and gain permission from the Director before further conducting newsgathering in the Library. This policy does not apply to a member of the media in his or her capacity as a customer using the Library's resources.

Photography and Video or Audio Recording in the Library

Photography or recording by the Library

Caney City Library staff has the right to photograph, film, and record Library events and customers for promotional use. Visitors to the Library, or participants in any Library event being captured on film or by photograph, will be advised in advance, verbally or through signage, that their participation in the event acts as consent to being photographed, filmed or recorded, unless they otherwise clearly indicate to the contrary to Library staff. To ensure the privacy of all individuals, their images will not be identified using full names or personal identifying information without written approval from the photographed subject, parent or legal guardian. Notification may be given at any time; however, the Library will not be at fault for any photographs or recordings published prior to notification.

The above policy applies only to open, public events. Closed events such as class visits would require releases and/or permissions from the supervisor of the visiting organization.

Photography or recording by members of the public or the media

While the Library is a public place, it is considered a "limited public forum" under federal law. ([Limited public forum in relation to Library explained](#)) Public libraries may reasonably restrict the exercise of free speech rights in their buildings, particularly when the conduct would be disruptive to, or interfere with, the other customers or staff or be inconsistent with the Library's mission.

Subject to the preceding paragraph: photography and video or audio recording by visitors to the Library are generally permitted if it is strictly for personal use. Photography and video or audio recording for commercial purposes are permitted only if the activity has been expressly approved by the Library Director. In order to ensure that such activity would not be disruptive to, or interfere with, the Library staff or customers, or be inconsistent with the Library's mission, all individuals proposing to engage in such commercial activities must request approval in writing and in advance.

All requests to use a Library facility as a setting for photography, video or audio recording are to be referred to the Library Director, who has the responsibility and authority to evaluate the requests and to monitor the recording. Requests will be evaluated in terms of their impact on Library operations and services.

In order to protect the rights of individual patrons and to prevent disruptions, or interference with, staff or patrons, or conduct inconsistent with the Library's mission, photographing and video or audio recording on Library property are restricted as follows:

1. Under no circumstances may the public, members of the media, or Library staff take photographs or record video or audio without the express permission of any Library patron or staff member who would be included within the composition. In the case of minors, permission must come from the parent or legal guardian.
2. Media are subject to the provisions of the Code of Conduct policy and may not disturb the normal operations of the Library.
3. In the event of a critical incident or emergency requiring police or fire response, public and media access may be limited to allow emergency personnel to ensure safety and security.
4. The terms above apply to the media as well as to amateur photographers and audio/video creators.

If you wish to take photographs or video in the Library or interview anyone on the premises, please complete the appropriate request form(s) below and submit it to the Director. Note that review of your request may take several days, so please plan ahead.

Note that this request is for permission to photograph or film and does not release you from copyright or other license restrictions for use or display of any Library materials. You must also separately request releases from any individuals you wish to film or photograph and submit these forms in advance of your shoot.

*Revised 05/24/2020

NEW PATRON INFORMATION: YOUR LIBRARY CARD AND BORROWING PRIVILEGES

Welcome! A Caney City Library card is your key to the resources of the Caney City Library and the SEKLS network. It opens up for you the collections of over 321 Kansas libraries, a wide variety of services available to you from member libraries, and online services you can use at home. Your Library card identifies you as a registered borrower, and puts at your fingertips, the opportunity to:

- ☐ Borrow books, movies and audiobooks.
- ☐ Access your account online to review borrowed items, renew items, and place holds, online, for books, CDs, videos, etc.
- ☐ Access online databases & electronic resources
- ☐ Download digital eBooks, Audio, and Video through Hoopla Digital.
- ☐ Copy/Fax/Scan: Copies are \$0.25 per page for black and white, \$0.75 per page for color. Fax is \$1.00 a page with a \$10.00 cap per day for these services. No refunds will be given on faxes. Items can be scanned onto a personal flash drive at no charge. Fees related to any copy/fax used when applying for low income assistance program are waived.
- ☐ Microfilm: the Library's microfilm cannot be checked out or borrowed. It may be used inside the Caney City Library. The microfilm is stored behind the circulation desk and can be used by request.

PLEASE BRING YOUR LIBRARY CARD WHEN BORROWING MATERIALS

Your Library card is required when you borrow items. Your Library card patron ID number is required to use many online services. Caney City Library extends borrowing privileges, on a reciprocal basis, to residents of Kansas cities and towns as well as our neighbors across the Oklahoma line. That means you may use your Caney City Library Card at any of the 51 other full-member SEKLS Libraries in the southeast Kansas area. The Caney City Library will accept any SEKLS card. Please help us avoid charging your items to the wrong patron and protect your borrowing privileges by always bringing your card with you. Many SEKLS libraries' policies are similar; however, some libraries have adopted slightly different standards. Please check your receipt for the due date of each item borrowed.

In order for a minor to obtain a Library card, a borrower's account will be created in the minor's name and the account will be linked to the parent or guardian's name for billing and collection purposes. I acknowledge that I am responsible for my child's actions and for any fines or fees incurred by my child while using Caney City Library materials. I will not hold the Caney City Library or its staff responsible for the material my charge chooses to check out, use or view at the facilities. You must be 18 years of age to check out a movie. 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.

By providing your email address in your Library account, you agree to receive notification emails about items requested and borrowed.

Patron Code of Conduct

The Caney City Library, a public entity established by the citizens of Caney to meet a range of needs, is designed to be a safe and comfortable place for all members of the public to use. Visitors are expected to observe the rights of other patrons and staff members. The Library Code of Conduct is intended to protect the rights and safety of Library visitors, to protect the rights and safety of Library staff, and to preserve and protect the Library's materials, resources, facilities, and property.

