1. **Mission & Vision, Motto**
   Mission - The Goddard Public Library mission is to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning.
   Vision – The Goddard Public Library will be an integral part of the community, empowering our citizens by providing resources and activities that enrich, enlighten and inspire.
   Motto – Always Imagine More ....

2. **Strategic Plan Goals, Objectives & Strategies**
   A. **Environment:** Create a welcoming library environment that facilitates literacy and meets the educational and informational needs of the community.
   B. **Community Hub:** Build strategic collaborations to foster community engagement and create a “community hub” for activities.
   C. **Inclusion:** Provide multi-generational library services and resources in equitable and inclusive ways.
   D. **Technology:** Develop technology resources to facilitate community use and discovery of library resources and services.
   E. **Dynamic Organization:** Build a flexible organization that is responsive to changing community wants and needs.

3. **Core Values**
   A. Honesty, Accountability, Dependability – Always being truthful, doing what you say, accepting responsibility for achievements and failures, and helping when possible.
   B. Innovation, Creativity, Curiosity, Knowledge – Introducing new ideas, using imagination, a strong desire to learn new things.
   C. Loyalty – Possessing a strong feeling of support or allegiance.
   D. Excellence – Always making sure our work is outstanding by putting forth extraordinary effort.
   E. Teamwork, Collaboration – Working together as a team in the best interest of the Library, not the individual.
   F. Respect, Inclusivity, Kindness – Always being kind to everyone, honoring them as individuals.

4. **Authority**
   A. **Corporate Status of the Library Board**
      A library board constitutes a body corporate and politic (Kansas Statutes of Annotated 12-1223) and possesses the usual powers of a corporation for public purposes. Under its legal name of “The Board of Directors of the Goddard Public Library”, the board may contract, sue and be sued, and acquire, hold and convey real and personal property in accordance with the law.
The acquisition or disposition of real property, however, is subject to approval of the governing body of the municipality: the city council or commission for city libraries, the county commission for county libraries, and the township board for township libraries.

“Concerning a library board, most of its powers are exercised independently of any control by the governing body of the parent municipality. The board treasurer is the custodian of all library funds and has sole control over the expenditures thereof. Notwithstanding this relative autonomy of the operation of a municipal service, i.e., a city or county library, and as such, it should be regarded as part of the parent municipality…” (Kansas Municipal Accountant Bulletin, April, 1979).

B. **Statutory Powers and Duties of the Library Board**

*Kansas Statues Annotated* 12-1225. Powers and duties of boards. Library boards shall have the following powers and duties:

1. To make and adopt rules and regulations for the administration of the library;
2. With the approval of the governing body of the municipality, to purchase or lease a site or sites and to lease or erect a building or buildings for the use of the library;
3. To acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other material and equipment deemed necessary by the board for the maintenance and extension of modern library service;
4. To employ a librarian and such other employees as the board deems necessary and to remove them and to fix their compensation, except as provided in K.S.A. 12-1225b;
5. To establish and maintain a library or libraries and traveling library service within the municipality or within any other municipality with which service contract arrangements have been made;
6. To contract with other libraries established under the provisions of this act or with the governing body of a municipality not maintaining a public library for the furnishing of library service to the inhabitants of such municipality to the extent and upon such terms as may be agreed upon, and to contract with any school board to furnish library service to any school library or to use the library facilities of the public school to supplement the facilities of the public library;
7. To receive, accept and administer any money appropriated or granted to it by the state or the federal government or any agency thereof for the purpose of aiding or providing library service;
8. To receive and accept any gift or donation to the library and administer the same in accordance with any provisions thereof. If no provisions are specified, the board shall have the power to hold, invest or reinvest the gift and any dividends, interest, rent or income derived from the gift in the manner the board deems will best serve the interests of the library;
9. To make annual reports to the state librarian and the governing body of the municipality on or before January 31 of each year for the preceding calendar year, showing receipts and disbursements from all funds under its control, and showing such statistical information.
relating to library materials acquired and on hand, number of library users, library services available, and other information of general interest as the governing body requires; (10) as to money received from sources other than a tax levy for library purposes, in its discretion, to place such money in a separate fund or funds, or to place the money in the fund to which the tax levy money is credited unless the grantor or donor directs how and for what purpose the money shall be handled and spent.

4. **By-Laws**

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

**ARTICLE II:**
The mission of this public library is “to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning.”

**ARTICLE III:**
The taxing area of the Goddard Public Library corresponds to the boundaries of the City of Goddard. The primary service area of this public library includes the City of Goddard and surrounding areas of Sedgwick County.

**ARTICLE IV:**
The Board of Directors of the Goddard Public Library shall consist of 10 members appointed by the Mayor and approved by the city council (K.S.A. 12-1222). In addition to the appointed members, the mayor shall be an ex-officio member of the board, which means that by virtue of the office or position, the mayor is a member. To be eligible for appointment to the board, 8 members must reside within the city limits of the City of Goddard, while two must reside within the Goddard School District. A nominee must be approved by current board members with a plurality of 8. Terms of members shall run for four years starting from July 1 of one year and ending June 30 four years after *(Special Charter 14, City of Goddard, March 18, 2019).* Members may serve two consecutive four year terms, then must vacate the board for a period of at least two years. They may not serve on the Friends/Foundation board for at least two years following their tenure on the Library Board and vice versa. There will be a ten year lifetime board membership limit per board member for the Library Board or the Friends/Foundation Board. This means that a member may start by completing another member's term but may not be a member of either board for more than 10 years in total. After vacating either board for the requisite two years, the individual is then eligible for two consecutive four year terms on the opposite board. The officers of this Board shall consist of a Chair, a vice-Chair, a secretary and a treasurer, whose duties shall be those usually pertaining to these officers. They shall be elected at the annual meeting or serve until their successors are elected.
ARTICLE V:
The regular meetings shall be held monthly on the second Monday of each month at 7:05 p.m., unless otherwise ordered by the Board. The regular meeting in July shall be the annual meeting. Unless waived, written notice of each regular meeting shall be mailed or emailed to each member of the Board not less than three (3) days prior to such meeting date. If unable to attend, members should notify the Library Director. Special meetings shall be called at any time by the Chairman or at the written request of a majority of the members. Written notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Board at least two (2) days in advance of such meeting, and no business other than that stated in the notice shall be transcribed at such meeting.

ARTICLE VI:
6 members shall form a quorum for the transaction of business. In the absence of the Chair and vice-Chair of the Board, the members present shall elect a temporary Chair.

Members with two unexcused absences or five total absences from meetings within a twelve month period will be considered inactive and informed in writing that a replacement appointment to the board will be sought.

ARTICLE VII:
At the annual meeting or at the first regular meeting thereafter, the following standing committees shall be appointed by the Chair and confirmed by the Board:

- Executive Committee
- Finance Committee
- Outreach & Marketing Committee
- Strategic Planning Committee

Each committee shall consist of at least three members, and they shall hold their offices until the next annual meeting or until their successors are appointed. Their duties shall be such as usually pertain to their respective titles. There also shall be an Executive Committee whose membership shall consist of the Chair of the Board, who also shall be Chair of the Executive Committee, and the Chair of the several standing committees.

There also shall be such special committees as may be required. They shall be appointed by the Chair of the Board, unless otherwise ordered, and shall perform such duties as may be assigned to them by motion or resolution adopted.

ARTICLE VIII:
The Board has the responsibility of making and directing the policy of the Library, in accordance at all times with the statutes of the State of Kansas. Its responsibilities include promotion of library interests, securing of adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property, and equipment. Each board member is required to serve on at least one Library Board Committee.
ARTICLE IX:
The Board shall select a library director who shall be the administrative officer under the direction and review of the Board. The Director shall be responsible for the employment and direction of the staff in accordance with the personnel policy in the library’s policy manual as adopted by the Board for the efficiency of the library’s service to the public, for the operation of the library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated to the library director by the Board of Trustees. The library director shall attend all regular and special board meetings.

ARTICLE X:
These by-laws may be repealed, amended, or revised at any regular meeting of the Board by a majority of a quorum, providing, however, that such proposed repeal, amendment, or revision shall first be submitted in writing at regular meeting of the Board and sent to those members not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board, and notice of intended repeal, amendment, or revision shall be included in the notice of such meeting.

ARTICLE XI:
Robert’s Rules of Order, Newly Revised, shall govern the proceedings of the board.

5. Board Policy
   A. Orientation of New Board Members
      Board members are volunteers for the library who usually have full-time jobs of their own. It is the responsibility of the Library Director and the Board Chairperson to make sure that new members are given the information they need to be effective board members. Information about the ethical responsibilities of board members and opportunities about continuing education and training opportunities for members should be included in the orientation.
      Orientation of new library board members should begin as soon as possible after the new member is appointed. Components of a board member orientation program are listed below.
      The orientation should consist of these components:
      - Organization and governance
      - Funding and budgeting
      - Day-to-day operations
      - Services to the community
      - Other resources and libraries
      - Roles of the Library Director and Board
      - Legal basis of the Board
      - Officers and committees
      - Meeting location and schedule
      - Responsibilities and expectations
      - Goals, long-range plans and projects in progress
      - Accomplishments
New members should be given a packet that includes:

- A list of Board members with names, addresses, phone numbers and e-mail addresses, if available
- By-laws of the board
- Minutes of the previous year’s Board meetings
- Staff list with position descriptions
- Library policy manual
- Library long-range plan
- Statistical reports on circulation and services
- Current budget and financial reports
- Any brochures or other public information distributed by the Library
- Additional information applicable to the Trustee position and/or Library
- Yearly Board Member self-evaluation form

B. Board Training

It is critical for library board members to have training in board development, group dynamics, effective meetings, funding issues, library policy, advocacy, community partnering, technology planning and other topics. Board members of the Goddard Public Library shall participate in continuing education activities as needed. If the board desires to set up a training session on a topic of concern to the trustees, they may contact the South Central Library System or Kansas Library Trustee Association for assistance.

C. Ethics Statement for Public Library Trustees (also see Code of Conduct & further Ethics Statement in Appendix)

Board members must promote a high level of library service while observing ethical standards. Board members must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the Library.

It is incumbent upon any trustee to disqualify oneself immediately whenever the appearance of a conflict of interest exists. Board members must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree with it.

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

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

D. Library Board

Library Board of the Goddard Public Library consists of 10 members appointed by the mayor with the approval of the city council (K.S.A 12-1222 & Charter Ordinance No. 14 City of Goddard). In addition to the appointed members, the mayor shall be an ex-officio member of the board which means
that by virtue of the office or position, the mayor is a member. *Attorney General Opinion* 79-94 states that the mayor may vote even though an ex-officio member. Ex-officio refers to one who is a member by virtue of title to a certain office and has the same rights, privileges, powers and duties as members duly appointed.

**Selecting Board Members**

Acceptance of a position on the library board constitutes a public trust; therefore, care should be taken in the appointment of trustees. Board members should represent a diversity of interests; have experience or knowledge in a variety of fields and represent a cross section of the community in the areas of age and socio-economic levels.

Openings on the board will be put out publicly on the Library website and social media. Applications for vacancies will be accepted for one week after initial notice is posted. All applications will be reviewed by the current board and a nominee chosen by vote at the next scheduled board meeting. That nominee’s name will then be given to the Mayor and City Manager for City Council approval.

Generally, a good trustee should have the following qualities:

- Imagination, dedication and vision
- Understanding of the community, its needs and resources
- Knowledge of the community’s leaders and organizations
- Interest in the library, its service, and capacity for growth and improvement
- Knowledge of the board’s legal responsibility and authority
- Ability to devote time and effort to board meetings and activities
- Ability to work cooperatively with other board members; knowledge of public library laws and federal, state and local laws and regulations which concern libraries, and
- Enthusiasm for carrying out new programs including securing new funding sources for the library

**Terms and Appointment of Board Members**

Terms of Goddard Public Library board members must be staggered. The members first appointed shall be appointed as follows:

**One** (1) member appointed for a term expiring the first June 30 following the date of appointment.

**Two** (2) members appointed for terms expiring the second June 30 following appointment.

**Two** (2) members appointed for terms expiring the third June 30 following date of appointment. And

**Two** (2) members appointed for terms expiring the fourth June 30 following date of appointment.

Thereafter, upon the June 30 expiration of each term, successors will be appointed in a like manner to fill the vacancies created and each member will serve a term of **four** (4) years.
Attorney General Opinion, September 4, 1964 states that a board member can serve two four-year terms on the board. No person who has been appointed for two (2) consecutive four-year terms to the library board shall be eligible for further appointment to the board. Attorney General Opinion 73-125 states that a person appointed to serve an unexpired term remains eligible for two consecutive four-year terms upon completion of the unexpired term. Vacancies occurring on the board shall be filled by appointment by the mayor with the approval of the city council or commission for the unexpired term.

Expired Terms of Board Members
If a board member's term has expired but he or she has not yet been reappointed, there is a solution to the situation. Attorney General Opinion 79-282 states: “Upon the expiration of their terms, members of a public library board may continue to serve as de facto officials until such time as either their reappointment or the appointment of successors is approved. Any acts taken by them while in a de facto position are as binding on the public as if they were de jure members.” All Board members will be given an Exit Interview at the end of their term.

Resignation of Board Members
If a Board Member needs to resign their position, they should send a letter of resignation to the Library Director. The Library Director will then share the resignation with the entire Board. At the next Board meeting following the written notice of resignation, a vote will be taken to accept/reject the resignation. All Board Members who resign will be given an Exit Interview after their resignation is received.

Attendance at Board Meetings
All board members should attend board meetings. Any board member who is absent from two consecutive unexcused board meetings or misses more than five meetings in a 12 month period shall forfeit his/her appointment and a new board member will be appointed according to the procedure outlined in “Terms and Appointments for Board Members.” Board members who will be absent from a meeting should notify the Chair or Library Director prior to the meeting.

SCKLS Representative
As a consequences of the Goddard Public Library’s membership in the South Central Kansas Library System, a representative to the SCKLS Board will be elected annually in July. The representative may be a library board member, the Library Director or any individual the Library Board designates. The Goddard Public Library SCKLS Representative is responsible for attending the semi-annual meetings (held the last Monday
in April and October) and monitoring, representing and voting on behalf of the Goddard Public Library Board on SCKLS matters.

**Officers and Their Duties**
The officers of the board are as follows:

**President/Chair:**
- Draws up an agenda for board meetings with the assistance of the Library Director
- Presides at meetings and functions usually designated for such office
- Guides discussion and ensures adequate coverage of agenda topics during meetings
- Signs all contracts
- Signs checks in absence of the Treasurer

**Vice President/Vice Chair:**
- Serves in the absence of the President

**Secretary:**
- Handles all Board correspondence
- Records the proceedings of each meeting in a book provided for the purpose
- Notes the minutes from the most previous meeting, corrects them if necessary and requests and records their approval

**Treasurer:**
- Signs checks; reconciles bank statements, verifies balance in regular and special accounts
- Assists the Library Director with the financial portion of the annual state statistical report
- With the approval and guidance of the Goddard Public Library Board, prepares and presents annual budget to City Council
- Ensures that vouchers and checks are signed by the appropriate board members

Except when the Library Director’s salary or dismissal is being considered, the Library Director should attend all board meetings.

Board meetings should follow the procedures outlines in *Robert’s Rules of Order*.

**E. Board Meetings**
Unless otherwise ordered by the Board, the Board has set the date and place of its regular monthly meetings to be held on the second Monday of each month at 7:05pm at the Goddard Public Library.

In order to conduct business at any meeting a quorum of six (6) members must be present. State law defines a quorum as one more than half the membership.
Special meetings may be called by the Chair or upon written request by a majority of the members (K.S.A. 12-1224 and 12-1243). No business except that for which the meeting was called may be transacted at a special meeting.

