

# Silver Lake Public Library – Policy

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## Collection Management

### I. Legal Authority

Public libraries are 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 expansion of up-to-date library services.

### II. Objectives

- A. To reflect the mission of the Library
- B. To reflect the variety and diversity of opinions and life-styles of community members
- C. To enhance job-related knowledge and skills
- D. To expand citizens' worldview and encourage participation in local, state, national and global affairs.

### III. Responsibility

The Trustees delegate the responsibility for selection, deselecting and development of the collection to the library director. The library director works with other staff members to develop the process and procedure for maintaining the collection.

### IV. Criteria for Selection

#### A. General

1. Availability of materials on the subject.
2. Current appeal and popular demand.
3. Value of material relative to durability.
4. Reflects various viewpoints and cultural diversity.

#### B. Review sources

1. Adult: Booklist, Kirkus Review, Library Journal, New York Times Book Review, Publishers Weekly and best seller lists.
2. Children: School Library Journal, Booklist, Kirkus Review, Bulletin of the Center for Children's Books and vendor catalogs.
3. Young Adult: Booklist, School Library Journal and VOYA [Voices of Youth Advocates.]

#### C. Materials Not Included in Collection

1. 16mm film , filmstrips
2. Textbooks, workbooks
3. Abridged books, outlines or synopses.
4. VHS tapes, cassette tapes

V. **Recommendations and Gifts from the Public**

- A. Recommendations will be considered under the same criteria used for the purchase of other library materials.
- B. Gifts or donations of books or other materials will be accepted with the understanding that the material becomes the sole property of the library and that the library director will determine the most appropriate use of the material.

VI. **Challenged Materials**

- A. The Silver Lake Library will adhere to the Library Bill of Rights and Freedom to Read Statements.
- B. All challenges of materials will be handled by the library director according to procedure.

**Freedom to Read Statement**

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

# Silver Lake Public Library – Procedure

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## Reconsideration of Library Materials

1. The complainant will complete a Request for Reconsideration of Library Materials form. Forms may be obtained at the circulation desk.
2. After receiving the completed Request for Reconsideration form, the library director will explain to the complainant the general criteria of the library selection policy including the support for the Library Bill of Rights and the Freedom to Read Statement. The director will also explain the reconsideration of materials process.
3. If the complainant wants to continue the procedure for reconsideration of materials, the library director will appoint a committee consisting of the director or a staff appointee of the director's choice, a board member, someone from the community who is a library user and a person selected by the complainant.
4. After the appointment, the committee has fourteen (14) days to make a recommendation. If the complainant is not satisfied with the committee's decision, he/she may appeal to the Board of Trustees within three (3) weeks of the committee decision.
5. If the decision is appealed to the Board of Trustees, the material in question and all supporting information concerning the decision should be forwarded to the board. The Board of Trustees' decision will be final.

SILVER LAKE PUBLIC LIBRARY  
Request for Reconsideration of Library Materials

Book \_\_\_ Periodical \_\_\_ Video \_\_\_ Music CD \_\_\_ Other (specify format) \_\_\_\_\_

Title \_\_\_\_\_

Author \_\_\_\_\_

Publisher \_\_\_\_\_

Request Initiated by \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent:

Yourself \_\_\_\_\_

Organization \_\_\_\_\_

Group \_\_\_\_\_

What do you object to in the work? (Please be specific. Cite pages.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you complete the entire work? \_\_\_\_\_

In your opinion, what might be the result of exposure to this work?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you understand to be the theme of this work?

\_\_\_\_\_

Are you aware of judgments of this work by reviewers? (Please cite reviews.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your recommendation?

Restrict circulation? \_\_\_\_\_

Remove from circulation? \_\_\_\_\_

What do you recommend as a replacement for this work?