Library visitors are expected to:

1. Refrain from behavior that is intrusive, harmful or offensive to other patrons;
2. Conduct themselves in a manner that does not interfere with other people's ability to use the Library or the ability of Library staff to perform their duties.
3. Conform to general standards of public behavior on the premises, including Library grounds;
4. As of June 30th, 2022, the masking policy is suspended, but can be reactivated on an "as needed" basis, at the discretion of the Director.
5. Follow any rules set during times of crisis such as emergencies or pandemics.

The following behaviors are specifically prohibited:

- Illegal activity including stealing, damaging, or altering any Library property.
- Acts of sexual misconduct or stalking; for example, indecent exposure; offensive touching; sexual harassment; obscene, abusive, or sexual language; stalking or staring; any conduct that alarms, annoys, or harasses another patron or staff.
- Disruptive, drunken, or threatening behavior that may jeopardize the personal safety of patrons, staff, or facilities.
- Consumption of alcohol, intoxicants, or tobacco, including e-cigarettes. No smoking of any kind on the premises.

- Unacceptable personal hygiene or offensive body odor. Patrons whose bodily hygiene is offensive so as to constitute a nuisance to other persons shall be required to leave the building.
- Conducting a for-profit business in the Library. It is not a Library-supported program.
- Bringing animals into the building except properly identified service animals or animals used in Library programs approved in advance by the Director or the Branch Manager. In addition, animals may not be left unattended or tethered to Library property for more than ten minutes and only in areas that do not obstruct public walkways and entrances.
- Soliciting money, donations, signatures, or other activities that request assistance from the public.
- Using Library facilities for bathing, laundry, or personal grooming.
- Using skateboards, scooters, roller skates, or similar equipment on Library property. Public entrances must not be blocked; bicycles must be parked in racks or away from the building.
- Habitually sleeping or sprawling on furniture or the floor in a manner that is disturbing to others. Library users who simply doze off for a short time will ordinarily be left alone.
- Possessing a weapon or exhibiting any item in a threatening manner.
- Entering before or after open hours; using the Library when banned.
- Entering staff areas without permission.
- Photographing other users of the Library without their permission and the permission of the Library staff.
- Gambling and group activities which are disruptive to the Library environment.
- Having open containers of food or beverages within the Library without prior permission from the Director or Branch Manager. Consumption of food or beverages is permitted only in areas and at times designated by those authorities. No drinks allowed in the computer area.
- Using audio devices without consideration for others. Cell phones should be turned off or put on “vibrate” mode, while in the Library. Phone conversations must be conducted outside the Library.
- Threats of any kind, including of violence, whether imminent or in the future, to Library staff and/or patrons, are strictly prohibited. Behavior or acts which appear to be a danger to others are all strictly prohibited. These include assault, fighting, and other acts of violence, or the threat and/or attempt to commit such acts of violence. There shall be zero tolerance for any threats, confrontational behavior, harassment, or violent actions of any kind toward Library staff or patrons and such actions shall be reported to the police or

sheriff and will result in immediate banning.

If a patron does not follow the Library policies, the following steps will be taken:

- The patron will be warned their behavior is not acceptable and will be given a copy of the Library's code of conduct policy. An incident form will be completed by staff on duty.
- If the patron's behavior is such that a warning will not suffice, the Library staff has the authority to ban a patron for a day. The Director has the authority to ban a patron up to and including permanently revoking a patron's right to enter the Library or to be on the premises, to include outside boundaries (to the road on the north and west side, the entirety of the parking lot on the south side, and the grassy lot extending to the parking lot of the Post Office on the east side).

The banning process is as follows:

· Per Caney Police Chief, Kevin Kitterman on 9/9/20, the Library is to call the police department and advise of the banning of the individual. If the individual attempts to enter the Library or the premises, the Library staff is to call the police. An officer will be dispatched and will issue the patron a warning ticket and escort them off the property. The Director shall keep an incident report on file and advise the Board of the banning.

· A person who enters the Library or premises again while banned shall be reported to the police/sheriff and will be subject to arrest and prosecution for trespassing.

· A banned patron may appeal the decision of the Director by written request to the Caney City Library Board of Trustees, c/o the Caney City Library. The Library Board shall consider the appeal at the next scheduled meeting of the full Board. At that meeting, the Library staff involved, the Director, and the banned patron shall have an opportunity to provide relevant information for the Board of Trustees to consider. During the appeal period, the individual may not use the Caney City Library.

· If the patron banned is under the age of eighteen, correspondence will be sent to the parent or legal guardian.

· The Board of Trustees shall mail a letter indicating their determination with regard to the appeal to the banned person.

Unattended Children

The Caney City Library strives to make the Library a welcoming environment and to instill a love of libraries and reading in our young patrons. Children are welcomed and encouraged to use the Library and all of the resources and programs the Library provides.

Children are safest in the Library when they are being supervised by a parent or caregiver. The Caney City Library is a public space intended for use by Caney residents as well as residents from surrounding towns. Certain precautions should be taken to ensure the

safety of our youngest Library patrons.

The Caney City Library takes pride in creating a friendly, respectful atmosphere for all visitors and staff. To this end, we expect children and families to behave in a manner that is respectful of others and their right to use the Library.

A. Children ages 0-7 must be accompanied at all times by a parent or caregiver who is at least 14 years of age.

B. Children ages 8-12 may be left unaccompanied in the Children's Section while a parent or caregiver pursues other activities in the Library, provided the child is able to use the Library independently, without supervision.