**Agenda**

An Agenda should be prepared by the Chair and the Library Director and given or sent to members prior to the meeting. The agenda should follow this pattern:

- Roll
- Minutes of previous meeting
- Public Comment
- Correspondence and communications
- Treasurer's report
- Report of standing and special committees
- Unfinished business
- New business
- Adjournment

**Minutes of Meetings**

Because the secretary's minutes are the official record of board action, they should include:

- The purpose of the meeting (whether regular or special), the time, the place, those attending, and approval of the minutes of the last meeting
- Complete record of official action taken by the board relative to the library director's report; communications; the treasurer's report; and all other business transacted
- Record of adjournment (no business may be legally transacted following adjournment)
- The secretary must record all motions exactly as stated and show whether adopted or rejected, since this is the legal voice of the board, and only that information recorded in the minutes can be considered official
- A regular procedure in recording motions should be followed. The following example is a suggested form:

  First Name, Last Name moved and First Name and Last Name seconded that the board authorize the purchase of a ________ as recommended by the library director. Yes-Last Name, Last Name, Last Name, Last Name, No-Last Name, Last Name, Last Name Motion carried.

**Open Meetings**

State law (K. S. A. 75-4318) specifies that all public library board meetings shall be open to the public and no binding action by the board shall be taken by secret ballot. Notice of all regular meetings shall be posted in the library and provided to The City of Goddard Public at least 72 hours in advance of any meeting. Notice of all special meetings shall be posted in the library and
provided to the City of Goddard at least 48 hours in advance of any meeting. The date, time and place of the board meetings or an agenda for the meetings shall be provided to any person requesting the information.

Public Comment during Board Meetings
No action will be taken relative to items on this agenda other than referral for information. Requests to appear will be placed on a “first-come, first-served” basis. This portion of the meeting is limited to ten minutes and shall be subject to a limitation of two minutes for each presentation to be extended at the discretion of the board President. No speaker shall be allowed to appear more frequently than once during a meeting. Members of the public desiring to present matters to the Board of Trustees on the public comment portion of the agenda must submit a request in writing to the office of the President/Chief Executive Officer 48 hours preceding the Board of Directors meeting. Matters pertaining to personnel, litigation and violations of laws and ordinances are excluded from the agenda. Rules of decorum and common courtesy should be observed.

Executive Sessions during Board Meetings
If a formal motion is made, seconded and carried, the Board may recess from a regular or special meeting at a specified time to a closed or executive meeting, provided no binding action shall take place during the closed door session and provided the purpose of the executive session is stated (K. S. A. 75-4319).

The motion to recess must include a statement of the justification for closing the meeting, the subjects to be discussed during the executive session, and the time and place at which the open meeting shall resume. This information must be contained in the minutes. The law specifies that only certain subjects may be discussed during the closed session. Those which apply to libraries include:

- Personnel matters
- Consultation with an attorney for the library which would be deemed privileged in the attorney-client relationship.
- Matters relating to employer-employee negotiations
- Confidential data relating to financial affairs or trusts
- Preliminary discussion relating to the acquisition of real property

The secretary should also keep a note of when members arrive and leave during meetings in order to prove the existence of a quorum during the entire meeting. In addition, the Secretary writes official correspondence of the board and keeps copies filed with the records.

F. Public Records
1. The Library Director shall serve as the library’s Freedom of Information Officer in regard to duties outlined in the Kansas Open Records Act (K. S. A. 45-215 through 45-223). Under the Kansas Open Records Act, citizens have the following rights:
• To inspect and obtain copies of public records which are not exempted from disclosure by a specific law.
• To obtain a copy of the library’s policies and procedures for access to records and to request assistance from the library’s Freedom of Information Officer or Library Director.
• To bring a private lawsuit or to file a complaint with the Goddard Public Library Board of Trustees if you feel you are wrongfully denied records.
• To receive a written response from the Library within three (3) business days of your written request.

The Library’s response may inform the citizen that it will take additional time to produce the records. Reasons for additional time may include voluminous records, complicated request parameters, unresolved legal issues or difficulty in accessing archived records.

The library’s response may legally deny the citizen’s request, in whole or in part. If the request is denied, the library will identify generally the records to be denied and the specific legal authority for the denial.

A citizen has the responsibility of requesting a record or records, whether they are written, graphic or electronic. The Kansas Open Records Act (KORA) does not require the Library to answer questions about the record or prepare reports. The library requires that a citizen request a record in writing and provide proof of identity. As with the other personal photocopy services from the library, there is a fee of .25 cents/page. Records commonly requested include, but are not limited to policies; minutes/records of open meetings; salaries of library employees and budget documents.

The Kansas Open Meetings Act (KOMA) K.S.A. 75-4317 through 75-4320a established guidelines for open or public meetings in the state of Kansas.

Goddard Public Library Board of Trustees meetings fall under the authority of the KOMA.

2. Retention of Records

According to the K. S. A. 12-120, the officers and employees of any city charged with the custody or having in their custody the following records, documents or other papers may destroy the same after they have been on file for the period stated:

(1) Claims and any purchase orders attached thereto, five years.
(2) Warrants or warrant checks, whether originals or duplicates, that have been paid, five years.
(3) Duplicates of receipts or stubs of receipts issued, three years.
(4) Duplicates of utility bills sent to customers, three years.
(5) Bookkeeping or accounting records of utility customer’s accounts, three years, except that the period for the records of deposits to guarantee the payment of bills or the return of meters shall begin when the account is closed or the customer ceases to receive service.
(6) Duplicates or stubs of licenses issued for license fees or taxes, three years.
(7) Bonds of officers or employees, 10 years, the period to begin at the termination of the term of the bond.
(8) Insurance policies, five years, the period beginning at expiration of the policy unless a claim is pending.
(9) Canceled checks, five years.
(10) Requisition and duplicate purchase orders, three years.
(11) Bonds and coupons, if any, stamped paid or canceled and returned by the fiscal agent, six months, the period beginning at the date of maturity of the bond or coupon.
While this statute applies to city employees, it is followed as a general rule by library employees as well.

Exceptions to the Kansas Open Records Act (KORA)
The KORA recognizes that certain records contain private or privileged information and may be designated by the library as closed from the public. Accordingly, the Goddard Public Library Board’s policy is that the following records whether in print, graphic or electronic format are confidential:

Exception 3 Medical treatment records
Exception 4 Personnel records of library employees
Exception 7 Library, archive or museum materials contributed by private persons to the extent of any limitations imposed as conditions of contribution
Exception 8 Information which would reveal the identity of an individual who lawfully makes a donation to the library if the anonymity of the donor is a condition of the donation.
Exception 23 Library patron registration records and circulation or loan records which pertain to identifiable individuals

Professional Statements
The Goddard Public Library Board of Trustees and the Goddard Public Library recognize and adhere to the following professional statements:

- Library Bill of Rights
- Libraries: An American Value
- Freedom to Read
- Freedom to View
- Code of Ethics
- Free Access to Libraries for Minors
- Access for Children & Young Adults to Nonprint Materials

6. Financial

- To ensure that the Board maintains fiscal responsibility, a review of the applicable financial reports and supporting documents for the preceding month, prepared by the Library Director or Board Treasurer, will be conducted and approved at each regularly scheduled meeting of the Goddard Public Library Board of Trustees.
- In advance of the Board meeting each member will receive the following reports:
• Copy of the Budget
• Copy of the Accounts Reconciliation

- All checks require two (2) signatures. Board President, Vice-President, Treasurer or the Library Director, and the Treasurer are signers on the accounts. The Director is authorized as a signee of checks and warrants; he/she is also authorized to communicate with the bank as necessary.

- The following guidelines have been established to ensure a system of checks and balances with respect to financial transactions:
  - Director will examine each invoice and upon his/her satisfaction will signify approval for payment with his/her initials and date; the Director will also assign each invoice to the appropriate budget line allocation.
  - Director will prepare the checks using Quickbooks software provided by the Library and will confirm the total expenditure amount.
  - The Treasurer and/or Director in addition to the payment of invoices, will prepare the monthly financial reports and conduct the monthly bank reconciliations.
  - Library Board Treasurer will be contacted upon completion of staff reviews to finalize the process.
  - Director is responsible for the delivery (mailing) of the payments and the filing of associated paperwork.
  - Checks will be written twice monthly on a schedule determined annually by the Director. Checks may be written more often, if necessary, to ensure timely payments for contract compliance or to avoid late penalty fees. Payments may be authorized to be included with a purchase order if doing so results in a discount of materials and/or reduced or free shipping.

A. Debit Card and Established Accounts
   - The Director is the signer on the account.
   - As a consequence of job duties which require the need to make pre-authorized purchases, the following staff have access to debit cards or established accounts: Director.
   - All credit/debit card or established account purchases must be pre-approved by the Director.
   - All debit card receipts must be submitted to the Director in a timely manner each month (day of purchase) to be present with the monthly statement for payment.
   - The Director will open the debit card statement and match receipts to the statement for payment. This will be made available to the Treasurer when she reconciles the bank statements.

B. Petty Cash
   - As authorized by K. S. A. 12-171 (Appendix CC-2) a petty cash fund is established by the Library Board of Trustees.
• The Building has two (2) cash locations.
• The petty cash fund in the amount of $35 is maintained in a secured location by the Director who authorizes pre-approved expenditures.
• The exact total of the counter drawer must be posted each month on the petty cash form. This amount should never be more than $27. This drawer must remain locked at all times. Employees will be issued keys as needed. Employees will not give their key to anyone.
• Each expenditure must have an itemized receipt and be signed by the employee requesting reimbursement.
• Deposits from this fund will be completed by the Director and/or Treasurer. The fund is replenished by payment from the general fund of Goddard Public Library as needed.
• The replenishment of funds is a job task of the Director or Treasurer. The Treasurer is the only other person to have access to the fund.

C. Surplus Property
• Library property that has been designated surplus may be given to another library or organization, disposed of as trash, recycled, sold online or offered to the general public for a suggested donation.
• Donations received from surplus property will be added to the Capital Improvement fund which is used to help purchase needed equipment, furniture, new materials, etc.

(All Above Reviewed and Updates Approved 3/14/2022)
Section 1
Policy Administration

7. Personnel Policy

A. Administration of the Policy
   Among the powers and duties of the Goddard Public Library Board as authorized by Kansas Statutes Annotated 12-1225 for all public library boards are the following:
   - To make and adopt rules and regulations for the administration of the library.
   - To employ a Library Director to oversee Library operations and staff. Including setting staff salaries within a board approved budget.

   The Library Board formulates policies and may change policies as needed. The Library Board works in partnership with the Library Director to make policy. The Library Director is responsible for implementing all personnel policies. Personnel policies and policy changes are presented at library board meetings and considered and authorized with formal motions for approval and votes of the Library Board.

   The personnel program consists of policies and procedures related to personnel administration in the service of Goddard Public Library and shall be adhered to by all Library employees in the service of the Library.

B. Chain of Command
   The Chain of Command is the organizational structure established for the operation and supervision of all personnel and departments. The line of authority begins with the Director. In case the Director is unavailable due to health or personal reasons the Chain of Command is as follows: Programming/Outreach Specialist, Library Assistant, President of the Library Board, Vice-President, Treasurer, and Secretary. In times when the Library is without a Director the chain of command will be as follows: Board President, Board Treasurer, Programming/Outreach Specialist, Library Assistant, All communications, orders, requests and recommendations shall be channeled through this chain, in both directions, in order to avoid confusion, misunderstanding and oversight. – Updated and approved by the board February 23, 2023.

C. Definitions
   For the purpose of this manual, the following terms have the meanings indicated.

   Chain of Command – The pathway for the flow of authority from one management level to the next. The line of authority begins with the Director and descends through Department Heads, Directory personnel and ending with non-Directory employees.

   Discharge – To dismiss from employment by action of the employer.
Emergency – A sudden and unforeseen happening that requires the unscheduled services of an employee to protect the health, welfare and safety of the community, or to carry out the responsibilities of the organization as determined by the employer.

Employee - any person employed by the Library in the status of full-time, regular part-time, part-time, introductory, seasonal or temporary.

Fringe Benefits – A term used to encompass such items as vacation leave, sick leave, holidays, insurance, retirement and other similar benefits received by an employee in addition to wages.

Grievance – A wrong considered as grounds for complaint, or something believed to cause distress relating to employment and working conditions, or a complaint or resentment, as against an unjust or unfair relationship between an employee or group of employees and his/her or their Director, other employees or their Directors or Department Head or other Directors.

Job Description – A written statement defining what a particular position duties and responsibilities involve.

Job Freeze – The maintaining of a personnel status quo by administrative or legislative action which may have the effect of staying one’s salary increases, promotions, reallocations or the prohibiting the hiring of new personnel.

Layoff – The act of removing an employee temporarily from the payroll, usually during a period of reduced work or budgetary shortage with the intention being to rehire the employee when needed or budgetary possible.

Leave of Absence – permission to be absent from employment with the right of reinstatement without loss of seniority.

Performance Evaluation – A systematic process of observing, assessing and interpreting an employee’s actual job performance.

Personnel File – The official file of each employee maintained by the Library Clerk or his/her designee. All records, reports or other pertinent material entered into such files are and shall remain the property of the Goddard Public Library.

Position – A specific office or employment consisting of all duties and responsibilities assigned or delegated by competent authority and requiring the full-time or part-time employment of one person.

Position Change – a promotion, demotion, reclassification or reassignment of an employee.

Position Classification – A formal term used for a position title.

Promotion – Advancement from one position classification to another which has a higher maximum rate of pay or title within the organization.

Reclassification – Reassignment of an existing position from one class to another, irrespective of whether the classes are in the same promotional line. Incumbents must demonstrate ability to perform in the reclassified position, either by: successful performance for a period of time, a careful screening by directory personnel; or by passing an appropriate examination.
**Resignation** – A notice (usually in writing) of a voluntary termination of employment by an employee.

**Suspension** – For disciplinary purposes, the placing of an employee in a non-duty status, with or without pay.

**Volunteer** – A non-paid individual in the position he/she holds. When acting as a volunteer an individual is not an employee, regardless of other library employment.

8. **Standard Employment Practice**

**A. Nature of Employment – At Will Employment**

a. Employment with the Goddard Public Library is voluntarily entered into, and the employee is free to resign at will, at any time, with or without cause. Similarly the Goddard Public Library may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of federal or state laws.

b. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Goddard Public Library and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Goddard Public Library Board’s sole discretion.

c. These provisions supersede all existing policies and practices. The Goddard Public Library reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies, procedures, in whole or in part, at any time with or without notice.

d. All policies within this manual may be amended from time to time as deemed necessary upon approval of the Governing Body.

**B. Employee Relations**

a. The Goddard Public Library believes that the work conditions it offers to its employees are comparative with those offered by other employers in this area and in this industry. Wages and benefits are constricted due to budgetary restrictions and are set at the highest level currently allowable. If employees have concerns about work conditions or compensations, they are strongly encouraged to voice these concerns openly and directly to the Director.

b. Employees who have any questions regarding this policy manual should ask the Director for clarification.

**C. Equal Employment Opportunity**

a. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Goddard Public Library will be based on merit, qualifications, and abilities. The Goddard
Public Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by law.

b. The Goddard Public Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensations, discipline, termination, and access to benefits and training.

c. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. If the Director is the guilty party the employee can bring their concerns to the Board President.

D. Employee Requirements
a. All new applicants for any position with the Library shall meet the minimum qualifications established for that position, will complete a job application form with all pertinent information, and provide a cover letter and resume.

b. After an offer has been made to an applicant entering a designated job category, a physical, including a drug test and a criminal background check may be required to determine ability to perform the designated job duties at the Goddard Public Library’s expense by a professional of the Library’s choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam tests and background check. A current employee transferring to a position requiring qualifications substantially different from the current position may also be required to complete drug testing and another background check at the Library’s expense. Any employee may be requested to submit to drug testing when requested by their Director. This expense will be paid by the Library unless the test is positive and the employee is in violation of the Library’s no drugs policy.

D. Citizenship Verification
All employees shall complete an employment eligibility verification form (I9) in compliance with Federal Law. These will be kept in each employees personnel file.

E. Orientation
New employees will receive information concerning the performance requirements of the position, Library policies and regulations, compensation and benefit programs, and other information as necessary.
The employee will be asked to complete all necessary paperwork, which could include medical benefit plan enrollment forms, beneficiary designation forms and appropriate federal, state and local tax forms. The employee will be required to present information establishing his identity and eligibility to work in the United States in accordance with federal law.