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be completed and signed before any action is taken by the library**

# Silver Lake Public Library – Policy

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## Fiscal

The financial management of the Silver Lake Public Library shall provide:

1. Accurate, current and complete disclosure of the financial records.
2. Records that fully identify the source and use of funds.
3. Financial statements and financial reports prepared on the basis of cash receipts and disbursements as adjusted to show compliance with the cash basis and budget laws of Kansas.
4. Effective control and accountability for all funds, property and assets with assurances that they are used solely for authorized purposes.
5. Supporting documentation such as canceled checks, paid bills, payroll, and contract and grant award documentation that is kept in secure storage in the library.
6. Effective control and accountability for the petty cash fund (\$100) with the Library Director being custodian.
7. Effective control and accountability for the use of the credit card with the Library Director being custodian of the card.
8. Effective control for the use of the lock box with the Library Director and the Treasurer being custodians of the keys.
9. Authorization for the Library Director to make obligations for purchases up to an amount determined by the Board of Trustees.
10. An annual budget that adequately funds library operations and also assures eligibility for the Kansas State Aid program. To maintain eligibility, the total amount of property taxes, back taxes, motor vehicle taxes and local ad valorem tax revenue funds for the coming year must be budgeted to equal or exceed the actual dollars for the preceding year.

## Library Funds

1. General Fund – all money collected from tax levies and miscellaneous income such as program and service fees.
2. Gift Fund – all money accepted as a gift, donation, endowment, bequest or trust that may be set aside in a separate fund or funds.  
Restricted Gifts – those funds to which the donor has attached terms, conditions and purposes.  
Unrestricted Gifts – those funds to which the donor has not specified use.

Pursuant to K.S.A. 12-1258 the Silver Lake Public Library Board of Trustees established a Capital Improvement Fund on May 6, 2013. Funds will be allocated as available on an annual basis and according to statute for major capital projects.

3. The Silver Lake Public Library Capital Improvement Fund shall be established in an interest bearing account in the Silver Lake Bank of Silver Lake.  
The funds shall be used for improving, furnishing, equipping, remodeling, making additions or major repairs to the library.

The funds shall not be used for collection and program development, supplies, salaries, or general operations or maintenance of the library.

4. Petty Cash Fund – established for the purpose of paying small or emergency items of operating expense.
5. Grant Fund – all money accepted for specific purpose from public or private entity.
6. Building Fund – all money accepted for the specific purpose of renovating and expanding the Silver Lake Library facility.

#### Interest

Interest earned from Capital Improvement Funds invested shall be receipted to the Capital Improvement Fund. Interest earned from General Funds and Gift Funds invested shall be receipted to the General Fund. Interest earned from Building Funds shall be receipted to the Building Fund.

#### Surplus Property

Surplus equipment, furniture, and other library supplies with re-sale value will be disposed of through advertised public sale. The Library Director will be responsible for determining items for disposal.

In the case of an estimated market value of a surplus item to be in excess of \$1,000, a written sealed bid procedure will be followed.

Broken and useless property with no re-sale value may be sold for salvage or disposed of as trash or refuse.

Funds from saleable items will be deposited in the Library's General Fund.

Any equipment or property purchased with Federal Grant funds will be disposed of according to the grant agreement.

Other fiscal standards include those set forth in the By-laws and by Fiscal Procedures adopted by the Board of Trustees.

# Silver Lake Public Library – Procedure

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## Fiscal

### 1. Cash Receipts

Staff receives cash or checks and enters in appropriate income source on the Weekly Receipts form and adds receipts to the cash bag. Library director reconciles and deposits receipts at least once a week. Deposit slips and receipts are clearly labeled with appropriate source of income.

### 2. Mail Receipts

Library director receives cash or checks and makes deposits the same day if possible. Deposit slips and receipts are clearly labeled with appropriate source of income.

### 3. Returned checks

For an amount less than \$20, no legal action will be taken. If payer has library account, library privileges will be denied until payment is made for the worthless check. For an amount \$20 or greater, the library director will follow the guidelines set forth by K.S.A. 21-3707 and K.S.A. 16a2-501. Service charges assessed for worthless checks will be relative to the amount of the check but not less than \$5.00 or greater than allowed by statute.