An exception may be made for 6th graders attending tween/teen programs on a case-by-case basis with the parent and Library's permission.

C. Children age 13 and older may use the Library without an adult in attendance, provided the child is able to use the Library independently, without supervision. Children ages 13-18 left unaccompanied must be able to contact a parent or caregiver in case of emergency. Parents or caregivers should be aware of posted Library hours (MTWF 12pm to 6pm, Thurs and Sat 8am to 2pm) and pick their children up BEFORE the Library closes.

D. The Library cannot assume responsibility for the behavior or safety of children of any age left unattended at the Library. Staff members are unable to watch children for parents or caregivers. If material is needed from a collection outside of the children's area, children should accompany the parent or guardian. A staff member may be asked for assistance in obtaining material.

F. Disruptive visitors of any age may be asked to leave the Library at staff member's discretion. The toys in the Children's Section are communal; they must be shared with other children and should be cleaned up and put away at the end of each visit.

G. Parents or caregivers are liable for all damage done by their children to the Library facility or Library materials.

H. Parents or caregivers are responsible for supervising the materials their child is allowed to borrow or use in the Library and should make their rules clear to their own child(ren). The Caney City Library does not act as in loco parentis, which means that we do not monitor Library materials children choose, nor do we limit children's access to any materials available in the Library.

STAFF PROCEDURE for UNATTENDED CHILDREN

If a child appears to be unattended, staff should be alert for signs of distress or inappropriate behavior. Staff should be prepared to intervene in the event that a child under the age of 13 years is found to be unattended.

1. If staff find an unattended child the situation should be brought to the attention of the Director.

2. The staff member should attempt to locate the parent or caregiver.
3. Upon locating the parent or caregiver, explain the Library's policy regarding unattended children.
4. If the child is alone in the Library, and a parent or caregiver cannot be located, with the child's help, obtain the parent's or caregivers name and phone number and call the parent or caregiver.
5. Request that the child be picked up and inform him/her of the Library's policy. If Library staff cannot reach a parent or caregiver, or if the parent does not arrive within 15 minutes, the staff member will contact the Caney Police and ask that they assume responsibility for the child.
6. If a child is alone at closing, Library staff will attempt to contact a parent or caregiver. If staff cannot reach a parent or caregiver on the first attempt, the Caney Police will be contacted to assume responsibility for the child. Staff will remain with the child inside the Library building until a parent, guardian, or the Caney Police arrive.
7. Upon the parent/caregiver's arrival, the Library's Unattended Children Policy will be explained and a copy of the written policy will be given to the parent.
8. Staff will complete an incident report for any instance of an unattended child.
9. Under no circumstances will Library staff transport or take a child away from the Library building.

PERSONNEL POLICY

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

Compliance with Equal Opportunity Employment and Other Laws

The Library observes all federal and state laws concerning employment. The Caney City 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. If any employee engages in a physical altercation with another employee, patron or board member, they may be terminated immediately. The Library will follow the provisions of the Fair Labor Standards Act.

Employees

Present employees are Library Director, Assistant Director, Assistant Librarian and Custodian.

If the Director, Assistant Director or Assistant Librarian are unable to work, the Library will be closed.

The Library board sets the wages of all employees, the City Council or the Mayor are not responsible for this decision. All employees are paid once a month.

It is preferred that the Director give 2 months' notice before stepping down or retiring.

*Revised 12/19/2023

Employment Relationship

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

Nepotism

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

Immediate Family

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

Alcohol/Drugs

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

No Smoking

The Library is designated as a no-smoking building. This includes vaping or use of tobacco of any kind. Those who wish to smoke must leave the building to do so, and be at least 10 feet away from the entrances.

Social Media

A social media account serves as the digital face of the Library and should maintain the same level of customer service provided in the physical Library. As the online face of the Library, staff members should remain professional at all times and should refrain from expressing their personal views when posting on the Library's behalf. Library workers are often recognized beyond their libraries as community helpers and leaders, and what they post on their personal social media accounts may be associated with their professional position regardless of their intention. Any staff member who engages in defamation of the Library or State Library on any social media platform may be subject to discipline, up to and including termination.

Dress Code

Business or casual dress is appropriate. Director has the final say concerning questionable attire. Cleanliness is a must.

Appropriate clothing

- Slacks, nice jeans, capris.
- Nice tops, jackets, sweaters, shoes for comfort.
- Logo shirts of summer reading, logo shirts of the Library.

Inappropriate Clothing

- Shorts, spaghetti straps, low revealing neck lines
- Open midriffs

Continuing Education and Travel

It is the policy of the Library to encourage continuing and professional involvement for employees. The Director or staff will be paid for mileage (per the current standard mileage rate for business travel) and meals to attend continuing education programs. Time spent traveling will be reimbursable.

When all Librarians need to be at one training, the Library will close.

Company Credit Card Use

A general purpose credit card shall remain under the control of the Director, who may authorize its use by other employees. The credit card shall be used only for the purchase of goods and services for official business of the Caney City Library. A reasonable tip or gratuity is allowed when service is provided.

During the period they are authorized to use the credit card, the employee is responsible for its protection and custody and shall immediately notify the issuing bank, then the Director, if the credit card is lost, stolen, or used by unauthorized persons.

Unauthorized use of a Caney City Library credit card by any employee shall be cause for disciplinary action up to and including dismissal. The employee will be held responsible for the payment of unauthorized purchases.