F. Introductory Period
   a. Each employee, following initial employment, shall undergo a 90-day introductory period. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Goddard Public Library uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Goddard Public Library may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.
   b. At the completion of the introductory period, the employee shall be evaluated by the Director. In the case of the Director, they will be evaluated by the Library Board of Trustees (See appendix for Director Evaluation forms). If the job performance does not warrant granting of full-time status, the employee may be placed on an additional 90-day introductory period. Upon evaluation, the employee must be provided with goals and areas of improvement. At the end of that 90-day period the employee shall be re-evaluated.
   c. All new and rehired employees work on an introductory basis for the first three months after their date of hire. Employees who are promoted to or transferred within the Goddard Public Library must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the Goddard Public Library determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee’s performance, the introductory period may be extended for a specified period.
   d. In cases of promotions or transfers within the Goddard Public Library, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the Goddard Public Library’s need.
   e. Upon satisfactory completion of the initial introductory period, employees enter the “regular” employment classification.
   f. During the initial introductory period, new employees are eligible for those benefits that are required by law, such as worker’ compensation insurance and Social Security. They may also be eligible for other
Goddard Public Library provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.

g. Employment status is not changed during the secondary introductory period that results from a promotion or transfer within the Goddard Public Library.

G. Code of Conduct
The Library has established a Code of Conduct for all Library employees to follow. Public trust is our cornerstone and the following statements are to be considered carefully and followed. This list is intended to provide examples of misconduct, but is not exhaustive and other types of conduct may also constitute misconduct.

a. Employees shall give fair and equal treatment to all citizens and fellow employees.

b. Employees shall not grant special considerations, treatment or advantage to any citizen or fellow employee beyond what is available to all citizens or fellow employees.

c. Employees shall not accept any gift, whether in the form of service, loan, promise or any other form from any person who, to the employee’s knowledge is interested, directly or indirectly, in any matter whatsoever, in business dealings with the Library.

d. Employees who have a financial or other private interest in any proposed Library legislation shall disclose the nature and the extent of such interest.

e. Employees must not disclose or use information gained through Library employment to advance financial or other private interests for themselves or others. Employees must not disclose information obtained through Library employment which is not a public record.

f. Employees shall not engage in or accept private employment or render services for private interest when such employment or service is incompatible with proper discharge of his/her duties.

g. Employees shall not sell or barter anything to the Library, or to a contractor doing work with the Library, or make any contact with the Library, or purchase anything from the Library other than those things which the Library offers generally to the public and then only on the same terms as are offered to the public.

h. Employees shall not continue in their current position after becoming candidates for any Library or City office.

i. Employees shall not solicit any monetary contribution to the campaign funds or any candidate for Library or City office nor participate in the campaign of any candidate for Library or City office.

j. Employees shall not directly or indirectly solicit, receive or be in any manner concerned in soliciting, obtaining, or receiving any monetary
contribution or assistance, financial or otherwise, for any political purpose whatsoever from any officer or employee of the Library.

k. Employees shall not request or permit the use of Library owned property or equipment for any purpose except to conduct Library business and no employee shall directly or indirectly attempt to obtain any service or benefit from Library Personnel for the personal gain of the employee.

l. Employees shall not use or promise to use, directly or indirectly, any official authority or influence to secure or attempt to secure any person or appointment or advantage in the appointment process to a position with the Library or an increase in pay or any other advantage of employment.

m. Employees shall not deceive or obstruct any person’s right to examination, eligibility, certification or appointment to Library service or furnish to anyone any special or confidential information for the purpose of affecting the rights or prospects of any person with respect to employment promotion or retention with the Library.

H. Personnel Records
The Director is responsible for maintaining personnel records on all Library employees as they relate to performance evaluations, disciplinary actions, and all other personnel actions, fringe benefits, and group insurance coverage. All information is confidential and shall not be discussed with other employees.

a. Official Personnel Records - Each employee will have an official personnel file maintained by the Director from information completed at time of employment and any other records provided by Directors and Department Heads. These files contain documentation concerning certain aspects of each employee’s tenure with the Library, such as employment applications, resumes, drug screens, performance recommendation, and all other records directed to be made and maintained under these policies and guidelines or under applicable laws.

b. Personal Information – Each employee will be responsible for assuring the personal information in their personnel file is correct. Employees should promptly notify the Director of any change in personal data such as change of name, address, telephone number, family status (marriage, divorce, birth, death), or beneficiary (for insurance). It is important that the Director be notified of such changes immediately. Your benefits or your dependents’ benefits may be affected or lost if notifications of these changes are not made in a timely manner. The Library is not responsible for problems that arise when information has not been given to them or notifications of these changes are not made in a timely manner.

c. Personnel File Access – Each employee has the right to review his/her official personnel file during regular office hours. The Director or
his/her designee must be present when an employee reviews their personnel file.

d. Compensation records – The Director shall keep relevant compensation information for all persons employed by the Library, including their pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, and accrued overtime. An employee’s compensation records shall be available during regular office hours for inspection by that employee.

e. Medicine Information and Individually Identifiable Health Information – The Library shall endeavor to comply with the confidentiality provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) (Public Law 104-191 as currently interpreted by 45 CFR 164) concerning medicine information and individually identifiable health information which may also include an employee’s name, address, date of birth, Social Security Number and employment information. In that regard, the library shall:

1. Protect the confidentiality of all individually identifiable health information and only disclose said information when required by law.

2. Train employees who would come in contact with individually identifiable health information to protect the confidentiality of all individually identifiable health information.

3. Provide and comply with terms of a written “Notice” to employees with identifiable health information of legal duties and privacy practices implemented to protect confidentiality and make good faith effort to obtain employee’s acknowledgement of information.

4. The “Notice” should acknowledge an individual’s right to:
   a. Inspect and copy individually identifiable health information
   b. Amend individually identifiable health information if incorrect or incomplete
   c. Receive an accounting of disclosures of individually identifiable health information, but for no longer than 6 years and not before 2004
   d. Request restrictions on individually identifiable health information concerning what information may be disclosed, its use and to whom it may be disclosed
   e. Request confidential communications concerning individually identifiable health information which will be reasonably accommodated
   f. Request a paper copy of the “notice”
   g. File a complaint with the Library concerning a violation of the provisions of the “Notice”
h. The “Notice” should note that, pursuant to the provisions of HIPPA, use and discloser of individually identifiable health information may include:
   i. Treatment
   ii. Payment
   iii. Health Care Operations Review
   iv. Appointment Reminders
   v. Treatment Alternatives
   vi. Research
   vii. To Avert a Serious Threat to Health or Safety
   viii. Military and Veteran
   ix. Employer with Consent
   x. Workers’ Compensation
   xi. Public Health Risks and Activities
   xii. Health Oversight Agency Activities
   xiii. Lawsuits and Disputes
   xiv. Coroners, Medical Examiners and Funeral Directors
   xv. National Security and Intelligence Activities
   xvi. Protective Services for the and Others
   xvii. Inmates
   xviii. As Required by Law
   xix. With Consent

J. Employment References
   When the Library receives information concerning current or former employees, who are applicants with prospective employers, only Directory personnel shall respond to such requests. The following policy on employment reference applies:
   a. For telephone inquiries – the Library shall provide only the employee’s dates of employment and position(s) held by the employee. Obtain and record the name of company and caller requesting the information.
   b. If additional information is desired, the caller must send a letter outlining the information needed about the applicant and include written permission from the applicant to release such information requested.
   c. Written responses shall be reviewed and approved by the Director and/or the Library Attorney prior to being submitted to the prospective employer.

9. Job Classification & Pay Plan

A. Fair Labor Standards Act
   Most Library employees are protected by the Fair Labor Standards Act (FLSA). All positions in the Library are designated exempt or non-exempt under FLSA depending on whether or not they meet the requirements of
the act. These designations have nothing to do with the importance of a position to the Library.

B. Job Classifications (Exempt, Non-Exempt)
   a. It is the intent of the Goddard Public Library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Goddard Public Library.
   b. Each employee is designated as either Non-Exempt or Exempt from federal and state wage and hour laws. Non-Exempt employees are entitled to overtime pay under the specified provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. An employee’s exempt or non-exempt classification may be changed only upon written notification by Goddard Public Library management.
   c. In addition to the above categories, each employee will belong to one other employment category:
      Regular Full-Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Goddard Public Library’s full-time schedule. Generally, they are eligible for the Goddard Public Library’s benefit package, subject to the terms, conditions, and limitations of each benefit program.
      Regular Part-Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but are scheduled to work more than 20 hours/week. Regular part-time employees are eligible for some benefits sponsored by the Goddard Public Library, subject to the terms, conditions and limitations of each benefit program.
      Part-Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours/week. While they do receive all legally mandated benefits (such as Social Security and Workers’ Compensation Insurance), they are ineligible for all of the Goddard Public Library’s other benefit programs.
      Intermediate Part-Time employees are those who work more than 120 days/year but do not have a regular work schedule and work when available, usually during peak patron service times during the year.
      Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Goddard Public Library is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.
      Seasonal employees are those who work 120 days a year or less for the employer. These days need not be consecutive.
Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force (includes seasonal employees), or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as Workers’ Compensation Insurance and Social Security), they are ineligible for all of the Goddard Public Library’s other benefit programs.

C. Performance Evaluation System

To ensure that employees perform to the best of their abilities, it is important that individuals be recognized for good performance and receives appropriate guidance for improvement when necessary.

a. It is important for you and your Director to have clear communication and for you to know how you are progressing in your performance. The Library’s goal is for all employees to meet or exceed the standards of the jobs. The Library knows employees are our most important resource. All of us, working together, can make a difference in how the public perceives the Goddard Public Library. A large part of every employee’s job is positive promotion of the Library while at work or out in the community.

b. To assist the employee as well as the Director to evaluate on the job performance of an employee, periodic performance evaluations are conducted. All written reviews will be based on the employee’s overall performance in relation to his/her job responsibilities, and a record of attendance and tardiness.

c. All full-time Library employees and part-time employees will be scheduled for formal evaluation annually. These scheduled performance appraisals cover a full 12 months of work, demoted or take any kind of leave of absence. An evaluation may be performed by your Director more than once a year.

d. It is very important that you understand what is expected of you during each evaluation period. Your Director may convey this in various ways. If you are uncertain about what is expected in your job, you should feel free to ask for more feedback from your Director.

e. The following are definitions and explanations of the performance categories:

1. Needs Improvement – This applies to work performance that overall is sufficient. The fundamental requirements have been carried out in an adequate manner. Many of the job’s expectations and results have been met. Some objectives may not have been realized. Additional training may be required to perform the duties completely. Employees receiving this rating are considered to be capable of reaching the “Satisfactory” level with proper guidance and support.
2. *Satisfactory* – This assessment describes performance that consistently meets the normal expectations of the job standards. The full responsibilities of the position have been carried out in a completely satisfactory manner. Work is up to standard and only normal supervision is required. The performance can include the existent of slight, inconsequential lapses in performance and isolated instance of somewhat better than expected results. Job objectives have been met, without any significant exceptions, and may occasionally have been exceeded.

3. *Excellent* – This applies where the employee consistently meets and frequently exceeds most expectations and job standards. It means very distinctly better performance than one could reasonably expect for the job in question. It is appropriate for performance that consistently and by recognizable margin exceeded job requirements in most major aspects. Most job-related objectives have been exceeded.

**D. Employee Pay and Raises**

a. The Director/Library Board shall set starting pay adhering to Board approved budget, after the 90 day introductory period, based upon qualifications, prior experience, using the pay scale as a guide but not a rule.

b. All employee raises will be based on evaluations completed in October and completion of two hours of continuing education if they are a part-time employee, four hours if a regular part-time employee, six hours if a regular full-time employee, in a related field or topic and approved by the Director. All new employees will receive a slight pay raise after successful completion of an introductory period. They will not be eligible for annual raises until after the first of the year after hire. All raises will beat the discretion of the Board/Library Director with board approved budget and will be applied starting January 1 following an October evaluation.

**10. General Policies and Procedures**

**A. Pay Periods & Time Keeping**

a. All personnel are paid on the 25th of the month. If the last day falls on a weekend, payday will be the Friday before. If payday falls on a Monday holiday, payday will be the Friday before. All personnel shall clock in using the Virtual Clock in TimeQPlus on the circ2 computer, south facing staff computer. Please make sure all punches are accurate by the 19th of the month. The Director will pull all time cards on the 20th or sooner if the bank pay time frame is earlier. If you realize that you forgot to punch in or out on a day please notify the Director immediately so that they can fix the error.
Payroll is all by direct deposit. New employees will have this set up before their first pay period ends. – *Updates approved 3/14/2022*

b. Employees, who are laid off, discharged, resign, retire or who otherwise terminate their employment with the Library, shall receive their final direct deposit on the regularly scheduled payday for the pay period in which their employment is terminated.

c. If an employee leaves employment in good standing with the Library and with proper notice, the employee will be reimbursed for vacation leave not taken. They will not be reimbursed for sick leave not taken.

d. Any questions concerning an employee’s pay stub, deductions, etc. should be addressed with the Library Director or the Treasurer of the Board as soon as possible.

**B. Overtime Compensation**

a. Employees of the Library are either exempt or non-exempt under the Fair Labor Standards Act. The Director is the only exempt employee of Goddard Public Library.

b. Exempt employees are expected to work a minimum of 40 hours per week and may work more than 40 hours when it is necessary to get the job done. An exempt employee will normally not be paid overtime unless approved by the board. The Director may take Compensatory Leave as needed when it is convenient to the Library.

c. Non-exempt employees must be compensated for all hours worked. However, no overtime shall be worked by non-exempt employees except as authorized by the Director or his/her designees. Therefore, non-exempt employees are not to begin working early or continue working past their schedule work time unless specifically authorized by the Director.

d. Overtime work for non-exempt employees, when properly and sufficiently authorized by the Director shall be compensated by monetary payment at least the rate of one-half times the regular rate of pay. Overtime hours shall be paid to the nearest quarter hour.

**D. Holiday Pay**

Regular full-time, regular part-time and part-time employees who are regularly scheduled to work on days that fall on a holiday, will be paid for the hours they would regularly work. This does not apply to intermediate, seasonal or temporary employees. For the Christmas holiday Regular full-time employees will have the added benefit of being paid for all three days no matter when the holiday falls. – *Updates approved 3/14/2022*

**E. Deductions From Pay and Other Employee Benefits**

The following standard deductions are authorized by law to be deducted from an employee’s pay:

* FICA (Social Security and Medicare)
* State Income Tax
The Goddard Public Library has established the following employee benefit programs that an employee may authorize the Library to deduct from their pay that include:

a. **Social Security** – is administered by the Federal Government and is supported by joint contributions from the employee and the employer as established by Federal Law. These contributions are based on a percentage of the employee’s salary. The employee’s contribution is handled through a payroll deduction.

b. **Unemployment Insurance** – Any person whose employment with the Goddard Public Library is terminated may check with the Kansas Employment Security Division concerning eligibility for unemployment compensation.

c. **Workers’ Compensation** – is an insurance plan provided by the employer (by law) to pay certain benefits to employees who are injured in accidents that arise out of and in the course of the employment. All employees of the Library are covered for Workers’ Compensation Insurance provided by the Library. This insurance coverage is provided for employees regardless of assignment, length of assignment, and/or hours worked per day, and provides benefits for personal injuries by accident or industrial diseases arising out of or in the course of employment.