### 4. Cash Outlays

Checks are to be signed by two of the three authorized trustees. Checks are pre-numbered, used in numerical order, and are not pre-signed. No checks written to cash or bearer.

### 5. Invoices

Invoices are prepared for payment each month by the library director. Invoices are paid by the due dates of each month by the library director. Payments may be made from invoice or statement. Payments are only for items or services authorized through the budget process or grant awards. Payment is recorded by attaching check stub to invoice or statement. Paid invoices and statements will be filed and stored in secure area at the library for the recommended number of years. Selected reoccurring bills will be set up as automatic payments through the bank account. Automatic payments will be set up by the treasurer and limited to utility bills.

### 6. Credit Card Purchases

Purchases with the credit card are subject to the same procedures as any other expenditure.

### 7. Payroll

The library director reviews all employee time sheets by the end of each month. The library director prepares the payroll from the approved time sheets by the 5<sup>th</sup> of each month. Library director makes appropriate Federal and Kansas State withholding tax remittances as well as other payroll reports and payroll liabilities, monthly, quarterly or annually.

### 8. Petty Cash

Petty cash expenditure record will include description of the items purchased, date of purchase and vendor. The library director reconciles the expenditures when the expenditures have

depleted the fund to a low balance. The library director writes a check to Petty Cash to replace the expended funds. The check must be endorsed by one of the trustees authorized on the checking account.

**9. Bank Statement Reconciliation**

A library trustee or library staff who does not have authorization to 1) make purchases, 2) prepare invoices, 3) write checks or 4) make deposits should reconcile the bank statements with the check book. Voided checks are sorted and filed with the bank statements.

**10. Safety Deposit Box**

The president, secretary, treasurer and library director have right to access the safety deposit box. The treasurer and library director are custodians of the keys.

**11. Budget Preparation**

Budget Committee – the treasurer, library director, Township Trustee and another board member appointed by the president. The following schedule should be followed:

March & April – library director prepares preliminary budget for committee consideration

May – committee submits budget recommendations to Board for approval; Board adopts Budget Resolution and GAAP Waiver Resolution

June – approved budget submitted to the township board

December – final budget adopted; review salaries and adopt new salary schedule

**12. Monthly Financial Reports**

The library director prepares the previous month's reports for the regular monthly meeting of the Board of Trustees. These reports are included in the consent agenda.

1. Balance Sheet with reconciled Fund Balances
2. Year to date Budget Report
3. Check Registers of each bank account that include the current months checks

**13. Annual Review**

The Library Director and the treasurer prepare records and deliver the CPA for review that will be done each year after April 15.



**PERSONAL & FAMILY PROTECTION POLICY  
FOR SILVER LAKE PUBLIC LIBRARY**

**INTERNET SAFETY POLICY**

**Introduction**

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

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

Developed under the direction of the Board of the Silver Lake Library, this Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on November 4, 2013. This policy supersedes all previous Internet Safety Policy statements of the Silver Lake Library and is effective November 4, 2013.

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

**Legal Requirements**

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

The Silver Lake Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1.

**Supervision and Monitoring**

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

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a request for

change. This should be given in writing to the Library Director and include the URL of the site in question and whether the request is to block or unblock it. The information and recommendation shall be forwarded to the appropriate NEKLS staff.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the Library Director, providing as much detail as possible.

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

  
Library Board Chairperson

  
Library Director

The effective date of the last review of this policy is

Adoption Date: 11-4-13  
First Review Date: 02-09-15  
Second review date: 11/13/17  
*3rd Review* 11/9/2020 av

# Silver Lake Public Library – Policy

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## Emergency Preparedness

### Emergency Numbers

#### First call 9 1 1

Police 785-582-5162

Fire 785-582-4667

Fire Chief Joe Hawkins cell 785-213-5731

Library Director, Cathy Newland Home 785-582-0592 Cell 785-741-2494

Youth Services Librarian, Tracey DeShazo Home 785-582-5801 Cell 785-213-5836

Board President, Mike Mitchell cell 785-221-0080

Township Trustee, Georgia Ransone 785-582-4523

### Fire

Don't panic. At first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. If there is any doubt about whether the fire can be controlled, **call 911** immediately and clear the building.