When the credit card statement is received, it shall be reviewed by the treasurer or board before payment. *Revised 11/22/22

Online Banking and Wire Transfers

This policy outlines the procedures and responsibilities related to online banking, wire transfers, and electronic funds transfers (EFTs), including Automated Clearing House (ACH) transactions, conducted on behalf of the Croton Free Library. These tools facilitate efficient financial operations yet require strict controls to ensure transparency, accountability, and security.

A. Access and Security

- The Library Director is responsible for opening and managing all online financial accounts used to conduct Library business.
- The Library Director manages all usernames, passwords, and security credentials associated with online financial accounts.
- Online account credentials must be stored securely and updated as needed to maintain security, especially following staff transitions.

B. Authority to Conduct Electronic Transfers

The Library Director is authorized to:

- Enroll the Library in online banking services and enter into ACH and EFT agreements.

- Initiate and execute electronic payments, including EFT and ACH transactions, in compliance with all applicable laws and this policy.
- Approve and oversee all payroll-related electronic transactions, including:
 - Authorizing the Library's payroll service provider to disburse payroll and remit payroll taxes and benefits.
 - Managing the Library's enrollment in the Electronic Federal Tax Payment System (EFTPS) and New York State tax systems.
- Receive electronic deposits into Library accounts from federal, state, and county agencies, as well as from vendors, payment processors or other sources.

C. Oversight and Reporting

- The Board of Trustees designates the Library Director to manage and oversee all electronic banking activity, including ACH transactions, EFTs, and incoming electronic deposits.
- The Library Director is responsible for ensuring compliance with this policy and applicable laws and regulations.
- All electronic financial activity is reported to the Board of Trustees as part of the monthly financial report delivered at regular Board meetings.
- Supporting documentation for each transaction must be retained by the Library Director and made available for review upon request.

Online Bill Pay Policy

In order to remain in compliance with The Kansas Prompt Payment Act, K.S.A. 75-6042, online bill pay will be utilized for all utilities and applicable bills that have been reviewed and authorized for payment by the treasurer or board. *Added 11/22/22

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;

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

Procurement of Goods and Services

- The Library Director is responsible for purchasing goods and services within the budget guidelines adopted by the Library Board of Trustees.
- The Library Director is authorized to spend up to \$200 per transaction at their discretion, provided such purchases are within the approved budget.
- The Director may exceed the \$200 limit for the following recurring or contractual payments:
 - Annual contracts
 - Insurance premiums

- Employee benefits
 - Payments to the Southeast Kansas Library System
- Purchases exceeding \$200 (excluding those listed above) require prior direction or approval from the Board of Trustees.
- The Board may require multiple estimates or quotes before approving such purchases. Estimates must conform to provided specifications unless the Board formally waives those requirements.
- Contracts will generally be awarded to the lowest responsible bidder who meets all specifications. The Board reserves the right to reject any or all bids for any reason.

Retaliation

Retaliation occurs when an employer (through a manager, supervisor, or administrator) fires an employee or takes any other type of adverse action against an employee for engaging in protected activity. You have the right to file a whistleblower complaint with OSHA if you believe your employer retaliated against you for exercising your rights as an employee under the whistleblower protection laws enforced by OSHA. In States with OSHA-approved State Plans, employees may file complaints under section 11(c) of the Occupational Safety and Health Act with Federal OSHA and with the State Plan under its equivalent statutory provision.

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 the staff once a year and report to the board.

*Revised 1-2013

Work Week/Time Sheets/Pay Periods

The work week is defined as Sunday – Saturday for Caney City Library employees. Employees are required to maintain an accurate time sheet noting hours worked, vacation and other leave.

Pay periods for the Caney City Library: employees shall be paid monthly with pay day being the last business day of the month.

Overtime Pay

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

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

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

The board approves up to eight (8) hours of overtime each month for the director, as a non-exempt employee.

Holidays

Holidays that the Library is closed and that the Director is paid for are: New Years, Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth, 4th of July, Labor Day, Columbus Day, Veterans Day, Thanksgiving (2 Days), and Christmas (2 days). Holidays that the Library is closed and that the Assistant Director and Assistant Librarian are paid for are Thanksgiving (2 Days), and Christmas (2 days).

When these holidays fall on a day when the Library would normally be open, the Director will be paid for the holiday. When an approved holiday falls on Sunday, the Library will be closed the following Monday.

**Revised 01/25/2024*

Vacation Time/Sick Leave

Full time employees/Director will receive 96 hours of paid vacation and 96 hours of sick leave per calendar year. Part-time desk employees will receive 40 hours of paid vacation and 40 hours of paid sick days per calendar year. Accrued sick time does roll over to the next year. No leave will be paid if the employee is terminated.

Calendar year is January 1st-December 31st. Vacation and sick time will begin 90 days after the employee is hired, to be pro-rated through the calendar year.

Bereavement Leave

In the event of the death of a member of a staff member's immediate family (spouse, parent, sibling, child, legal guardian, grandparent, grandchild, in-laws and step-relatives of immediate family), the staff member shall be permitted up to five (5) scheduled work shifts of paid funeral leave. Exceptions may be made to the definition of immediate family member based on family and other relationships on a case by case basis. In the event of death of other close relatives, the staff member shall be permitted one day of paid funeral leave to attend the funeral or memorial service.

Maternity Leave

A full-time employee (Director) will be granted maternity leave without pay and will be allowed to use vacation and sick time, if it is available. This includes the adoption of a child. The employee is expected to return to work within a reasonable amount of time but

additional time off will be allowed, if medically necessary. Individual circumstances will be considered. The employee can return with a written return to work statement provided by their physician. The position of the employee and their benefits will not be affected during the maternity leave. The Library is allowed during that time to fill the position with a temporary replacement. An employee that has not requested an extension or given other notice must return to their position at the end of their leave. Not doing so is considered a voluntary resignation.