Every on-the-job injury must be reported to the Director during the shift in which it occurs and a report must be forwarded to the City Clerk as soon as possible. When an employee is injured on the job, the employee is entitled to certain benefits while off work for the injury and also medical expenses and vocational rehabilitation assistance, if approved by employer/insurance company. Benefits are paid at the rate of 2/3 of the employee’s average weekly wage while the employee is off work up to a maximum amount based on a percentage of the state’s average weekly wage. All medical benefits are paid to cure and/or relieve the employee of the effects of the injury. If an employee dies as a result of a job-related injury, the surviving spouse or dependents can receive compensation based on a rate of 66 2/3% of the employee’s average weekly wage up to the applicable maximum amount. An employee may use accrued vacation or sick leave to make-up the difference between the Workers’ Compensation payment and the normal take-home pay. If the employee uses this option, the following will apply:

1. The employee will be paid Worker’s Compensation from the Workers’ Compensation carrier.
2. The accrued sick and/or vacation leave will be computed and paid by the Library.
d. Retirement – Kansas Public Employees Retirement System (KPERS) - KPERS is a qualified, governmental, section 401(a) defined benefit pension plan. All eligible regular employees of the Library (including Police Officers) are automatically enrolled as members of KPERS after the completion of one year of employment. Membership is mandatory for all employees in covered positions. Both the employee and the Library contribute to the system. Members’ contributions are fixed by statute at 4% of gross compensation. The employer’s contribution rate may fluctuate, depending on the funding needs of the Retirement Systems. Your KPERS contributions are excluded from gross income for federal income tax purposes.

e. Pre-tax Health Insurance Premium for Director – The Library will pay the full monthly premium to BCBS of Kansas for the Director’s health insurance. The Director will have their portion of the payment deducted from each monthly paycheck pre-tax.

f. Comp Time for Director – The Director is a salaried employee who should work up to 40 hours/week. For times when the Director has to work more than 40 hours in a week he/she can accrue comp time to be used at their discretion, but when it is least disruptive to the Library schedule.

g. Eligibility for Bonus – The Director shall have the opportunity to earn a yearly bonus, at the Board’s discretion, dependent on Grants and Donations that they secure, with the exclusion of the Levand Grant, SCKLS Grant-in-Aid and Summer Reading Grant, Kansas State Library Annual State Aid, Goddard Lions Club and Woman’s Club donations and municipal funds. This bonus will be a percentage set by the Board and with or without a cap as the Board deems appropriate. Other full-time employees that seek Donations or Sponsorships for programming and services, such as the Summer Reading Program, may also be considered for a yearly bonus with a percentage and cap set by the Board. These bonus percentages and caps will be provided in a separate document and signed by the Library Board President and the employee. These documents will be housed in the employee’s personnel file. – Updates approved 3/14/2022

11. Employee Information

A. Hours of Work

Work schedules for employees vary throughout our organization. The Library’s standard hours of operation are 9:30 am – 6:00 pm Monday through Friday, 9:30 am – 1:00 pm Saturday, and 1:00 pm – 4:00 pm Sunday.

Assigned hours of work vary by shifts. The Director will advise employees of their individual work schedules. Staff needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled.
each day and week. Employees must adhere to their assigned work schedules or be subject to disciplinary action.

B. Breaks
Employees who work a 7 hour shift will have up to one-half (1/2) hour paid lunch break.

C. Attendance & Punctuality
a. To maintain a safe and productive work environment, the Goddard Public Library expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness places a burden on other employees and on the Goddard Public Library. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Director as soon as possible in advance of the anticipated tardiness or absence.

b. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

D. Personal Appearance of Employees
a. It is the policy of the Library that each employee’s dress, grooming, and personal hygiene should be appropriate to the work situation. The presumption of the Library is that employees at all levels and job positions are representatives of the organization and, therefore, their dress, grooming, and personal hygiene affect the public’s impression of the Library and internal morale. The Library expects employees to:

b. Present or create a professional or identifiable appearance for customers, suppliers, and the public. This means:
   1. No shorts or cutoffs, length of all pants/skirts needs to be too knees or lower.
   2. No cut off shirts, no showing of bras, no low cut tops, no strapless apparel
   3. No flip flops

c. Employees are expected at all times to present a professional, businesslike image to customers, prospects and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Library. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.

d. All employees must comply with the following personal appearance standards:
   1. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. (See guidelines above)
2. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.

3. Sideburns, moustaches, and beards should be neatly trimmed.

4. Graphic or offensive tattoos and body piercing (other than earrings) should not be visible.

e. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with the policy. Violations of this policy may result in disciplinary action which could include termination.

E. Social Media Policy

Social Media platforms are a great way to inform, engage and interact with patrons. It is GPL’s mission to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning. Our social media platforms allow us to do this on a daily basis. GPL has a Facebook page, Instagram and Snapchat. Any member of the staff may post to the GPL platforms but should keep the following guidelines in mind:

Staff Responsibilities: Content of Posts should serve as a forum for the discussion of many issues related to the library’s collections, programs, services, and spaces. Social media accounts serve as the digital face of the library and staff should maintain the same level of customer service provided in the physical library. All staff that post should be thoroughly versed in the mission, values, and positions of the library and its governing body. Staff should be friendly, sincere, and energetic. Social media content should be written from the point of view of the “We,” which represents the library as a whole and not as an individual staff member. 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.

Posts need to be:

- Timely
- Accurate
- Spelled correctly
- Easy to read and understand – with graphics and all pertinent information included.
- In keeping with the library’s mission and values
- Professional though conversational and light in tone
- Responsive and engaging
- Double checked by another staff member
Library staff should protect patron privacy and confidentiality whenever possible. Social media platforms should not be used to collect information about the library’s users. Information shared by patrons on the library’s social media should not be kept by the library or used for other purposes.

**Training:** Before posting regularly on the library social media accounts, staff need to attend training or speak with the director about obtaining training. Social media training is available free of charge through SCKLS, and online, through Web Junction.

**Reconsideration:** Articles and comments containing any of the following forms of content shall not be allowed and the offender could be blocked from participation in the forum for:

- Profane language or content
- Content that discriminates on the basis of race, creed, color, age, religion, gender, marital status, public assistance status, national origin, physical or mental disability or sexual orientation.
- Sexual content or links to sexual content
- Solicitations of commerce
- Private, personal information

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

**Disclaimer:** The comments expressed on any social media platform do not reflect the views or positions of the library, its officers, or its employees. Users should exercise their own judgment about the quality and accuracy of information presented on social media.

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

If in doubt about any of the above, please ask the Director.

*Approved by the Goddard Public Library Board of Trustees 9/9/2019*

**F. Confidentiality and Communication**

All matters relating to Goddard Public Library (GPL) and its organizations, annex authority (City of Goddard), partners and staff must be considered confidential. Nothing that occurs in the GPL work environment should be communicated beyond the protocols outlined below. GPL employees should not discuss GPL organization matters in public places such as conferences, meetings or restaurants where other persons may overhear their conversations.
All forms of communication are covered by the following protocols. Communications are defined as verbal and written as well as any electronic communications such as phone, e-mail, texting, blogs, social networks or fax. In keeping with the mission of GPL, to engage the community, share knowledge, inspire curiosity and encourage life-long learning, communications from GPL employees will be service-minded, courteous, tactful and subject to a reasonable level of professional standards. (Also see Social Media Policy)

GPL is committed to problem-solving and conflict resolution, so each employee is responsible for communicating any comment, suggestion or criticism regarding the Library and/or its employees to the Director. The protocol for addressing any comment, suggestion, criticism or other matter not directly association with a GPL employee’s specific job task is to communicate such information to the Director for guidance. The Director will provide the employee with an appropriate response. The Director will also determine if the communication should be referred to the President of the Library Board or the Library Board as a whole.

All incoming mail or packages will be distributed to the proper employee and mail or packages not clearly addressed may be opened by designated GPL employees. GPL e-mail accounts are to be used for GPL purposes only and will be limited to specific job tasks or communications related to GPL business. Employees will refrain from using vulgarities, obscenities or threats of violence in work e-mail messages and/or other work-related communications. Employees will refrain from the viewing or transmittal of criminally prohibited images as defined by state and federal laws. E-mail messages and/or other work-related communications should be transmitted only to those individuals who have a business need to receive them and should not be re-transmitted or printed for distribution without the permission of the sender.

GPL reserves the right to monitor mail, e-mail, phone, and fax transmissions to and from GPL. Employees waive any right to privacy in electronic communications such as e-mail messages, internet use or other work-related communications. Employees waive any right to privacy in documents contained in the GPL computer system and GPL reserves the right to access, disclose and/or delete any documents on the GPL computer system. Employees should have no expectation of privacy in any work-related written or electronic communications, documents or storage. Passwords for the Library’s social media channels and other joint accounts, should be shared on the Library’s password sheet.

No Library employee will utilize the Library or the Library’s Post Office Box for delivery of personal items, without approval, prior to delivery, from the Library Director. This includes, but is not limited to: USPS, UPS, Fed Ex or DHL.

Personal business should be conducted on personal time and may be conducted on GPL premises with the prior permission and authorization of the Director. GPL recognizes that occasions may occur where it is necessary for employees to make and
receive personal electronic communications such as phone calls, faxes, text and email messages during work hours. Employees should ensure that no personal correspondence appears to be an official communication of the Library, since employees may be perceived as representatives of the Library and, therefore, damage or create liability for the Library. All outgoing messages in any form should be accurate, appropriate and work-related. If you have special circumstances involving personal matters affecting your work, you must make the Director aware of your situation. Violation of the confidentiality and communications policy and protocols can result in corrective action which may include termination. – Updates approved 3/14/2022

G. Nepotism (Hiring of Relatives)

a. The employment of relatives within the organization may cause serious conflicts and problems with favoritism and employment morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. In order to avoid favoritism or the appearance of favoritism based on family relationships, no person who is a member of the immediate family of a full or part-time Library employee shall be employed full or part-time with the Library.

b. This policy also pertains to board members’ relatives. No relative of a board member may work full or part-time at the Library. If a board member relative is hired then that board member must resign. If an employee has a family member come onto the board, they will have to resign their position with the Library if that family member refuses to step down.

c. For the purpose of this policy, immediate family is defined to include any person who is related by blood, marriage or adoption.

H. Conflicts of Interest

a. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Goddard Public Library’s business dealings. For the purpose of this policy, a relative is any person who is related by blood, marriage, or adoption.

b. Employees shall not actively campaign for candidates for any Library office or for any Library election issues. There shall be no posting or distributing of political materials on Library property.

c. No employee shall serve as an official voting member on any Library committees. However, employees may be appointed by the Governing Body to serve as a staff person to or as a liaison for a Library
committee.
d. Employees are expected to conduct themselves in a manner that avoids even the perception of a conflict of interest.

I. Outside Employment

GPL understands that most part-time employees will have other employment outside of the Library. The Director will make every effort to have a consistent work schedule for all employees. The following is the GPL policy:

a. It is expected that if a work conflict arises, the employee will give GPL adequate notice and will find another employee to work that shift.
b. All employees will be held to the same work standards.
c. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside the GPL for materials produced or services rendered while performing their jobs.
d. Failure to follow the above guidelines is basis for termination from GPL.

J. Reimbursements for Expenses and Mileage

a. Reimbursements to employees for use of privately owned vehicles, or for any other personal expenses incidental to employment shall be made only when approved in advance by the Director of all approved expenses upon completion of the trip or return to work. Receipts of expenses (meals, lodging, transportation, toll, parking fees, gratuities, etc.) shall be submitted with requisitions for reimbursements of expenditures.
b. Mileage for the use of privately owned vehicles shall be at the current IRS rate of reimbursement for privately owned vehicles used by Library staff for official Library business. Any use of personal vehicles for Library use must be approved by the Director.
c. Employees may request advance pay for travel from the Director or their designee. All receipts from the trip must be turned into the Library along with any extra advance pay. If expenditures exceed the advance pay, reimbursement will be made for appropriate charges.
d. When approved for out of Library business trips, employees shall be eligible for reimbursement of all approved expenses upon completion of the trip and return to work. Receipts of expense (meals, lodging, transportation, gas, toll and parking fees, gratuities, etc.) shall be submitted with a requisition for reimbursement of expenditures.
e. No trip expense for convention or conference outside the mainland United States shall be reimbursable unless authorized in advance by the Library Board.
K. Gratuities

a. Employees shall not place themselves in a position where their private interests may conflict or appear to conflict with their official duties or where their objectivity or judgment may be impaired.

b. Employees shall not accept from any persons, business or organization any gift, including such items as money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment for the benefit of the employee or department, if it may be reasonably inferred that the giver either seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty, or has an interest which may be substantially affected by the performance or nonperformance of an official duty.

L. Visitors & Public Relations

a. Maintenance of an open and honest atmosphere in Library leadership is essential. Citizens’ trust in Library leadership is gained not only through efficient and effective provision of public services, but by the conduct of Library employees, both on and off the job.

b. Every Library employee shall continually strive to promote good public relations for their department and the entire municipal organization. The behavior and actions of Library employees affect the public's perception of Library leadership and administration and hence public relations.

c. Visitors at the Library facility shall be made to feel welcome and shall be treated in a friendly, courteous and professional manner.

d. Public statements or the release of information on any matter related to municipal policy, administration, the operation of any department or personnel management shall be limited to the Library Board or Director. Release of unauthorized information shall result in disciplinary action up to and including termination.

(All Personnel Policy Above Reviewed and Changes Approved 9/9/2019 with the exception of the Social Media Policy which was approved on 7/8/2019)

M. Purchasing Policy

a. Certain fundamental principles must be observed when purchases are made on behalf of the Goddard Public Library. Any commodity or service should be obtained at the lowest cost possible consistent with the quality required to maintain efficient operations of the Library.
b. All personnel of the Library shall become familiar with and strictly follow the Library's policies and procedures as they relate to purchasing. The Director shall be cognizant of the respective budget limitations and initiate purchases accordingly. It is the responsibility of the Director to anticipate requirements and initiate action to purchase goods and/or service in advance of the time that they are needed. Estimates of annual departmental usage of certain items may be necessary so that the correct quantity of goods may be determined.

c. The Director is responsible for enforcement of the Purchasing Policy. In the event that the Director is unavailable, the Board President and/or Treasurer is the “Library Official Responsible for Enforcement”.

d. The Library Board determines the level of expenditures permitted for the Library by adoption of the annual budget. The Library Board takes no future action with the exception of approving purchase orders in excess of $500.

e. The Director is responsible for making purchases consistent with the policies and procedures set forth herein and keeping purchases within the scope of the Library budget. If an item exceeds the annually allotted budget for a specific expenditure, the Director must seek approval of the Library Board at the next regularly scheduled meeting of the Library Board. At such meeting, the Director must address the Library Board and provide the Library Board, in writing, a justification for the requested purchase exceeding the annually allotted Library budget. If the Library Board deems a purchase in excess of the allotted budget is warranted they may approve the purchase with a quorum vote. This is only for Capital expenses when the Library has a reserve in its Capital bank account.

N. Access to Library Building

Library keys will be maintained and distributed by the Library Director. No employee under the age of 18 years old will be issued a key to the outside doors of the Library. The following will have Library Building outside door and Director’s office keys: Library Director, Library employees given access by the Director, Goddard City Clerk, Goddard City Police Chief, Goddard City Manager, Goddard Public Works department and Library cleaning attendant.

- Any employee entering the Library after hours must notify the Director before they enter
- Any employee that visits the Library as a patron, (not within scheduled work hours):
Must enter within the Library’s regularly scheduled open hours
- Employees in the Library as a patron are not allowed in any work area, i.e. in the vault area or behind the checkout counter.

12. Leave Policies

A. Holidays (Closures)

Employees of the Goddard Public Library will receive time of work with pay for the following holidays (See also Holiday pay):

- New Year’s Day: January 1
- Presidents’ Day: 3rd Monday of February
- Easter: Sunday holiday falls on
- Memorial Day: Sunday and Monday
- Independence Day: July 4
- Labor Day: Sunday and Monday
- Fall Festival: Saturday in October when it occurs
- Thanksgiving: Thursday and Friday
- Christmas: December 24-26

Birthday or other day of choice with approval from Library Director

Updates approved 3/14/2022

B. Vacation Leave

a. The Goddard Public Library feels that it is important for its employees to have the opportunity to have time away from the job for rest and relaxation and recharging.

b. The vacation year starts January 1 and ends December 31 each year. Vacation is earned in the next calendar year after hire unless that is less than 90 days. In that case, vacation will be earned after a satisfactory 90 evaluation.

c. The Director shall approve and schedule vacations to ensure minimum disruption of Library services.

d. Vacation shall be taken in the year it is earned or it is lost. There is no accumulation of vacation time. For full-time employees up to five hours of vacation time can be taken as pay yearly, if not used.

C. Vacation Leave Benefits
a. The Library Director receives 2 weeks of annual leave with pay after a
90 day satisfactory evaluation. After the first full year of employment
that will be raised to 3 weeks after satisfactory evaluation. This time
can be raised every 2 years at the discretion of the Library Board. A
maximum amount of annual leave can be set at any time.

b. Library employees receive for vacation the amount of time that they
work each week, or if full-time, they receive 40 hours annually. This
can be raised each year after a satisfactory evaluation. A maximum of
vacation hours for an employee can be set at any time.

c. Annual leave for the Library Director and library staff who work at least
10 hours each week begins after a satisfactory 90 day evaluation.

d. The Library Director requests use of annual leave with the approval of
the Library Board President.

e. Library employees request use of annual leave with the approval of the
Library Director.

f. As an added benefit, all full-time employees, including the Director,
receive a paid day of vacation for their birthday each year. If they do
not want to take it on the actual day they can get approval from the
Director to take this at another specified time. 