Fire extinguishers are located: 1. Left side of the east front door [children's area]; 2. Left side of the Employees Only door [Big Bird door]

### Health

Don't panic. Exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Best practice is to keep the sick or injured person comfortable and protected from needless disturbance until medical help arrives. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. If person is unconscious, or cannot communicate or stand on their own, or is bleeding profusely, **call 911** immediately.

A First Aid Kit is located at the circulation desk. No medication, including aspirin or first aid crème, should be dispensed to the public.

### Severe Weather

Don't panic. If a tornado warning is issued or sirens are blown, alert patrons of the warning. Patrons must decide if they will leave or take shelter at the library. The basement should be an option for both staff and patrons. Take the Emergency Kit that includes flashlight if taking shelter in the basement area.

If there is an impending blizzard or ice storm, closing will be at the discretion of the Library Director.

## Threats of Violence

Don't panic. It is important to remember that threats of violence including active shooter incidents are unpredictable and rapidly evolving events. Therefore no procedure can guarantee the safety of those involved.

**Call 911.** Describe the situation giving the location of perpetrator(s) and others in the area.

If possible to flee the area safely and avoid danger, do so. Do not attempt to flee if perpetrator is between you and the exit.

Attempting to overcome the perpetrator by force or attempting to negotiate may be very dangerous and should only be initiated in the most extreme circumstances.

Wait for "all clear" instructions from an emergency first responder.

## Silver Lake Public Library Pandemic Action Plan

March 13, 2020

This plan will be updated as needed by utilizing specific sources and local community recommendations.

- Center for Disease Control <https://www.cdc.gov/>
- Shawnee County Health Department <https://www.snco.us/hd/>

### Coronavirus Information

#### How it Spreads

<https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

#### Person-to-person spread

The virus is thought to spread mainly from person-to-person.

Between people who are in close contact with one another (within about 6 feet).  
Through respiratory droplets produced when an infected person coughs or sneezes.  
These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Spread from contact with infected surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and

then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

#### Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

- Fever
- Cough
- Shortness of breath

#### Daily Actions

- Employees should wash hands regularly and/or use alcohol based hand sanitizer that is available throughout the building.
- Employees should routinely clean work areas.
  - If cleaning supplies are needed, please inform library director.
- Public areas are cleaned regularly by maintenance staff.
  - High traffic public areas should be cleaned several times a day with current cleaning solutions.

This includes computers, keyboards, desks, tables, play areas, etc.

There are simple everyday preventive actions to help prevent the spread of respiratory viruses. These include:

## Silver Lake Public Library Pandemic Action Plan

March 13, 2020

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.  
(<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>)
- Should the library close due to illness, maintenance staff will conduct a thorough cleaning of the entire building before the library opens to the public and staff return to work. Maintenance staff will take every precaution to preserve their own health.

### Employee Sickness Actions

- Anyone with symptoms is required to stay home. If an employee comes to work with symptoms they will be sent home immediately
  - Employees must be fever & symptom free for 24 hours without the assistance of fever-reducing or symptom-altering medication to return to work.
  - A doctor's note may be required to return to work after a 3-day absence.
- An employee who has a sick family member must notify the Library Director immediately. Risk assessment procedures provided by the CDC will be followed.
- If an employee suspects a co-worker is ill, it must be reported immediately to the Library Director.
- If SLPL becomes aware that an employee is confirmed to have COVID-19, the Library Director will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
- Should an employee be confirmed to have COVID-19, SLPL will close immediately until a full cleaning of the building is completed.

\*Note: CDC travel risk assessment will also be considered for employees who have taken vacation and plan to return to work.

### Community Actions

- SLPL will follow all recommendations provided by the Shawnee County Health Department.
- SLPL will close to protect staff should it be necessary. The decision to do so will be based upon recommendations from local sources.
  - If major community areas are closed, SLPL will also do so. For example, if schools in Silver Lake close, SLPL will also close.
- All public communications will be done only by the Library Director. In the absence the Director, the Assistant Director will handle communications. This includes communications to the radio, social media, newspaper, Library Board and the Northeast Kansas Library System (NEKLS.)