Family and Medical Leave

Because of our small size, our Library is not required to comply with the federal Family and Medical Leave Act (FMLA); however, we recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member or to handle an employees' own medical issues. If you anticipate that you might need time off to deal with family and medical issues, please talk to the Director. We can't guarantee that we'll grant every request, but we will seriously consider every request on a case-by-case basis. Among other things, we may consider our staffing needs, your position at the Library, the reason why you need leave and how long you expect your leave to last. All Family and Medical Leave will be unpaid.

Jury Duty

If you are called for jury duty, you are entitled to take time off, as necessary, to fulfill your jury obligations. This leave will be paid, provided that the employee does not also take compensation from the county for that service. No employee will face discipline or retaliation for jury service.

You must immediately inform the Director when you receive your jury duty summons. If you are chosen to sit on a jury, you must inform the Director how long the trial is expected to last. You must also check in with the Director periodically during your jury service, so the Library knows when to expect you back at work. On any day when your jury service ends before the end of your usual workday, you must check in with the Director to find out whether you need to return to work for that day.

Shared PTO (Paid Time Off)

An employee or employee that has an immediate family member with a serious, chronic, or long-term illness whose sick leave and other leave has been exhausted may request additional leave from the shared PTO pool. The Director (or, for a request from the Director, the board) will determine whether the request should be approved. Employees may contribute to the pool. The names of pool contributors and the amounts they contribute shall be confidential.

Emergency Related Closures

In the event of an emergency closure (pandemic, weather-related, other unforeseen emergency events, as deemed appropriate for this category by the Library board), all employees will be paid for the hours they would have worked, at the discretion of the Library board. In the event that the Library is open and an employee cannot get to work because of the above circumstances, the employee may take a day of personal leave if they are entitled, otherwise it will be a day of unpaid leave.

During severe weather, the Men's restroom is the designated storm shelter. Librarians Retirement Fund (IRA)

A retirement plan (IRA) will be established for the Director and Assistant Director. Financial considerations include a 3% contribution to be paid from the Library funds to be computed on the monthly gross salary of the Librarian. *Revised 01/22/2013

Staff that gross over \$5,000 annually will receive a 3% IRA account, of which a deferred amount of their choosing will come out of their base salary. Example: staff can request \$25.00 be deferred from their paycheck monthly and applied to the IRA account.

*Revised 09/28/2020

Working Remotely

Staff members may work remotely/from home under the following guidelines:

- The employee position must be conducive to working remotely.
- All remote work requests must be approved by the Director.
- Staff members must be available to the library by email, chat, and/or phone within a reasonable amount of time.
- Staff members will not be reimbursed for phone calls, Internet access, equipment, or other expenses incurred.
- A reasonable effort will be made to maintain a useful work schedule and provide continuous employment opportunities.
- If the library is closed due to emergency conditions, an interim work or telecommuting schedule may be developed and job descriptions or duties may be temporarily altered or reassigned based on the needs of the library.

PERSONNEL RESPONSE TO ACCIDENT POLICY

In the event of an accident, the first concern of staff members should be that the individual receives prompt and appropriate attention. Library Staff are not trained to assess injury or provide first aid. Staff should not attempt to determine the extent of injury or need for medical attention. If in the staff member's judgment the individual has suffered a significant injury, the staff member should tell the individual that 911 is being called to evaluate the situation. Under no circumstance will a Library staff member volunteer to provide transportation for the individual.

The First Aid Kit is available for use in the event of an emergency or accident. Band aids are available from staff members on request.

Any accident or incident resulting in an injury, however slight, must be promptly documented by an on-duty staff member on an Incident Report Form, located at the end of this policy book.

If the individual is a staff member, the Employee Accident Form will be completed and submitted to the Library Director.

PROGRAMMING POLICY

A "program" is a planned interaction between the Library staff and the program participants for the purpose of promoting Library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as story times, films and activities/make and takes on no-school days, summer reading program for children, and speakers for young adults, and book or author discussion groups for adults, painting, and arts and crafts for all ages.

Adult fitness programs require a signed waiver before participation. Signed waivers expire after 12 months and must be reviewed/resigned annually.

The Board, in conjunction with the Library Director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

PUBLIC RELATIONS POLICY

Public relations goals of the Caney City Library are:

- To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public; and
- To promote active participation in the varied services offered by the Library to people of all ages.

The Board recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the Library in every public contact. Good service supports good public relations.

The Director will be expected to make presentations and to participate in community activities to promote Library services. A reasonable amount of Library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the Director.

The Board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

RECONSIDERATION OF LIBRARY MATERIALS POLICY

Any Library patron who has a current Library card may question the presence of an item in the Library's collection. If the patron concludes that a specific item does not meet the guidelines of the Materials Selection Policy, he or she may complete a "Request for Reconsideration of Library Materials" form. The completed form will be reviewed by the staff including the Library Director, and the patron will be informed of the disposition of the request.

Patrons not satisfied with this disposition may then appeal to the Board through the Library Director, who will forward the request to the Board along with staff recommendations. After reading the item in question and full consideration of the specific material, the Board shall make final determination of the matter. The patron shall be notified of this action in a timely manner.

The form for Reconsideration of Library Materials is on page 42.

SECURITY CAMERAS POLICY

The Caney City Library operates and maintains a video security system for the safety of its patrons, staff and property to discourage violations of the Library's Policies. The video

footage is reviewed on an as-needed basis. In the case of altercations, theft of Library property, or questionable behavior, the footage will be reviewed by the Library Director and/or Director's designee. The footage will be submitted to the Caney Police Department with a Library Incident Report for further review as deemed appropriate by the Director.