– Updates approved 3/14/2022

D. Sick Leave

a. The Goddard Public Library provides paid sick leave benefits for the
Director, full-time and part-time employees for periods of temporary
absence due to illnesses, injury or disability. Taking sick leave under
false pretenses is a violation of trust that is subject to disciplinary
action, up to and including, termination.

b. Employees begin receiving credit for sick leave after the first of the
year after hire.

c. The Director and all full time employees receive one week of sick leave
each year. Part-time employees receive two days of sick leave/year.
This cannot be carried over to the next year.

d. Employees who have to be absent for extended periods of time
because of an illness or the illness of a loved one, the birth of a baby,
adoption, etc. may be covered under the Family and Medical Leave
Act. Paid leave will be designated as FMLA leave if circumstances are
such that the employee is on sick or vacation for a FMLA purpose. In
such circumstances, an employee must complete the FMLA application
available through the Library.
e. Paid leave will be retroactively designated as FMLA leave by either the employee or Library if circumstances are such that the leave was unexpected or because the employee is on sick or vacation leave for a FMLA purpose and has not advised the Library of said purpose. However, in no event may leave be so designated after the leave has ended.

f. The Director may, at any time, require a written statement by a licensed physician certifying that an employee’s condition prevents or prevented them from performing work duties and verifying the need for the absences.

E. Sick Leave Without Pay

a. Sick Leave without pay may be authorized by the Director only after the employee has exhausted all their paid leaves, including vacation/annual leave. Unused vacation leave may be used in lieu of sick leave when requested by the employee and approved by the Director. Sick Leave without Pay is for the same purposes as paid Sick Leave, but NOT for the purposes covered by FMLA.

b. Sick Leave without Pay may not be granted in excess of sixty consecutive work days in a twelve month period. The employee will be terminated after 60 consecutive work days unless an extension is granted by the Director.

c. Reporting requirements, including physician’s statements, etc., are the same for Sick Leave without Pay as for Sick Leave with pay.

F. Other Leave of Absence Without Pay

a. Leaves of absence without pay may be authorized for an employee, due to personal reasons, by the Director. The request for leave of absence must be made in writing stating the reasons for the request, the date the leave will begin and the probable date of return.

b. The employee’s request shall only be considered if their employment record shows that employee to be of more than average value to the Library and when it is desired to retain the employee, even at some sacrifice.

c. A leave of absence can be approved for permanent full-time and permanent part-time employees. The Director may grant an employee a leave for a period of five consecutive months. Leaves may not be extended past the five months (except military leave).

d. Failure to return upon the date noted for the leave of absence shall result in termination.
e. Neither seniority, sick leave or vacation shall accrue during an employee’s leave of absence. Earned, unused, vacation leave may be utilized while on leave of absence.

f. During the employee’s approved leave of absence, their position may be temporarily filled. At the expiration of the leave of absence, the employee has the right to, and shall be reinstated to the position which they vacated, if the position still exists; if not, to any other vacant position in the same class within the same department.

g. An employee accepting other employment shall be considered insufficient reason for approval of leave of absence without pay, unless the leave is approved by the Director.

h. If, in the interest of the Library, it is necessary to recall an employee on leave of absence, the Library may terminate a leave of absence without pay by giving written notice, by certified mail, to the employee at least fourteen calendar days prior to the leave termination date.

i. With the approval of the Director, an employee may return from leave on an earlier date than originally scheduled.

G. Family and Medical Leave

a. Employees covered under FMLA will be granted leave when the employee requests such leave and fills out the required paperwork.

b. See FMLA Employer’s Guide for details.

H. Bereavement Leave

a. The Library Director and full-time employees will receive three consecutive days of leave in the event of the death of an immediate family member.

b. Other library employees will receive paid leave for the hours they were scheduled to work during the three-day period of their bereavement absence.

c. Bereavement leave applies to the death of a spouse, child or other relative residing in the employee’s household parents and parent of a spouse, grandparents, grandchildren, brother, sisters, aunts, uncles, spouses of brother and sisters of employee and spouse.

d. The Goddard Public Library defines “other family members” as the employee’s spouse’s parent; the employee’s spouse’s sibling, grandparents, grandchildren, stepparents, stepchildren, step-grandparents or step-grandchildren; and the employee’s child’s spouse.
I. Jury Duty
   a. An employee will be given necessary time off with pay for jury duty
   b. As well as court appearances as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the Library.

J. Time Off to Vote
   a. The Goddard Public Library encourages employees to fulfill their civic responsibilities by participating in elections. If employees are unable to vote in an election during their non-working hours, GPL will grant up to two hours of paid time off to vote.
   b. Employees should request time off to vote from the Director at least two working days prior to the election. Time off will be scheduled when it will cause the least disruption to the normal work schedule.

K. Military Leave
   a. Employees who fall under USERRA will be granted the rights and protections required by law.
   b. Please view the USERRA Statute for details.

L. Injury Leave
   In case of an on-duty accidental occupational injury to an employee, such injury shall be reported in writing (during the same working shift) to the Director who shall prepare and submit a report of the incident to the Library Board.
   a. Benefits for on-the-job injuries
      1. A non-probationary full-time employee will receive Injury Leave benefits to supplement Worker’s Compensation payments to provide up to current take-home pay for the first 90 consecutive calendar days from the date of injury. Part-time, limited and probationary full-time employees will receive only Worker’s Compensation payments as prescribed by the Kansas Workers’ Compensation Act.
      2. After 90 consecutive calendar days, a full-time employee will use accrued Sick Leave and Vacation Leave to supplement Workers’ Compensation payments to provide up to current take-home pay until they are released to return to work. Part-time employees will use Vacation Leave to supplement Worker’s Compensation payments in the same way as full-time employees, except that they do not need to wait 90 consecutive days.
3. Use of Injury Leave will not affect the employee’s eligibility for Vacation and Sick Leave benefits.

4. Employees using leave to supplement Worker’s Compensation payments as described in (1) and (2) above will continue to earn Vacation and Sick Leave, but only on the portion of regular hours that are not covered by Worker’s Compensation.

5. When an employee is no longer receiving Vacation or Sick Leave to supplement worker’s Compensation payments, the employee is no longer eligible to accrue benefits, e.g. Sick and Vacation Leave.

6. The Library will pay medical and hospital costs and other allowances in connection with the injury as prescribed by the Kansas Workers’ Compensation Cat. A physician’s report will need to be completed at least every thirty days following the date of the accident until the employee is released by the physician to return to work. The employee may not return to his/her job until the attending physician has authorized a written release for work.

7. Upon an employee’s return to work, the employee will be required to have a doctor’s release and present it to the Director. If medical restrictions are part of the release, the employee’s Director must agree to accommodate the restrictions.

Employees shall not engage in part-time jobs or outside business activities while on Military Duty, Sick Leave, or Injury Leave.

M. Professional Leave – Career Development

Employees are encouraged to take advantage of opportunities for professional growth and development. Employees may attend, or be directed to attend, conferences, seminars and meetings, if approved by the Director. Such activities must be in the general work area or field of the employee and funds must be available in the budget.

N. Scheduled or Unscheduled Leave for the Director

The chain of Command when the Library Director is out of town or not available is: 1st – Programming/Outreach Specialist, 2nd – Library Assistant, 3rd – Board President, 4th – Board Vice-President, 5th – Board Treasurer.

13. Employee Conduct and Discipline Actions

A. Discipline

The proper discipline of employees is essential to good management. Rules and Regulations governing employee discipline are designed to provide guidance for the Director and the Library board in the handling of
employee misconduct and/or unsatisfactory work performance. The primary objective of disciplinary action is to conform an employee’s behavior to that expected of all productive Library employees.

Definition

Discipline is a penalty invoked against an employee who has engaged in misconduct, has failed to meet or adhere to expected and/or established Library standards and code of conduct or has violated a Library policy or rule and regulation. Discipline is meant to be corrective and educational as well as to provide punishment for unacceptable conduct. Effective discipline should, but need not, be progressive, depending upon the violation, and condemns the employee’s wrongful act – not the employee as a person. It is meant to reform the offender, deter others from the same action and maintain the integrity and standards of the organization.

Causes for Disciplinary Action. The following circumstances will be cause for disciplinary action. This list is by way of example and is not intended to be exhaustive. Action may also be taken upon cause and complaints that may be other than those circumstances listed below. An employee’s pay, may or may not, be affected, depending upon individual circumstance.

a. Any violation of the Library’s policy regarding use of alcohol and drugs, including the use of intoxicating beverages or drugs and/or being under the influence of these substances while on duty.
b. Admission or finding of guilt of a crime when the criminal act either:
   1. Affects the employee’s ability to perform the duties of his/her position, or
   2. Is related to the duties and responsibilities of the position.
c. Offensive conduct or language, or harassment towards the public, Library officers or other employees.
d. Insubordination.
e. Failure to properly care for or protect Library property.
f. Violation of any lawful direction given by a Director.
g. Inappropriate behavior unbecoming to the position held, including any act or omission which could tend to disrupt the economical or efficient conduct of the business of the Library.
h. Violation of any of the provisions of Library ordinances, policies, rules or regulations.
i. Any attempt to induce any officer or employee of the Library to commit an illegal act, to act in violation of any Library ordinance or administrative regulation, or to participate therein.
j. Solicitation or acceptance from any person of any fee, gift, or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment than is afforded any other person.

k. Use or attempted use of political influence or bribery to secure an advantage in an examination or promotion process.

l. Absence from duty, without leave, contrary to Library rules, or failure to report after leave of absence has expired or after such leave of absence has been disapproved or revoked.

m. Excessive absences or inappropriate use of any approved leave.

n. Engaging in activities which disrupt or which are intended to hinder or interfere with the efficient work activities of any Library function. Including a concerted action with other to not report for duty or to not work at usual capabilities in the performance of normal duties.

o. Theft of Library or another employee’s property, or misuse of Library property.

p. Violation of the Library’s code of conduct.

q. Failure to perform assigned duties, neglect of duty, incompetence, inefficiency, or unsatisfactory performance.

r. Tardiness.

s. Disruptive or uncooperative attitude detrimental to the efficient operation of or best interests of the Library.

t. Violation of the Library’s code of ethics as adopted by the Library Board

**Types of Disciplinary Action**

a. Reprimand – A notice to an employee in either verbal or written form that there has been a violation of a Library policy.

   **Verbal Reprimand** – usually given for minor violation.
   **Written Reprimand** – usually given in situations where a verbal reprimand is not enough or where a verbal reprimand has not proven corrective. A written reprimand will be signed by both the employee and the Director and a copy for inclusion in the employee’s personnel file. The letter of response to the reprimand which will be attached to the reprimand in the personnel file. When no corrective action has been taken, or the offence persists or reoccurs, or other types of problems occurred, further disciplinary action may be taken.

b. Suspension – Time off without pay due to a violation of any Library policy or inappropriate behavior in the course of an employee’s duties. A Director has the discretion to determine the length of and dates of the suspension based upon the nature of the violation and any other departmental factors to be considered. Days off without pay due to a suspension will not necessarily be consecutive.
Notification of a suspension will be in writing and will include the reason(s) for and duration of the suspension, when the suspension will take place and any other terms the employee must meet before returning to work. This notification will be placed in the employee’s personnel file and will not be removed.

An employee may be suspended with or without pay in the event he/she is arrested for a felony charge or other violation of the law and is either imprisoned pending trial or released on bail or bond pending trial. This suspension may be in effect until such time as a judgement is rendered by the court. The determination as to the status of an employee’s pay will be based upon individual circumstances.

c. Involuntary Demotion – Movement from one position with a lower salary range due to an employee’s inability to satisfactorily perform the essential functions of the job or for disciplinary reasons. No demotion shall be made as a disciplinary action unless the employee to be demoted is able to perform all of the essential functions of the position in the lower class.

Notification of an involuntary demotion will be in writing and will include the reason(s) for the demotion, when the demotion will take place and any other terms the employee must meet. This notification will be placed in the employee’s personnel file and will not be removed. This notification will be made at least 15 calendar days before the demotion takes effect.

d. Dismissal – an employee is permanently relieved of his/her responsibilities and duties and asked to leave the worksite. Dismissal may be voluntary or involuntary.

Voluntary Dismissal – Initiated by the employee or by mutual consent.

Involuntary Dismissal – Initiated by the employee’s Director.

Notification of dismissal will be in writing and will include the reason(s) and date the dismissal takes effect.

Employees who are dismissed from Library service may request a pre-termination hearing. This written request must be made within 24 hours of notice of the dismissal. The employee will have two workdays in which to submit to the Director and the Library Board oral and written reason and explanations contesting the action. Upon examination of this information and the holding of the pre-termination hearing, the Library Board may decide that the dismissal is improper and may reinstate the employee and impose appropriate disciplinary action in lieu of the dismissal. If the dismissal is upheld, the Director will notify the employee in writing and the original dismissal will stand. Employees will remain suspended with pay until the conclusion of the pre-termination hearing.
B. Appeals and Investigations

Employees have the right to appeal suspensions, involuntary demotions and dismissals. Proper procedure for an appeal is detailed below.

**Purpose** – The purpose of this procedure is to secure, at the lowest administrative level possible, resolution of a grievance which may arise.

**General Provisions**

a. A grievance is a dispute relating to the working conditions of employees, or alleged civil rights violations.

b. No employee shall utilize this procedure to file grievances relating to council policies and ordinances; federal or state statutes (except in the instance of civil rights violations) or in matters where the employee has no direct interest.

c. Time limits specified in this procedure may be changed by mutual agreement of the parties involved in the grievances. In the event of an approved absence of the grievant or the appropriate Director or administrator, time limits shall be temporarily suspended.

d. Grievances arising from the action of an official other than the immediate Director of the employee can be initiated with the Department Head or Director or his/her designee at Step 2 of the grievance procedure below.

e. Appeals of terminations, involuntary demotions, or suspensions of three or more days shall be initiated directly at step three of the grievance procedure.

f. Any hearing pursuant to this grievance procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend.

g. Details of grievances and grievance proceedings shall be kept confidential.

h. An employee shall not be interfered with, restrained, discriminated against or subject to any retaliation as the result of the presentation of a grievance.

i. At no time shall an employee take a grievance directly to the Library Board or individual Library Board Member.

**Grievance Procedure**

a. **Step 1** – Within five working days of the time that the grievant knew or reasonably should have known of the grievance, the grievant will orally present the grievance to his/her Director. The Director shall respond to the complaint within five working days after presentation of the grievance.

b. **Step 2** – 1. If the grievance is not resolved at Step 1, the employee may file the grievance in writing with the Director within five working days after receiving a response from the Director.
2. The grievance shall: a) name the employee or group of employees involved, b) state the facts giving rise to the grievance, c) identify the administrative regulations or policies alleged to be violated or misinterpreted, d) state the contention of the grievant with respect to the grievance, and e) indicate the specific relief request.

3. The Director shall present a written response to the employee within five working days of receipt of the grievance.

c. **Step 3 – 1.** If the grievance is not resolved at Step 2, the employee may file an appeal to the decision with the Director within five working days of receipt of the decision. Except as specified in paragraph #5 below, a Grievance Board hearing will be scheduled as soon as practical to hear the grievance.

2. The Grievance Board shall consist of three members, which shall include two Library Board members and the Director. No witness to, or party to the grievance or immediate family member to either party may be a Grievance Board member.

3. At the hearing, the Grievance board shall provide time for the Grievant and the library to: Present evidence supporting their position; call witnesses; cross-examine witnesses; be represented by counsel at the hearing; and provide for a record of the hearing.

4. At the hearing, the burden of proof shall be allocated as follows; In all appeals of terminations, involuntary demotions, or suspensions of three or more days, the Library shall bear the burden of proving just cause for the termination, involuntary demotion or suspension, and in all other disputes relating to the working conditions of the employees or alleged civil rights violations, the alleging party shall bear the burden of proof.

5. After the hearing, the Grievance board will prepare a finding of fact and a recommendation which will be forwarded to the Director for consideration within five working days of the close of the hearing.

6. The Director shall make a decision within five working days of the receipt of the recommendation and provide a written response to the employee. This decision is final.