## Silver Lake Public Library Actions

## **Silver Lake Public Library Pandemic Action Plan**

March 13, 2020

SLPL will make available to all employees, disposable gloves (and face masks if necessary.)

Should SLPL close because of a pandemic, the director or assistant director will notify all staff members and receive verbal confirmation from each employee.

Employees who are able to do so will work from home.

The Maintenance Department will perform necessary building checks.

Courier service will be suspended while SLPL is closed.

If SLPL closes, all workshops and face to face events will be cancelled. Notification of cancellations will be put on social media. It may be necessary to cancel workshops and face to face events, even if SLPL does not close. The same notification procedure will be followed.

Should SLPL close for a pandemic, staff members will be paid for the time they were scheduled to work. If a staff member is out sick, they will be charged sick leave. After they have received a doctor's note to return to work, they will be paid for the time they were scheduled to work.

**RESOLUTION APPOINTING A LOCAL FREEDOM OF INFORMATION  
OFFICER FOR THE SILVER LAKE PUBLIC LIBRARY OF SILVER LAKE, KS,  
AND PROVIDING FOR THE OFFICER" DUTIES.**

**WHEREAS**, the Kansas Legislature adopted KSA 45-215 et seq. requiring that all public agencies covered by the Open Records Act appoint a Local Freedom of Information Officer; and

**WHEREAS**, the Silver Lake Public Library is a "public agency" within the meaning of Kansas Open Records Act; and

**WHEREAS**, the Board of Trustees of the Silver Lake Public Library believes the appointment of a Local Freedom of Information Officer to assist the public with its open records needs is good for public service and facilitates the public policy of open government.

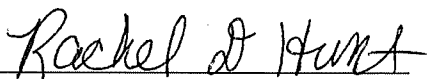
**NOW THEREFORE**, Be it resolved by the Board of Trustees of the Silver Lake Public Library of Silver Lake, Kansas on this Eighth day of August, 2016:

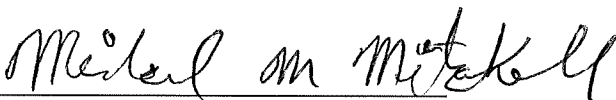
Section 1. Appointment. The Library Director is hereby appointed as the Local Freedom of Information Officer and charged with all of the statutory duties prescribed by KSA 45-215 et seq.

Section 2. Duties. The Local Freedom of Information Officer or the officer's designee shall:

- a. prepare and provide educational materials and information concerning the open records act for the public;
- b. be available to assist the Board of Trustees and members of the general public to resolve disputes relating to the open records act;
- c. respond to inquiries relating to the open records act;

Attest:

  
Secretary Board of Trustees  
Reviewed & Revised March 12, 2018

  
President Board of Trustees



**Silver Lake Public Library  
Policy & Procedure for Handling FOIA Requests**

I. Public Records

- A. Public record is defined as any recorded information, regardless of form.
- B. Requests for library records, which identify an individual as having requested or obtained certain materials from the Library, shall be denied in accordance with The Kansas Public Records Law, K.S.A. 45-215 et.seq., 1984.

II. Procedure

- A. Available records may be inspected during regular business hours of the Silver Lake Public Library.
- B. All requests must be submitted in writing and signed by the requestor. Requests do not need to be made in person.
- C. All requests must be made to the Library Director, official custodian of library records. The custodian must respond appropriately within three days of the request.
- D. Original copies shall not be removed from the Library without written permission of the custodian.
- E. All requests for a single copy of any budget, report, minutes, or other discrete and readily identified item not exceeding 10 pages covered by the Act will be provided without fee. Copy fees will apply to requests for document[s] more than 10 pages and must be paid in advance.

Approved by the Board of Trustees August 8, 2016  
Reviewed/revise March 12, 2018