PROCEDURE

Security Camera Purpose and Placement Guidelines

1. Video recording cameras will be used in public spaces of the Library to discourage criminal activity and other violations of the Library's policies.
2. Cameras may be installed in outdoor and indoor places where individuals lack a reasonable expectation of privacy. Examples include public common areas of the Library such as parking lots, entrances, seating areas, service desks and areas prone to theft or misconduct or areas where money is stored or handled.
3. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms or private offices.
4. Signs will be posted at all entrances informing the public and staff that security cameras are in use.
5. Cameras will not be continuously monitored. The public and staff should take appropriate precautions for their safety and for the security of their personal property. The Caney City Library is not responsible for loss of property or personal injury.
6. Recorded data is confidential. Video recordings will typically be stored for up to the extent of the storage capacity of the hard drive, which is approximately 3 weeks with the exception of records retained for criminal, safety or security investigations. Once the hard drive is filled, the oldest images will be automatically deleted.
7. Cameras are not installed, nor will they be used for, the purpose of routine staff performance evaluations.

Use and Disclosure of Video Records

1. Circumstances including reports of policy violations, suspected criminal activity and destruction or theft of Library resources may be monitored in real time.
2. The Director or Director's designee may use a still shot or portions of the recorded data to request law enforcement review for assessing a security risk or as part of an investigation.
3. For investigations initiated by law enforcement agencies, recorded data will be made available to law enforcement at the Director's discretion. The Caney City Library reserves the right to require presentation of a valid court document and completion of a Request for Video Footage form. Only the Director or Director's designee will be authorized to release images to law enforcement.

4. Video records and still shots may be used by authorized individuals to identify those responsible for Library policy violations, criminal activities on Library property, or actions considered disruptive to normal Library operations as delineated in the Appropriate Use Policy.
5. Confidentiality and privacy issues prohibit the general public from viewing security camera footage. If the Library receives a request from the general public to inspect security camera footage pursuant to an alleged crime, they will be advised to file a police complaint.
6. In all other respects, recorded data will be accorded the same level of confidentiality and protection provided to Library users by Kansas State law, the Caney City Library policies, and the American Library Association policies on patron confidentiality and privacy.

Board Review

The Board of Trustees of the Caney City Library will review the Security Camera policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulations under appropriate circumstances, specifically during emergencies when response time is critical. The Library Director is the chief person empowered to make decisions regarding the use of the security cameras. The Library reserves the right to consult legal counsel in matters involving warrants or subpoenas seeking access to security footage.

SERVICE TO PATRONS POLICY

Customer Service Guidelines (Service Level Boundaries)

Patrons are responsible for completing forms, applications and online documents by themselves in order to maintain personal privacy. Staff may not advise or assist with things related to taxes, legal matters, or health issues (other than printing forms or helping the patron to locate articles and books), credit applications, bank documents, orders, or other transmittals of personal information. In the event a patron needs assistance with personal information, they are required to bring a family member or friend to assist. If this isn't possible, the patron will be directed to consult an outside agency. The library maintains a listing of outside agencies to contact.

Patrons may receive up to to 10 minutes daily of limited guidance from Library staff, as staffing permits, to help complete the following tasks:

1. Completing job applications
2. Completing Department of Workforce Development applications
3. Obtaining an e-mail address
4. Adding attachments to e-mails, such as documents or photographs
5. Accessing downloadable material

6. Using Microsoft Office programs (open, save, print documents)

Staff may direct patrons to online resources and/or Library books to assist them in general computer use, Internet searching, or application usage. Staff cannot be expected to know every device and platform, and have the right to refuse assistance with personal devices, with a solution or resource being offered instead.

Staff may choose to assist patrons in downloading Library materials to their electronic reading or listening devices, or in accessing the Library's WIFI network on their laptop or handheld devices.

It is important for the public to understand that no library has the capacity to provide this sort of full spectrum service equally, and that the Caney City Library, with one full-time staff member and two part-time staff members is severely impeded in their ability to assist with lengthy queries.

Caney City Library assumes no responsibility for damages, direct or indirect, to a user's data, devices, drives, discs, or files arising from employees assisting patrons, or from the use of the Library's computer system or network.

Notary Services

Caney City Library offers free, limited notary services. Please call CCL at 620-879-5341 to confirm that a notary is available.

- All persons signing the document must appear in person.
- Please bring a valid, government-issued photo ID and unsigned documents to be notarized. Documents must be signed in the presence of the notary in order to be valid.
- Patrons must bring their own witnesses, if needed. The library does not provide witnesses and witnesses may not be solicited from staff or patrons using the library. Witnesses must be personally known to the signer.
- Documents to be notarized must be in English.
- The library's free notary service is intended for simple documents that do not require specialized expertise.
- The person who will sign the document must be sure that the document is completely filled out, leaving no blanks other than where the patron will sign the document, before appearing before the notary. Any document with blank spaces will not be notarized.

Documents that will not be notarized include, but are not limited to:

- Auto titles without buyer address and name. Seller must be present.
- Electronic notarizations.
- Deeds and other real estate or land documents (*i.e.*, mortgages, housing refinance documents and satisfactions of mortgages), wills, trusts, codicils, or depositions.
- Items where the notarization oath is not written in English (and no written English translation is provided).