7. Upon written request to the Director, the grievant may elect to have the grievance heard by the Mayor in lieu of a Grievance Board. If elected, a hearing with the Mayor shall be scheduled within five working days of receipt of the appeal. The Director will provide a written response to the grievant within five working days of the close of the hearing.

8. The decision of the Mayor is final and not subject to further appeal.

**Investigation**

In order to properly investigate any appeal of grievance, the Director may request the production of records, reports or any other information deemed appropriate.
1. **Resignation**  
   a. Resignation is a voluntary act initiated by the employee to terminate employment with the Goddard Public Library. Although advance notice is not required, the Goddard Public Library requests at least two weeks written resignation notice from all employees, excluding the Director who must give one month written notice.  
   b. Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

14. **Miscellaneous**

   **A. Drugs & Alcohol**

   The Goddard Public Library is committed to maintaining a drug and alcohol free workplace. The public has a right to expect Library employees to be free from the effects of drugs and alcohol as they serve the community. Further, Library employees have a reasonable right to work in an environment safe from the potential dangers posed by drug and alcohol misuse. The Goddard Public Library is also obliged to comply with federally mandated (Omnibus Transportation Employees Act of 1991) alcohol and testing rules for individuals operating vehicles that require a commercial driver's license.

   a. This policy applies to individuals seeking employment and all full-time, part-time, temporary and seasonal employees of the Goddard Public Library. For employees, this policy is effective while the employee is being compensated by or is acting in an official capacity for the Library. It does not intend to supersede or conflict with binding state or federal laws, statues or regulations.

   **Employment Policy:**

   a. Employees are prohibited from the illegal use, sale, dispensing, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on Library premises or work sites. Exception to the alcohol rule states: If staff are dispensing alcohol for an approved program, such as Wine & Color, Dice & Drinks, etc. then they may dispense alcoholic beverages on library property the second Saturday of each month during this programming to program participants. Staff are not allowed to take part or to partake of alcoholic beverages on library property if they are at the event as a paid employee. The Library has been granted an exemption from City Code that states alcohol is not allowed on/in public spaces. This exemption is
specifically for the second Saturday of each month. – (Addition approved 12-12-2022)

b. Library employees are not to consume or ingest or have the odor of alcohol or drugs on their breath or person during working hours, on breaks or during meal periods. If it is determined that an employee consumed or ingested alcohol or drugs before operating or while operating any Library vehicle or equipment, the employee will be subject to disciplinary action, up to and including termination.

c. Employees are required to report to work fit to perform their duties in a safe and efficient manner. An employee should notify the Director before beginning work when taking any medications or prescriptions which may interfere with the safe and effective performance of duties or operation of Library equipment.

d. Any Library employee who is involved in a reportable incident (see definitions) that results in injury to persons or property shall be subject to an investigation by the Director and/or the Goddard Police Department. The employee(s) will be directed to undergo a drug or alcohol detection test to aid in determining fitness for duty or if there was reasonable suspicion that the employee was under the influence of drugs or alcohol at the time of the incident. Based on the results of the investigation and detection testing, the employee may be subject to termination.

e. The Director or the Library Board may initiate/authorize drug or alcohol testing if a reasonable suspicion of employee substance abuse exists. The Director shall be responsible for recognizing and evaluating circumstances and behavior that may warrant reasonable suspicion for drug/alcohol testing. The Director who has reasonable suspicion that an employee is under the influence of alcohol or illegal drugs will document the specific facts, symptoms or observations that form the basis of such reasonable suspicion in detail. Additional witness testimony should be sought if possible. The documentation will be delivered to the Director who will authorize testing. Individuals directed to test will be provided a written copy of the facts and rationale leading to the testing decision prior to taking a drug/alcohol detection test. The employee will be escorted to the testing site by the Director. An employee who refuses to participate in such testing will be subject to termination of employment.

f. Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. Participating in counseling, including Library sponsored or required counseling is
confidential and should not have any influence on performance appraisals. Job performance, not the fact that an employee seeks counseling, is to be the basis for all performance appraisals.

h. Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the Director that the employee is capable of performing his/her job. Failure to cooperate with an agreed-upon treatment plan may result in disciplinary action, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other Library policies.

Definitions:
The following terms shall have the following meanings herein, unless the context clearly indicates a different meaning is intended.

Controlled Substance – any of those substances listed in the Uniform Controlled Substance Act of the State of Kansas.

Drug and Alcohol Testing – Testing may include, but is limited to urinalysis, hair, breath analysis or blood testing.

Illegal Drugs – Drugs for which the possession, use, sale or distribution is unlawful pursuant to the laws of the State of Kansas or any federal law or regulation. Illegal drugs, for the purpose of this policy, include drugs that are not legally obtainable and drugs that are legally obtainable but have been obtained illegally.

Intoxicating Substance – any substance which produces changes in one’s physical, mental or emotional state or behavior; including but not limited to glue, paint thinner, etc.

Possession – Having controlled substances which are not obtained either directly from a doctor or a pharmacist using a valid prescription, or having controlled substances, the possession or use of which is unlawful pursuant to the laws of the State of Kansas or any federal law or regulation.

Reportable Incident – Any personal injury or property damage involving a Library employee that occurs on or off Library property during assigned work hours, or any time an employee is using a Library vehicle or wearing a Library uniform (including a Library name badge).

Under the Influence of Alcohol – Means that as a result of the consumption of alcohol an employee’s (or applicant’s) ability to perform his or her job is impaired to any appreciable degree. For the purpose of
this definition, a blood alcohol level of .02% alcohol in the blood by weight shall be considered sufficient to establish any employee as under the influence. However, an employee with a blood level of less than .02% alcohol in the blood by weight, may also be considered to be under the influence of alcohol if job performance is impaired to any appreciable degree.

Under the Influence of Drugs or Other Intoxicating Substances – Means that as a result of the consumption, inhalation or injection of any combination of alcohol, drugs or any other intoxicating substance or any combination of substances, an employee’s job performance is impaired to any appreciable degree.

B. Smoking

a. It is the intent of the Goddard Public Library to provide a safe and healthful work environment. This policy applies equally to all employees, customers, and visitor. It shall be the policy of the Goddard Public Library to follow K.S.A. 21-6109, et seq, any City of Goddard ordinances concerning smoking in public outdoor spaces and to prohibit all persons from the use of all tobacco products including, but not limited to cigarettes, e-cigarettes, pipes, cigars, and smokeless tobacco in or around all Library owned or leased buildings.

b. Library employees are allowed to smoke only during regular break periods provided by the Library personnel policy and shall be limited to outdoor areas away from the building sides that are generally observable by the public or doorways generally used by the public. Employees who violate this policy will be subject to disciplinary procedures.

C. Sexual and Other Unlawful Harassment

a. The Goddard Public Library is committed to providing a work environment that is free of discrimination an unlawful harassment. Actions, words, jokes, or comments based on an individual’s sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. In addition to being in violation of the Personnel Policies of GPL, sexual harassment is illegal. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. In some cases, it may also be a violation of the victim’s U.S. Constitutional and State Law rights.

b. Sexual Harassment is Absolutely Prohibited. The Goddard Public Library will not tolerate sexual harassment in any form. No Director or other employee shall threaten or imply that an employee’s refusal to
submit to sexual advances will adversely affect the employee’s employment, evaluation, pay, promotion, job assignment, or any other aspect or condition of employment. Nor will the Library permit the creation of an intimidating, hostile or offensive working environment.

c. The sexual harassment of any employee is demeaning to both the victim of the harassment and to the Library. It can result in high turnover, absenteeism, low morale and an uncomfortable work environment. Some forms of sexual harassment, including certain kinds of unwelcome physical contact, may also be criminal offenses. The Library will not tolerate the sexual harassment of any of its employees and will take immediate and positive steps to stop it when it occurs.

d. Definition of Sexual Harassment – Unwelcome sexual conduct that is a term or condition of employment. Unwelcome sexual conduct constitutes sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment. Sexual harassment is unwelcome behavior with sexual content or overtone that is personally offensive to the victim.

1. **Quid Pro Quo** harassment occurs when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

2. **Hostile Environment** is unwelcome sexual conduct that interferes with an individual’s job performance or creates an intimidating, hostile, or offensive working environment and can constitute sex discrimination, even if it leads to no tangible or economic job consequences.

e. Examples of Sexual Harassment – Harassment includes but is not limited to: sexually oriented “kidding” or “jokes”; physical contact such as patting pinching or purposely rubbing up against another person’s body; demands or request for sexual favors tied to promises of better treatment or threats concerning employment; discriminating against an employee for refusing to “give in” to demands or requests of sexual favors; making inappropriate sexually oriented comments on appearance, including dress or physical features; leering and sexual gestures/telling embarrassing sex oriented stories; displaying sexually explicit or pornographic materials, regardless of how/where it is displayed; sexual assaults on the job by Directors, fellow employees, non-employees; an rewarding or granting favors to one who submits to demands or requests for sexual favors. When any of the foregoing conduct is unwelcome and affects employment decisions, makes the
job environment hostile, distracting, or unreasonably interferes with work performance, it is a violation of this Policy.

f. Procedures – Making Sexual Harassment Complaints
   1. Complaints of sexual harassment must be made within one hundred eighty days (180) of the incident. This limitation begins at the time of the incident. Any employee who feels he or she has or is being subject to sexual harassment should immediately contact their Director. Complaints may be made orally or in writing.
   2. When making a complaint of sexual harassment employees may bypass the chain of command. (The line of responsibility and authority as described before). The person receiving the initial complaint shall document the complaint and the complainant should be prepared to provide the following information:
      a. The employee’s name, department and position title.
      b. The name of the person or persons accused of committing the sexual harassment, including their title, if known.
      c. The specific nature of sexual harassment, how long it has gone on (dates and approximate time(s), and any employment action, demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken as a result of the harassment, or any other threats made as a result of the harassment.
      d. Any witnesses to the harassment.
      e. Whether the complainant has previously reported such harassment and, if so, when and to whom.

g. Reporting and Investigation of Sexual Harassment Complaints
   1. Reporting – When an allegation of sexual harassment is made by an employee, the person receiving the complaint shall immediately prepare and submit a report of the complaint, according to the preceding section, to the Director (unless the Administrator is the subject of the complaint) in which case the Library Board would be notified. All complaints involving claims of sexual harassment shall be promptly and CONFIDENTIALLY investigated.

h. Investigation – Upon receiving a complaint, the Director will initiate a fact-finding investigation based on the allegations set forth in the complaint. During the investigation, every effort will be made to keep confidential the identities of both the person(s) making the change and the person(s) being charged. During the period of investigation:
*Non-elected employees accused of sexual harassment, at the discretion of the Director may be suspended with pay;
*If an Elected Official is the subject of the complaint, at the discretion of the Elected Officials, may be suspended with pay;
*If the Director is the subject of the complaint, at the Library Board’s discretion, may be suspended with pay.

i. The following procedures shall apply to the handling of such complaints:
1. The person to whom the complaint is made shall immediately present it to the Director.
2. An investigation of the alleged incident shall be promptly started.
3. The investigator shall make and keep a written record of the investigation, including notes of verbal responses made to the investigator by the person complaining of sexual harassment, witnesses interviewed during the investigation, the person against whom the complaint of sexual harassment was made, and any other person contacted by the investigator in connection with the investigation. A recorder may be used to insure the accuracy of the information being obtained.
4. The investigator shall notify the employee accused of the sexual harassment as promptly as possible as well as the severity of the allegations (immediate notification is not necessary if such notification would jeopardize the investigation).
5. The employee accused of the sexual harassment shall be given appropriate opportunity to refute the allegation and present information and/or witnesses on their behalf.
6. Based upon the investigative report, the investigator shall determine whether the conduct of the person against whom a complaint has been made constitutes sexual harassment. In making that determination, the investigator shall look at the record as a whole and the totality of circumstances, including the nature of the conduct in question and the context in which the conduct, if any, occurred. Determination of whether sexual harassment occurred will be made on a case-by-case basis.
7. If the investigator determines the complaint of sexual harassment is founded, he/she shall notify the Director so that immediate and appropriate disciplinary action can be taken against the employee guilty of sexual harassment.
8. The disciplinary action shall be consistent with the nature and severity of the offense. The disciplinary action may include transfer, demotion, suspension, dismissal, warning or reprimand, recommendations for counseling or conferences between employees and Directors, or any other measure which may be taken to resolve problems that are supported by
evidence. A determination of the level of disciplinary action shall also be made on a case-by-case basis.

9. A written record of any disciplinary action taken shall be kept in the offender’s official Personnel File. Results of the investigation shall be given to both the accuser and the accused. The complainant will be notified that filing of a complaint is not a waiver of any other rights or privileges he/she may have against the offender.

10. If the investigator determines that complaint of sexual harassment is unfounded, he/she shall notify the Director. The Director shall notify the employee accused of sexual harassment of the determination, and advise that no disciplinary action is warranted.

11. The employee making the complaint shall be notified of the results of the investigation and the discipline, if any, to be administered.

12. Regardless of the outcome, the employee shall be advised that:
   a. Any further incidents of sexual harassment involving the same parties should be reported immediately to the Director for follow-up action.
   b. Any incidents of retaliation against the party alleging the harassment shall immediately be reported to the Director for follow-up action. In a situation in which the Director is involved in the alleged harassment or retaliation, the report should be made to the Board President. The complaining party will also be informed of the right to file a complaint with the appropriate state or federal agency if unsatisfied with the Library’s efforts.

j. Findings and Determinations – Within a reasonable time after completion of the investigation, a written report, along with a recommendation as to whether the complaint of sexual harassment is founded, will be submitted to the Director (except in cases where the Director is accused of the sexual harassment). In determining if the allegations are founded, the investigator shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in questions; the context in which the conduct, if any, occurred; and the conduct of the person complaining of sexual harassment. The determination of whether sexual harassment occurred will be made on a case-by-case basis, within a reasonable time.

k. Appeal of Decision – Within ten working days of written notification to the employee of the Director’s decision, the complainant or respondent
may make a written request for a final review of the record by the Director. The Director, in response to a timely appeal, will either:

1. Review the record and provide a final decision within five work days of the receipt of the appeal, or
2. Schedule a hearing with the appealing party to hear his/her appeal within ten working days following the receipt of the appeal. The meeting can be scheduled at a time, convenient to all parties, with mutual consent (including beyond the ten day period).
3. A final decision will be made by the Director. Copies of the decision shall be sent to the complainant and respondent by registered mail, return receipt requested, and a copy will be kept to the Director to be added to the Personnel files.

I. Follow-up of Complaints and Monitoring – To ensure that reported incidents of sexual harassment have ceased, once the procedures of the sexual harassment complaint process has been followed; the Director will conduct follow-up interviews for all complaints of sexual harassment and will continue to monitor the condition of the workplace for an extended period of time.

m. Obligation of Employees – Employees are encouraged to report instances of sexual harassment since this behavior is a detriment to the work environment and sexual harassment exposes the Library to liability. Employees are also obligated to refrain from filing bad faith complaints of sexual harassment. Given the nature of this type of discrimination, the Library also recognizes that accusations of sexual harassment having no factual basis and brought in bad faith can have serious effects on innocent individuals. Any such accusations will result in severe disciplinary actions, up to and including termination.

n. Confidentiality – All complaints of sexual harassment, the ensuing reports, investigations, determination of guilt and disciplinary action, are not public record. They will be treated as confidential records and will not be disclosed except to those affected by the Kansas Open Records Act. Access to these records shall be given only with the Library Attorney’s approval to parties who have a direct and relevant need to know.

o. Prohibition against Retaliation – An employee who is the subject of an investigation of sexual harassment shall not retaliate in any way against the person making the complaint of sexual harassment, witnesses or any other person connected with the investigation of the complaint of sexual harassment.
p. Elimination of Sexual Harassment in the Workplace – The Goddard Public Library will establish training sessions for all employees concerning their rights to be free from sexual harassment and the procedure set out in this Policy. In addition, training session will be held for the Director and Board, educating them in the enforcement of this Policy and in maintaining a working environment free of intimidation, insult and harassment based upon sex.

D. Immigration Law Compliance

a. The Goddard Public Library is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

b. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Goddard Public Library within the past three years, or if their previous I-9 is no longer retained or valid.

c. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Director or his/her designee. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

E. Violence in the Workplace

a. The Goddard Public Library is committed to providing a safe environment for working and conducting business. All employees are responsible for refraining from acts of violence and to promote a safe working environment. The Library intends to use legal, managerial, administrative and disciplinary procedures to secure the workplace from violence and to reasonably protect employees and member of the community. Any violent act(s) committed by employees will be subject to disciplinary action, up to and/or including termination, or prosecution as appropriate.

b. Definitions:
   1. Dangerous Weapons: A dangerous weapon is any instrument capable of producing bodily harm, in a manner under
circumstances and at a time and place, that manifests an intent to hard more intimidate another person or that warrants alarm for the safety of another person. These may include items that obviously have the ability to cause harm but could, depending on the way the item is manipulated, such as but not limited to, throwing a chair, chemicals, stapler, drinking glass, etc.

2. Workplace violence as referred to in this Policy includes, but is not limited to, an act or behavior that:
   a. Is physically assaultive;
   b. Consists of a communicated or reasonably perceived threat to harm or endanger another individual or to destroy property;
   c. Would be interpreted by a reasonable person as carrying a potential for physical harm to the individual or a reasonable person would perceive as threatening;
   d. Involves carrying or displaying weapons, destroying property or throwing objects in a manner reasonably perceived to be threatening.

c. Possession and Use of Dangerous Weapons By Employees
   1. In the interest of maintaining a workplace that is safe and free of violence, except as hereinafter provided, possession or use of a dangerous weapon is prohibited on Library property, in Library vehicles, or in any personal vehicle which is used for Library business.
   2. Exceptions to Dangerous Weapons Prohibition: Employees of the Library may possess a firearm on Library property if:
      a. Engaged in military or law enforcement activities
      b. They are required to carry a gun or other weapon in the course of their work duties for the Library.

d. Procedure
   1. If a workplace violence act or altercation occurs and constitutes an emergency, a witness should:
      a. Contact 911;
      b. Inform an immediate superior, such as the Director;
      c. Request parties to separate without becoming physically involved.
   2. In instances that do not constitute an emergency, still contact the Director immediately. The Director or his/her designee will take responsibility for coordinating any further response to the incident, including assessment and investigation.
Section 2
Collection Development & Management

Goddard Public Library Collection Development Policy

Legal Authority – The Goddard Public Library is a public library organized under the laws of Kansas and authorized under K.S.A. 12-1219 et seq. to acquire by purchase, gift or exchange, the materials and equipment deemed necessary by the board for the maintenance and extension of library services.

Library History – The Goddard Public Library was organized by the Goddard Woman’s Club in March of 1969. It joined South Central Kansas Library System in 1971. In 1985, the City of Goddard presented a bond issue for a new library building. The Library was then considered the municipal library and was no longer run by volunteers from the Woman’s Club. It hired its first MLS Librarian in April of 2019 and saw incredible growth in outreach, programs, services, and partnerships.

Community Demographics & Needs - The City of Goddard consisted of 5083 individuals at the time of the 2020 census. Currently, the population is estimated at 5373 and growing rapidly. There are currently six new developments in process, with others awaiting approval. Goddard does not have a very diverse population (census.gov).

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<tr>
<td>White alone, percent</td>
<td>94.1%</td>
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<tr>
<td>Black or African American alone, percent</td>
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<tr>
<td>American Indian and Alaska Native alone, percent</td>
<td>0.0%</td>
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<tr>
<td>Asian alone, percent</td>
<td>0.1%</td>
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<tr>
<td>Native Hawaiian and Other Pacific Islander alone, percent</td>
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<tr>
<td>Two or More Races, percent</td>
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<tr>
<td>Hispanic or Latino, percent</td>
<td>6.9%</td>
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<tr>
<td>White alone, not Hispanic or Latino, percent</td>
<td>89.5%</td>
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To reach a larger percentage of minorities, the library serves one school located out of district and contacted us for services. This school is in a very diverse neighborhood in Northwest Wichita. 54% of the student population is minority and 78% qualify for free or
reduced lunches. These percentages are both above the average for the state of Kansas.

Because a major highway goes through the middle of Goddard, the North and South sides are extremely divided. The schools have rivalries that are at times perpetuated by school staff. The library is located on the south side of Goddard, making it challenging to serve the North side residents. The launch of our Mobile Library will help us breach this division.

The needs of the community are many. Since it is growing so quickly community amenities are important to families with young children moving into the area. Because of the economic environment at the moment, libraries and their programming and services are more needed and valued than ever.

Specific needs are early literacy skills development, easier access to services and programs, outreach to senior communities, activities and programs for teens by teens, fun and engaging programs and services, a variety of materials for loan, support from local businesses and for local business, more weekend and evening programming. For our out-of-district school, checking out materials so that children can have books at home is very important, as well the need for extra enrichment activities. During COVID, the big need was for interaction and access. We provided this virtually and over the phone.

Library Mission & Vision - The Goddard Public Library mission is to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning. Vision – The Goddard Public Library will be an integral part of the community, empowering our citizens by providing resources and activities that enrich, enlighten and inspire.

Motto: Always Imagine More ....
**Goals of the Collection** – Shall be as follows:

- To keep a current and relevant collection
- To serve as the primary resource center for the area
- To support and enhance educational, civic, and cultural activities
- To assess community needs and provide materials and programming to meet those needs using the GPL Annual Survey deployed at community events.
- To serve all members of Goddard and the surrounding area of Sedgwick County, those within the state of Kansas and all others who require our services
- To be a central and integral part of the community we serve
- To curate a diverse, equitable and inclusive collection
- To use creativity, enthusiasm, empathy, compassion and kindness in all that we do

*Updates approved 3/14/2022*
Responsibility for Selection: While the overall legal responsibility for the materials selection policy lies with the Goddard Public Library Board, the Board delegates to the Director the responsibility for selection of materials and the development of the collection. The Director works with the other staff members to design the selection program for the Library.

General criteria for collection development includes, but is not limited to:
- Examination of the existing materials in the collection on the same subject to determine if additional or more current materials are needed
- Reputation of the author, artist, publisher or producer
- Suitability of subject, style and reading level for the intended audience
- Current appeal and popular demand
- Diverse authors and works will be given the same priority for selection as other material. Opening up access to diverse voices is one way libraries help combat censorship and expose patrons to the wider world
- Present and potential relevance to the community needs
- Availability or scarcity of materials on the subject
- Value of the material in relation to its physical durability

Fiction: In addition to the General Selection Criteria above, the following criteria are often used for acquisition of fiction:
- Plausible plot and good plot development
- Effective characterization
- Imaginative writing and originality
- Literary merit
- Accurate description of the particular era or country in which the story is set
- Accurate descriptions of diverse and underrepresented characters
- Ability to sustain reader's interest
- Significant contribution in a new or special way if a new edition
- Hardcovers are preferable when available

Children’s Materials: The following criteria, when applicable, are considered when selecting materials for the children’s collection:
- Appropriate materials to meet the needs and interests of children from infancy to sixth grade
- Materials of interest to adults concerned with these age groups
- Variety in points of view to enable children to better understand their world
- Materials that reflect cultural diversity and have characters that accurately represent diverse and underrepresented communities
- Materials that reflect the wide spectra of reading comprehension and maturity levels of children served.
- Hardcovers are preferable when available

Young Adult: The following criteria, when applicable, are considered when selecting materials for the Young Adult collection:
o Appropriate materials to meet the needs and interests of young adults in the twelve to eighteen age group (middle school through high school); grades six through twelve
o Materials for recreational, popular and topical reading that may be related to the needs of students, but not school textbooks
o Recognition of special characteristics of this age group and the need to identify with others, peer pressure in the area of behavior and conduct, and a search for self-identity, self-worth, and independence
o Materials that reflect cultural diversity and have characters that accurately represent diverse and underrepresented communities
o A wide range of subjects, some of which could be controversial
o Hardcover are preferable when available

**eResources**

o Follow the above guidelines for the collection type. Analyze the Sunflower eLibrary (Libby by Overdrive) collection for addition of titles used by GPL with large wait times and purchase additional copies or similar content based on these numbers.

o Evaluate Beanstack application every 3 years to make sure it is being utilized by patrons and that Zoobean is developing new and more user friendly software.

o KanShare application – evaluate the use of this through the KanShare consortium.

**Periodicals:**

o Purchase periodicals that are relevant to the Goddard area

**Non Print Materials** such as books on cd, playaways, ebooks and eaudiobooks: Criteria parallel those listed for General Selection Criteria are considered as well as the following:

o Ability to be understood and articulated in an interesting manner

o Ease of access, availability

o To give patrons a variety of options for content

**Videos:**

o Balance popular demand with quality by basing purchases on reviews & patron/staff suggestions.

o Good technical quality

o Small need for non-fiction and documentaries to present accurate, up-to-date information of interest to patrons

o Update video formats as they change (currently purchasing DVDs, Blu-ray discs)

**Artwork:**
Donated to the library, the library does not purchase artwork
Is by a local or regional artist or depicts subject matter specific to Sedgwick County or the region
Meets high aesthetic and professional standards
Artistic merit and reputation of the artist
Quality of interpretation and technique of the artist

Professional Development Collection:

The Library provides a professional development collection for staff and library board training and knowledge purposes.
This collection will also contain materials that may be weeded from the main collection but that can still be utilized by staff for programs, services, or knowledge.
These materials are not for general checkout. Staff and library board may check these materials out. Patrons may check out on approval of the Director.

Review Sources

Adult, Young Adult, Children: Primary sources for selecting adult materials include but are not limited to Bookpage, Amazon, Goodreads, Kirkus reviews, Netgalley, Baker and Taylor information.
Non Print Media: Review sources include but are not limited to Audio Editions, Netgalley, Amazon.

Acquisition

Mobile Library – Most materials placed in the Mobile Library are either donations or items that are removed from the main collection from lack of circulation but with purchase dates and condition that makes them desirable to keep. There will be items specifically purchased for the Mobile Library at times and those items will be purchased as described by the collection development policy of the main library.

Materials Not Purchased - The Library does not purchase certain types and formats of materials including software, 16mm films, textbooks, workbooks or artwork. However, based on demand and availability, the Library reevaluates on an annual basis the types of material formats it does and does not purchase.

Replacements and Duplicates - A replacement is an item purchased to replace an identical title previously in the collection. ISBN numbers are used to determine identical titles. The need for replacement in each case is judged by these factors:
Number of copies available within the consortium. If a copy is lost or missing, the Library may not replace it if it owns another copy or if there are several copies owned by the consortium.
- The coverage the library has on the subject. If the Library has a large collection of materials in a particular subject area, there may be no reason to replace a particular title.
- The amount of similar material available. If numerous books are continually published on a subject, the Library may replace a missing title with a more current title.
- Circulation of the particular item. If an item has a large amount of circulation, it is more likely to need to be replaced.
- The demand for subject material in that subject area. It may be that the subject is so popular that the Library may replace it immediately.
- The availability of a particular title. If a title is out-of-print and expensive to replace, the library staff may decide not to buy it.
- When the budget permits, a copy will be ordered when request for the title from library users reaches 2 – 3 requests.
- The Library will purchase at least two copies of books used by the schools for English assignments. This allows for easier access of the students to this material.

- Recommendations from the Public - The Director and library staff will encourage library users to recommend materials for purchase. Such recommendations for purchase will be considered under the same criteria used for the purchase of other library materials.

- Gifts and Tax Exemptions - When gifts or donations of books or other materials are accepted, the Director and library staff will make the donor aware that donated materials may be used or disposed of as the library determines is appropriate. Determining “appropriate” use means using the same criteria set forth in the policy for the purchase of library materials. Gifts that are not added to the collection or used for Summer Reading prizes are placed in the Library book sale, recycled if damaged, or sent to the Union Mission for resale. Acceptance or decline of any other donations, not covered by written policies, are considered to be within the discretion of the Library Director.
  - Under existing law, gifts to the Library may be deductible; the deductibility is governed by the provisions of the Internal Code of 1986 as amended. The Library does not provide appraisals of books or other non-cash items. Internal Revenue Service regulations and the Tax Reform Act of 1984 (Section 155a) clearly state that the appraiser must not be the Library that receives the donated items. Donors are required to obtain a formal appraisal if the value of donated property is valued at $5000.00 or more. If a Library sells or disposes of a gift of property or materials valued at $500.00 or more, the Library must file Form 8282 with the IRS within 90 days of the sale or disposal.
  - The Library reserves the privilege of using cash donations in a manner that will best serve the operation of the Library and its service to the library users. If cash donations are made with request for specific materials to be
purchased, the Collection Development Policy should be used to
determine if the purchase is appropriate for the Library. Gifts made to the
Library become the sole property of the Library and remain so until they
are either added to the collection or until a decision is made by the Library
about their appropriate use.

- Interlibrary Loan and Cooperation - Goddard Public Library cooperates with the
KanShare Consortium, Kansas State Library and South Central Kansas Library
System to provide interlibrary loan as an essential service to library users.
Interlibrary loan, while not designed as a substitute for providing books and other
materials in constant local demand, is used by the Library to make available
those materials that cannot be added to the collection because of infrequency of
demand, space, budget or their appropriateness for the collection.
  - The Goddard Public Library is a member of the KanShare Consortium. It
    is also a member of the South Central Kansas Library System which is a
    regional system of cooperating libraries. In accordance with Kansas
    Administrative Regulation (KAR) 54-1-8, “libraries participating in a
    regional system of cooperating libraries shall permit any citizen of the
territory comprising the system to borrow materials or receive services
without charge, subject to reasonable library rules”. Fees are not charged
for interlibrary loan or research unless the lending library charges and
such charges will be passed onto the library user.
Challenged Materials - When a library user requests that a library material be removed from the shelves or challenges the appropriateness of a specific material, the following procedure will be used for reconsideration of the material:

- All requests for reconsideration of materials will be handled by the Director. The Director will offer any person making such a request the opportunity to discuss the material. The person asking for reconsideration or removal must have read the material in its entirety. One book may be challenged at a time. Curated lists of books to be challenged will not be accepted as a valid challenge.

- The discussion should take place in a relatively private area of the Library. The Director will listen to the library user and then explain the general criteria of the library’s selection policies which describe how and why materials are chosen for the collection.

- If the person making the complaint wants to continue the process for reconsideration of materials after talking with the Director, they will be offered a “Request for Reconsideration of Library Materials” form (see below) to complete. The person or group making the request should be properly identified and the complaint form should be filled out in its entirety. The process for reconsideration should be explained by the Director to the person or group making the complaint and they should be informed that after a recommendation is made by the Reconsideration Committee they will be notified.

- After the Director receives the completed form, they shall appoint a Reconsideration Committee to review the request. The Committee shall consist of the Director, a South Central Kansas Library System Consultant, a Library Board member and an individual from the community who is a library user.

- After the Director’s written notification of the decision of the Reconsideration Committee and if the person or group making the request are not satisfied with the committee’s decision, the person or group may appeal to the Library Board within three weeks of notification of the committee’s decision.

- If the decision is appealed to the Library Board, the material in question and all support information concerning the decision to purchase this material should be forwarded to the Board for consideration at its next regular meeting. The Library Board’s decision will be final.

- Once the final decision is made, the same material may not be challenged for the next five (5) years in order to cut down on the time and expense used on challenges.
The Board of Directors of Goddard Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the second step in that procedure. Please first discuss your concerns with the Director. If you are not satisfied with that outcome and you wish to request reconsideration of a resource, please return the completed form to the library director, who will then share it with the Board of Directors.

Date __________________________________________________________

Name _______________________________________________________

Address _______________________________________________________________________________________________________

City ____________________________ State/Zip _______________________

Phone __________________________ Email __________________________

Do you represent self? ____ Or an organization? _____

Name of Organization ____________________________________________

1. Resource on which you are commenting:

___ Book (e-book) ___ Movie ___ Magazine ___ Audio Recording

___ Digital Resource ___ Newspaper ___ Other

Title ______________________________________________________________________

Author/Producer __________________________________________________________

2. What brought this resource to your attention?

________________________________________________________________________

3. Have you examined the entire resource? If not, what sections did you review?

________________________________________________________________________

4. What concerns you about the resource?

________________________________________________________________________

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

________________________________________________________________________

6. What action are you requesting the committee consider?

________________________________________________________________________

Approved by the Goddard Public Library Board of Directors 4/11/2022
Maintenance of the Collection

- Weeding Policy - In response to the changing nature of its community, the Library continuously evaluates its collections through the systematic weeding and replacement of materials. Weeding requires skill, care, time and knowledge of the materials to be discarded. Weeding eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest or in demand; unnecessary duplicates; and worn out or mutilated copies. Mobile Library items that do not circulate can be withdrawn and either put in the book sale or in or circulating but not cataloged items.