Library notary publics are not attorneys licensed to practice law, and they may not give legal advice. They will observe the provisions of KSA 53-5a08, which states:

- (a) A notarial officer may refuse to perform a notarial act if the officer is not satisfied that the:

- (1) Individual executing the record is competent or has the capacity to execute the record;
or
- (2) Individual's signature is knowingly and voluntarily made.
- (b) A notarial officer may refuse to perform a notarial act unless refusal is prohibited by the law of this state or by federal law.
- (c) This section shall take effect on and after January 1, 2022.

(updated 7/30/24)

Proctoring Services

The Caney City Library offers the service of proctoring tests for its patrons, based on the following:

1. Call or come to the Library to reserve a proctoring session at least 24 hours in advance. Proctoring sessions must take place during regular business hours.
2. Computer based tests will be proctored on Library's public computers or patron's laptop.
3. The Library staff test proctor will be determined by date/time of the test.
4. Any copying or faxing fees incurred will be the responsibility of the student.
5. We will observe the student taking a proctored test, but we will not sit next to, or with the student as he/she takes her tests.
6. If test instructions do not specify a closed book, no notes, we will assume that the student can use these while taking their test.

Service to People with Disabilities

The Caney City Library affirms its support of equal access for persons with disabilities and the Americans with Disabilities Act. The Library seeks to provide the public, including those with disabilities, alternative means of access to services and programs through the following services:

Telephone/Internet Consultation: Reference, referral and reader's advisory services will be offered over the telephone or via e-mail or other electronic means to all of our

patrons.

Materials Retrieval: Staff members will retrieve from the book stacks requested items for disabled patrons unable to access the collections.

Home Delivery: Home delivery will be offered to patrons with disabilities, permanent or temporary, which prevent them from coming to the Library.

Curbside Service: A staff member will meet a patron on the curb or at their car, upon notification of the patron's arrival time, to exchange books, issue cards or perform other requested Library services.

Service Animals: Service animals assisting their owners are welcome in the Library.

Electronic Services: An online catalog listing holdings of the Caney City Library is available online at www.caneycitylibrary.org. All patrons can use this site to request items from the local SEKLS network. Patrons may sign up at the Library for a Kansas State Library card to have access to additional materials.

Large Print Materials: The Library will maintain a collection of large print materials. The Library can also request large print materials from other libraries in the SEKLS network and throughout the state of Kansas.

Audio Books: The Library will maintain a physical collection of adult books in cd audio format. Free access for patrons to Hoopla Digital is available, which includes a wide selection of audio books for adults, teens and children.

Braille Materials: Patrons with low or no vision will be referred to the Talking Books program for materials to be delivered directly to their home.

Font adjustments: Any handout can be reprinted in a larger format upon request.

Computers: Upon request, a staff member will adjust the display font on the public computers.

Request for Accommodation: Other reasonable requests for accommodations should be directed to the Library Director.

SOCIAL MEDIA POLICY

Social Media Purpose Statement

The overarching purpose of various social media platforms employed by the Library is to deepen our connections with Caney City Library users and the surrounding community. The Library considers information and interactions generated on social

media channels to be equal to other information resources at the Library and is meant to encourage conversations with staff and other Library users.

Primarily, the purpose of social media at Caney City Library is to share information about and promote the Library's services and resources. This may include, and is not limited to, promotion on programs and events, readers' advisory initiatives, general Library news, projects, volunteer opportunities, and ongoing activities to all members of the Caney community. Social media is also used to provide a forum for Library staff and Library users to share opinions and information about Library-related topics and issues. Social media is also used, with careful discretion, to occasionally share news from Caney organizations which Library staff feel meet the needs and interests of its social network audience, in order to contribute toward the building of partnerships with local organizations.

Usage Rules

The Caney City Library welcomes the comments, posts and messages of the community and recognizes and respects differences in opinion. However, all comments, posts and messages are subject to review and the Caney City Library reserves the right to, but is not required to, remove any comment, post or message that it deems inappropriate.

Content containing any of the following will be removed immediately from any Caney City Library social media forum:

- Obscene comments or hate speech
- Personal attacks, insults, or threatening language
- Private or personal information, including phone numbers and addresses, or requests for personal information
- Potentially libelous statements
- Falsification of identity
- Copyrighted, trademarked, or plagiarized material
- Posts in violation of laws or Library policies
- Duplicated posts by an individual user
- Spam, or other commercial, political, or proselytizing messages

Any content that remains are the sole opinions of their owners and do not reflect the official views or policies of Caney City Library. The Library is not responsible for, or liable for, any content posted by any participant in a Library social media forum who is not a member of the Library's staff.

The Library reserves the right to ban or block users who have posted in violation of this policy.

In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law.

The Library asks that individual user complaints be addressed directly to the Library

Director so they can be addressed quickly and specifically. Social Media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

WEBSITE CONTENT POLICY

The Library website will have a home page within the current preferred Library web hosting environment. The home page must include a brief description of the services offered, contact information, and information about/links to hours of operation. For allocation purposes, the website must be updated a minimum of once a month.

FITNESS CLASS WAIVER

I, the undersigned, hereby acknowledge and understand that participation in fitness classes and related activities conducted by Caney City Library involves certain risks and potential dangers. By signing this waiver, I voluntarily agree to participate in the class and assume all risks associated with my participation.

Participant Information:

Full Name: _____

Date of Birth: _____

Address: _____

Phone Number: _____

Emergency Contact: [Name and Phone Number] _____

Assumption of Risk:

I acknowledge that I am voluntarily participating in the fitness class(es) provided by the Caney City Library. I understand that physical exercise, by its very nature, carries with it certain inherent risks, including but not limited to physical injury, strain, discomfort, and even the possibility of serious injury or death. I hereby assume all risks and responsibility for any such injuries or other medical incidents.