- Questions to Ask When Weeding - When weeding, the following question of a general nature are asked of each material considered.
  - What was the last date of circulation? What was the interval of time between checkouts?
  - Is the book in attractive and useful condition?
  - Is the information and presentation still accurate?
  - Is it reliable? Viewpoints and information change with time.
  - Does it have appropriate language and usage? Vocabulary and usage are a reflection of a particular time and place.
  - Is it a duplicate? Older edition duplicates of once popular titles should be discarded.
  - Is it appropriate material for this Library at this time?
  - Older fiction by popular authors, series fiction and fiction classics should be given due consideration.

- Additional guidelines and assistance in weeding may be obtained from the South Central Kansas Library System and the ALA website.

*Currently, if material has not circulated within the last 2-3 years it will be removed from the collection to make room for newer, more utilized titles.

Pandemic or other Environmental issues that affect the Collection & Access

- At times the community may face issues that need to modify the purchasing decisions of the Library. For times when the public has limited access to physical library materials there may be a need to purchase more ebooks/audiobooks.

- If patrons have limited access to the Library building, it is possible for them to place items on hold and pick them up off the holds cart which will be located in the entryway of the Library. Patrons can call to place holds or use the catalog on the Library website to place these.

- As is always available, those who are homebound may request materials and have them delivered to their residence.

This policy will be reviewed at least every three years or when national events warrant.

This policy was revised and approved by the library board on February 13, 2023.
Section 3
Service Policy

A. Library Use - The Goddard Public Library makes its collections and services available to all persons equally and with respect to human diversity.

B. Library Borrower Registration - To check out library materials or request ILL (Interlibrary Loan) an individual must be a patron. To register as a patron an individual must complete a registration card, present a photo ID and proof of current address. The registration cards include the following information:

a. Full Name
b. Birthdate
c. Address
d. Phone/Cell Phone
e. Email address
f. Business Address/Business Phone
g. Age if under 18 with a Parent’s Signature

Kansas Statues define a minor as a person under the age of 18. Consequently, for registration purposes, Goddard Public Library requires a parent’s or guardian’s signature to register an individual who is under the age of 18. In first time registration instances, telephone authorization from a parent or guardian may substitute for written authorization, but written authorization will be required for any further use of Library services. By completing the Library patron registration, an individual is issued a number to use when checking out Library materials within the library or through the Sunflower eLibrary. Also by completing the library patron registration, an individual, or in the case of an individual under the age of 18, the child’s parent or guardian agrees to abide by Library rules, pay any fines or damages to Library materials or equipment used, and gives prompt notice of any change of address or other contact information. The Library requires renewal of library cards every three years in order to update patron information.

A. Confidentiality of Library Records - The Library maintains a trust with members of the public and makes reasonable effort to ensure that information about library users and the individual information that they use remain confidential. Library user records are protected by law as consequence of the library’s written policy stating that they are
confidential. All library employees and volunteers will be trained to uphold the library’s policies on confidentiality. The following guidelines describe the library’s policy. No information may be disclosed regarding or including:

- A library user’s name (or whether an individual is a registered borrower or has been a library user)
- A library user’s address
- A library user’s telephone number
- The library’s circulation records and their contents
- The library’s borrowers’ records and their contents
- The number or character of questions asked by individual library users
- The frequency or content of a library user’s visits to the library or any other information gathered by the Library will not be given, made available or disclosed to any individual, corporation, institution, government or law enforcement agency without a valid warrant or court order.

C. Limits on Borrowing – Patrons applying for a Goddard Public Library card for the first time are limited to 2 items for the first checkout. With the return of the 2 items, provided a minimum of 24 hours has lapsed between checkout and the return of the items, and any fines have been paid, the borrower may be granted full Library borrowing privileges. The following materials have borrowing limitations in regard to the number that any single Library user or Family card may check out: DVDs/Blu-rays - 6 items

a. Length of Loan Period - The loan period for books is (3) three weeks and for magazines and DVDs (1) week. All materials may be renewed (2) times. Reference books and rare or historically valuable books may be checked out overnight at the discretion of the Director but should mainly be used in the Library. Books or other material with a patron hold may not be renewed. Interlibrary loan materials loan for a period determined by the lending library and may be renewed at the request of the local library user and the discretion of the lending library. These materials are not owned by Goddard Public Library and patrons need to be cognizant of and consider this fact before placing an ILL request.

1. Reserved Materials - Library patrons may reserve materials currently in circulation but unavailable at the time of request either by telephone, in person or on the Internet. In order to place a hold on the Internet, patrons will need a username/password (library card number/last four
of your phone number) at the library or online through the catalog. The patron will be notified by telephone, text or email by library staff when the material becomes available. Books and other materials should be picked up within seven days of notification.

**b. Computers and Internet** - The computer and Internet workstations of Goddard Public Library are available for general public use as long as they are used correctly and as intended. There is an Internet/Computer Use Policy posted in the main computer lab.

The only computer and Internet use authorized by the Library is legal use and each patron/guest is required to agree to abide by the conditions of this policy. Illegal or criminal use of the computer or Internet or failure to abide by the conditions of this policy will result in the patron’s or guest’s loss of privileges. Illegal use of the Internet, especially in regard to viewing child pornography, making threats of violence or other criminal acts, are prosecutable under applicable state and federal laws. The computer and Internet workstations are monitored by the Director or staff for assistance and security.

The Library Internet access is intended primarily as an information resource. Access to personal email service by the patron is at their own discretion. Patrons should make sure to log out of all personal accounts before ending their computer session. Access to chat rooms by patrons is prohibited. Parents agree that the monitoring and supervision of their children’s use of the Internet is their responsibility. In addition, parents or legal guardians may allow or restrict his/her minor who is under 18 years of age the use of Internet resources available at the Library by choosing the no computer choice on the patron registration form or by requesting that the Library staff change the computer access to no computer in the system.

Use of the computer and Internet is on a first-come, first served basis. Each person may use the computer for two hours/day. A minimal level of computer competence is required for users of the Internet workstations. The Director or staff can offer suggestions and answer questions but can provide individual training on an appointment basis only. The Director or staff always
maintain the discretion and right to interrupt or end computer or Internet use by a patron.
The Library provides technology tutoring as a free service. Tutoring includes help with eReaders, tablets, laptops, smart phones (IOS & Android), and computer programs. The Library, Director, and staff are not liable for any damages/loss of information/inconveniences that occur because of this tutoring.
The Library is not responsible for damage to any patron’s personal disks, computers, flash drives, etc. or any damage to or loss of data that may occur from use of the Library’s computers.
There is a $.25/page charge for printing, and a $.50/page charge for color printing. Patrons may not run their own personal software or programs or download software or programs to the Library computers. Any files left on the Library computer’s hard drive will be deleted. Patrons are personally responsible for any commercial transactions they make via the Internet. Use of the Library computers or Internet should not be considered private or confidential.

c. Overdue Policy Notification - The Goddard Public Library sends overdue notifications to patrons as a courtesy to remind them of materials kept past the due date.

1. The first overdue notice is the patron check out receipt.
2. 14 days past due: An overdue notice letter will be sent. The letter will consist of the itemized list of materials overdue from the Library and the accumulated fines due.
3. The Final notice will be sent 21 days past due. The Director is authorized to notify the person responsible for checking out the materials, that he/she is in violation of the City of Goddard Municipal Code, Chapter 12, Article 3 for the failure to return library materials.

The Library will give notice of such alleged violations to the person responsible. Such notice shall:

- Be in written letter form
- State the books or materials which have not been returned to the Library.
- State that the person to whom the notice is issued shall have 30 days within which to correct the violation.
• Be addressed to and served upon the holder of the library card at the address which is most recent in the Library catalog system. Notice may be served personally or by certified mail.

d. **Fines, Lost and Damaged Materials** - Materials that are overdue receive an initial (4) four-day grace period before fines are assessed. Thereafter, a fine for each overdue material of twenty-five cents/day the Library is open is assessed. The fine limit will not accrue to more than $5/item. No materials may be checked out when patron fines exceed $10. Lost or damaged materials are the responsibility of the library patron who checked the material out. For lost material, the cost of replacement will be charged and for damaged materials, the director will assess a fine appropriate to the degree of damage up to the replacement cost. Patrons may purchase replacement materials as long as the item has the same ISBN number and is the same edition as the material lost or damaged.

e. **Suspension & Reinstatement of Privileges for Health and Safety Reasons** - **Suspension** - It is the responsibility of Goddard Public Library to maintain a healthy and clean environment for all Library users and to protect the investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user’s ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users. Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Evidence that items on loan to a patron may have been returned with insects that are known to be damaging to library materials, or that can result in pest infestations in library facilities, e.g. roaches, silverfish and some types of beetles.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:
- Customers or customer possessions with fleas, lice or bed bugs
- Customers with clothing that is stained with urine, feces or blood.

Should it become necessary to suspend Library privileges of a customer in order to protect Library
collections, facilities or their users, notification of the suspension will be made by the Library Director. Any patron that has privileges suspended under the terms of this policy may request a re-evaluation of the suspension under the terms of the reinstatement of Library privileges policy.

**Reinstatement** – Patrons who have had Library privileges suspended under Suspension of Privileges for Health and Safety Reasons may request reinstatement upon the ability to demonstrate that the situation that resulted in loss of privileges has been resolved. For reinstatement requests relating to suspensions due to pest infestation decisions will be made based upon evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.

**Bed Bug Infestations** - For bed bug infestations, a five-month period of treatment of the residence, or new residence if patron has moved, must be completed, and a document obtained from a certified exterminator that there is no longer any bed bug issues, must be provided to the Library Director. For bed bug infestations, moving will not be considered as proof of end of bed bug infestations).

f. **Copyright** - The Library complies with existing Federal Copyright Laws. The required Copyright notice and warning are posted at the photocopy machine and in the computer and Internet areas. The notice reads: “The Copyright Code or the United States, Title 17, governs the making of photocopies and reproductions of other Copyrighted material.” The person using this equipment is liable for any infringement.

- **Service Hours**
  
  Hours are the same year round.
  Monday - Friday 9:30 am to 6:00 pm
  Saturday 9:00 am to 1:00 pm
  Sunday 1:00 pm to 4:00 pm (Service hours approved June 14, 2021)

  **The Library is closed on the following holidays:**
  New Year’s Day - January 1
  Presidents’ Day – 3rd Monday of February
Memorial Day - Last Monday in May  
Independence Day - July 4  
Labor Day - First Monday in September  
Thanksgiving Day - Fourth Thursday in November  
Christmas Eve Day - December 24  
Christmas Day - December 25  
Day after Christmas – December 26

- **System Membership**
The Goddard Public Library is a member of the South Central Kansas Library System. As a consequence of SCKLS membership, Kansas Administrative Regulation (KAR) 54-1-8 states that “libraries participating in a regional system of cooperating libraries shall permit any citizen of the territory comprising the system to borrow materials and receive services without charge, subject to reasonable library rules”.

As an SCKLS member, the Goddard Public Library receives an annual grant-in-aid and is eligible to use SCKLS services and programs and to apply for SCKLS technology, automation, Summer Reading Program, continuing education and any other grants they may administer subject to grant guidelines. To be eligible for the SCKLS grant-in-aid the Library is required to maintain and report the number of registered borrowers who reside outside the boundaries of the Library’s taxing district and the number of interlibrary loans provided to other libraries. Goddard Public Library agrees to send a representative to both bi-annual system meetings. This representative can be the Director, other staff member or a board member.

- **Special Services**
The Library provides the following special services:
  - Delivery of library materials to older citizens who are homebound  
  - Traveling StoryTimes to area Preschools/Schools  
  - Weekly Take n Make Kits  
  - Technology Training  
  - Teen Advisory Board  
  - Test Proctoring  
  - Notary Public

G. **Other Library Services**
a. **Reserve Space** - The fish bowl is available for use by individuals needing a small private space to meet. Scheduling of the fish bowl is on a first come first serve basis and may not be reserved at a specific time and day in perpetuity.

G. **Exhibits and Displays** - Exhibits and displays in the library are authorized by the Director and the Board on the basis of whether the exhibit or display
supports the goals of the Library. Individuals must sign a “Waiver of Liability” in order to display or exhibit items. If an item or items that are part of an exhibit or display are lost, damaged or stolen while on library premises, the “Waiver of Liability” (see appendix) provides that the Library will not be held responsible for the $250 deductible for such loss, damage or theft.

H. **Use of Library Property** – No individuals or organizations may distribute printed or other materials, solicit signatures for petitions, and conduct surveys, tutoring, hold classes or otherwise use library property for non-library purposes.

I. **Programming at the Library** – Themed in-house programming is scheduled throughout the year at the Library. The programming will follow the established guidelines for the Library.
   1. Programs must be approved by the Director.
   2. The age of the audience must be stated in any information that is sent out by the Library staff.
   3. Start times must be clearly defined.
   4. All Federal, State, Local and Library laws and/or codes must be observed.

J. **Photographs & Videos taken during Programs**
   Photos or videos taken at programs may be posted online. Attendees at programs need to let staff know before the program begins, if they would like to opt out of photographs or videos. – (Approved 12-12-2022)

K. **Videotaping in the Library**
   Individuals have a right to videotape in the Library building as long as they follow these basic privacy rules:
   1. They do not harass patrons or staff members.
   2. They do not film children under 18 years old without parental consent.
   3. They do not film patrons checking in or out.
   4. They do not film the screens of computers that are in use.
   5. They do not enter staff areas.
   6. Staff may discretely remove their name badges and do not have to answer any questions about their names or anything personal.
   7. If the individual is harassing staff or patrons and will not leave when asked nicely, call 911 and the police can escort the individual from the building.
   
   Policy approved 3/14/2022

L. **Code of Conduct for Library Users**
   See Appendix

M. **Concealed Weapons**
   a. **Policy** – Weapons of any kind are strictly prohibited on library property. This does not prevent weapons from being kept in vehicles
in parking areas as long as they are stored in accordance with Kansas law. A weapon means handgun, pistol, revolver or any other firearm. The Library will prosecute all violators of this policy. This policy applies to the public as well as staff, volunteers and board members. This policy does not prohibit law enforcement officers on duty from carrying weapons.

b. Procedure – Signage requirements – The location, content, size and other characteristics of posted signs banning weapons will be in accordance with Kansas Administrative Regulation (K.A.R. 16-11-7). A copy of the regulation can be found in the Appendix.

c. Security and Safety Procedure To properly enforce this policy and to alert the public that state law and library policy does not permit weapons on the premises, signage restricting or prohibiting weapons will be posted at entrances to the Library. As a general rule, library staff should not hold, store or accept weapons of any kind. If a member of the public, library employee or library volunteer is believed to have a weapon, staff should make the person aware of the Library’s policy and ask the individual to remove the weapon from the Library immediately. If the individual refuses to leave, library staff should call local law enforcement. Any Library employee or volunteer who violates this policy shall be subject to discipline under the applicable Library policies relating to discipline. If any library employee or volunteer believes that another person possesses a concealed weapon on Library premises, the employee shall report this and the basis for the belief immediately to his or her supervisor. Employees should be aware that the enforcement of this policy deals with confronting individuals carrying weapons. Under no circumstances should any employee take any unnecessary risks or compromise his or her safety in enforcing this policy. Local law enforcement should be contacted immediately if deemed necessary.

Section 4
Diversity, Equity, Inclusion, and Access Statement

Diversity is the practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc.
Equity is the quality of being fair and impartial.
Inclusion is the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of other minority groups.
Access is the freedom or ability to obtain or make use of something.
Goddard Public Library strives to provide equal access to information, programming, and services to all. This includes mindfulness in collection development so that we can
provide mirrors when patrons experience characters and windows into all worlds. This mindfulness extends to programming and services. Our goal is to make everyone feel welcome and included through our collection, programming, spaces, and services, thus creating a safe space for all.

Approved by the Library Board July 12, 2021