Waiver and Release:

I hereby release, waive, discharge, and agree not to sue the Caney City Library, its employees, representatives, affiliates, or agents from any claims, demands, liabilities, rights, damages, expenses, and causes of action of any nature arising out of or in connection with my participation in the fitness class(es), whether caused by the negligence of the Caney City Library or otherwise.

Medical Representation:

I represent that I am physically fit to participate in the fitness class(es) and have no medical condition that would prevent my safe participation. If I have any medical conditions or concerns, I have consulted with a healthcare provider and obtained clearance to participate.

Consent to Medical Treatment:

I hereby consent to receive any necessary medical treatment resulting from my participation in the fitness class(es) and agree to bear all costs associated with such treatment.

Acknowledgment:

I have read this Fitness Class Waiver, understand its contents, and agree to be bound by its terms. I understand that I am giving up substantial legal rights by signing this document.

Signature: _____ Date: _____

Caney City Library 211 W 5th Ave Caney, KS 67333 620-879-5341

CANEY CITY LIBRARY INCIDENT REPORT

DATE: _____ DAY: _____ TIME: _____

Person Reporting Incident: _____

Staff Person(s) on Duty: _____

Reported Incident Type:

•Theft •Illness/Injury •Assault •Vandalism •Maintenance •Problem Patron •Other Persons
Involved (If Known) Name and Contact Info

Witnesses, Including Staff Members(If Known)Name and Contact Info

Brief Description of Incident

Staff Action Taken

Police/Agency Contacted _____

Name of Officer _____

Library Board Member(s) Notified

Patron Request for Reconsideration of Material

Thank you for your interest in the Library and its materials collection. The Library takes very seriously all concerns expressed by its patrons and will attempt to respond as quickly as possible. Library staff will review your comments and evaluate your recommendation using the Library's Materials Selection Policy as a guideline.

Your Name_____ Caney Library Card #_____

Address_____ Phone_____

City_____ Zipcode_____

1. Library Material on which you are commenting:

☐ Book ☐ Audio Book/Spoken Word ☐ Movie (DVD or Blu-Ray)

☐ Other (please specify)

Title_____

Author_____

Publisher/Producer_____ Call No._____

Other_____

2. Did you read/ listen to/ view all of the material? _____

If not, which sections/parts? _____

3. To what in the work do you object? (Please be specific. Cite parts or pages. Use the back of this sheet as necessary.)

4. What do you suggest the Library do with this title?

5. Additional comments (Please use the other side as needed.):

Signature_____ Date_____

STAFF USE ONLY: This form was received by _____

Date_____ Time_____

Action Taken:

Request for Permission to Photograph/Video/Interview

I/we request permission to take photographs, and/or record video, and/or to interview on the premises of the Caney City Library as described below. I understand that this request is for permission to photograph/record video/or interview ONLY, and does not impact copyright or provide license to use or display any Library materials. I agree that I will obtain release forms in advance from any individual who is to be photographed, recorded or interviewed and provide copies of those release forms to the Caney City Library Director. I further agree that I will minimize disruption for Library patrons during my project. I understand that this permission may be revoked at the discretion of the Library Director.

Name/Institution:

Client (if different):

Contact Telephone Number: _____

Check all that apply: _____ Video _____ Photograph _____

Interview Subject(s):

Intended Use:

Date/time images/interview to be taken: _____

Signature of requester _____ Date: _____

Permission is granted for the photography/video/interview described above.

_____ Date: _____

Jennifer Rosson
Caney City Library Director

Photo, Video, and Interview Release Form

Individual to be photographed, recorded, or interviewed (Releasee):

Name: _____

Address: _____

Email or telephone: _____

Project: _____

Photographer /Videographer/Interviewer: _____

Subject(s): _____

Intended use: _____

Date/time images to be taken: _____

The Releasee hereby consents to participation in the above-referenced project, and grants the photographer/videographer/interviewer the right to record, edit, use, reproduce, publish and distribute by way of photograph, video, television and all other media (electronic or otherwise) the visual and/or audio likeness and interview of Releasee.

Signature of Releasee: _____

Date: _____

Library Board of Trustees Public Comment Sign In Sheet

Public comment is encouraged and appreciated. With the exception of public hearings, this is the only opportunity for the public to address the Library Board of Trustees on agenda items or any other Library related business. In order to accomplish all business on the agenda and be respectful of everyone's time, trustees will not be able to engage in dialogue with individual members of the audience and no immediate action will be taken on any public comment issue.

Complete the following information and submit it to the Library Director prior to the meeting. When your name is called, proceed to state your name and limit your comments to 3 minutes.

PLEASE PRINT LEGIBLY

Name: _____

Phone: _____

1. Public comments sign in sheet must be completed before speaking. 2. Public comment limited to three minutes per speaker.
3. No speaker may convey or donate his or her time to another speaker. 4. Comments shall be courteous and respectful at all times.
5. No person may use public comment for the purpose of campaign or advertisement. 6. This is not a question and answer time and the Board of Trustees cannot engage in conversation with the public.
7. Questions and concerns about operations should be addressed with Trustees throughout the month.
8. The presiding officer has the responsibility for enforcing these rules and may change the order of speakers so that testimony is heard in the most logical groupings.

☐ I WISH TO SPEAK to the Board of Trustees on the following agenda item and/or issue: _____

☐ IN LIEU OF SPEAKING I request the Library Board President to include my written comments into the public record.

Signature Required _____

Date _____

By signing, I acknowledge public comment period rules.