Nortonville Public Library

Mission Statement

The mission of the Nortonville Public Library is to provide a stimulating environment for learning and enjoyment, with a staff dedicated to meeting the changing needs of all community members.

Vision Statement

The Nortonville Public Library is a first-class community resource committed to providing the best materials, programming, and technology to our library users.

Nortonville Public Library
2016 Goals and Objectives

Goal #1

Encourage library users to adopt a tinker/maker ideal. Help young people interested in a STEM career be better prepared for college. Nurture the can-do spirit in all library users.

- Build cabinets and shelving for materials storage, possible with DVD shelving on the outside doors.
- Obtain a 3D printer and install programming/coding software on computers. Consider other technology to make this all-encompassing.
- Schedule regular maker events.
- Form a maker club.
- Hold a focus group to get an idea of community needs.
- Build a maker book community.
- Seek outside individuals to share their maker expertise.
- Consult with other libraries to see what is working for them.
- Consult with NEKLS.
- Seek grants to make this happen.

Goal #2

Preserve Nortonville history, both orally and digitally

- Consult with other library directors that have begun an oral history program.
- Seek grant for supplies and equipment.
- Identify a facilitator for this program.
- Establish a portable recording studio.
- Update websites to include information about our history.
- Convert the Centennial Book and update to electronic format, available on our website.
- Include information about current events for the future.

Goal #3

Make our library more user friendly.

- Weed heavily in the children's section to allow more open space and easier browsing.
- Create book communities such as cooking, making history, home and family.
- Create signage for easier use.
- Revamp seating.
- Revamp computer furniture to make more space.
- Train on Cannon printer to learn more complex skills.

Goal #4

Revamp website.

- Make website more user friendly.
- Reach out to NEKLS to obtain additional training.

- Seek opinion from community regarding content.
- Research other library websites to gather ideas.
- Network with other directors to see what is working.
- Publicize revised site in mailer.

Nortonville Public Library Policy

Amended 2018

Personnel Policy

The Librarian/Director is hired and employed by the Library Board. The Librarian/Director shall open the library during the hours set by the Board.

Responsibilities or the Librarian/Director:

The Librarian/Director is responsible for general library operation and service to the public.

Cooperates as a link with the Library Board to achieve efficient library operation.

Attends all Board meeting except those directly involving Librarian's/Director's salary or change in status of Librarian/Director.

Selects library materials.

Selects materials to be discarded from the collection.

Implements library programs, policies and objectives as established by the Board.

The Librarian/Director shall be encouraged to attend professional meetings and workshops held by the Northeast Kansas Library System. The Librarian/Director shall be paid regular hourly salary while traveling to and attending meetings plus mileage to and from said meetings. The Librarian/Director shall be reimbursed for one meal if necessary.

It is the policy of the Nortonville Public Library to establish and maintain compensation schedules that are personally motivating and effectively administered.

The Librarian/Director shall be paid for holidays which fall on a day when the library would otherwise be open. Part-time support staff shall not be paid for holidays.

Vacation Policy:

Annually, the Librarian/Director shall be entitled to vacation pay of up to three weeks of normal operation and administrative hours, to be determined by the Board. The Board shall be informed of the time the Librarian/Director will be away. Additional vacation, without pay, may be taken by the Librarian/Director with the approval of the Board. All vacation time must be taken within the calendar year. Vacation time cannot be carried over from year to year and accrued vacation time will not be paid if employee leaves or is terminated.

Sick Leave:

The Librarian/Director shall be entitled to 40 hours of sick leave annually. Sick leave cannot be carried over from year to year.

Bereavement Leave:

An employee suffering a death in the family will be granted up to five (5) days leave with pay. This applies to the death of spouse, child, or other relative residing in the employee's household, parents and parents of spouse, grandparents, grandchildren, brothers or sisters.

Civil Leave:

An employee shall be given necessary time off with pay for Jury duty.

A substitute shall be hired at an hourly wage when the Librarian/Director cannot work. The substitute will be hired and approved by the Board.

The Librarian/Director and substitute shall be paid monthly by the Treasurer elected by the Board.

Service Policy

Use of the Nortonville Public Library shall be free to anyone who lives in the Northeast Kansas Library System, subject to rules and regulations as adopted by the Board. Use of Library facilities may be denied to any person or persons who shall willfully violate such rules.

The following are the services of the Nortonville Public Library: circulation of books and electronic media, reference, interlibrary loan, fax, copies, printing, computer access and high-speed internet.

Library patrons shall be permitted to check out books for a period of twenty-one days. Children three years of age may be issued a library card. The library will not loan certain reference materials. Only the oldest set of encyclopedias may be checked out. The library will provide a book return to accommodate patrons who need to return books and electronic media when the library is not open.

Any item, not in circulation, needs Board approval before being borrowed.

All library patrons will be responsible for the items they have in their possession or are checked out on their card. Any patron who has overdue items may not check out additional items until the overdue books are returned. Patrons will be fined for negligent damage. If lost, or damaged beyond repair, the charge will not exceed the retail cost of the items. The library will reserve books for patrons and attempt to notify the patron when the book is available. The library will hold the book for five days.

The library will be open Tuesday 9 a.m. to noon, Wednesday noon to 8:00 p.m., Thursday 9 a.m. to 6 p.m., Friday 9 a.m. to 6 p.m. and Saturday 9 a.m. to noon.

The library will be closed in observance of the following holidays: New Years Day, Independence Day, Thanksgiving Day, Christmas Eve and Christmas Day.

The Nortonville Public Library will make every possible accommodation for disabled patrons. The Librarian/Director will deliver books or videos to home bound patrons, if requested. Books or videos may be picked up at the curb in front of the library, if requested, by disabled patrons.

The library will endeavor to make services readily accessible to persons with disabilities and will make necessary accommodations when requested so that all persons can attend any library sponsored program or activity held in the library.

Amended 2010

Video/Video Game Check-Out Policy

1. Patrons must be responsible.
2. Patrons must have a NExpress Library card.
3. Patrons must sign an agreement to pay for any video tapes, DVDs, or video games lost or damaged while checked out to patron.
4. Patrons must pay a fine of $1.00 per video item per day late. The maximum fine is $3.00 per video/video game.
5. Videos/video games may be checked out for 3 days only. No renewals on new videos. A 2 library business day grace period is allowed. Days when the library is closed are not counted.
6. A limit of 4 items per person at any time, unless one or more items are overdue.
7. A patron who fails to follow video/video game check out rules will no longer be allowed to check out videos/video games.
8. Patrons under the age of 13 may not check out PG-13 videos, only G and PG. Patrons under the age of 17 may not check out R videos.

Amended 2012

Confidentiality of Library Records

Because the library must maintain trust with members of the public, the Board of Trustees of the Nortonville Public Library shall make every reasonable and responsible effort to see that information about the patron and the individual choices remain confidential. For people to make full and effective use of library resources, they must feel unconstrained by the possibility of others being aware of the books they read, the materials they use or the questions they ask.

Therefore the Board of Trustees of the Nortonville Public Library has adopted the following guidelines concerning the disclosure of information about library patrons:

No information regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been a patron).
2. A patron's address
3. A patron's telephone number
4. The library's circulation records and their contents
5. The library's borrower records and their contents

- The library director, upon initial request from a parent/guardian of a patron under 16 years of age regarding past due items, may release the number of items checked out of circulation by that patron. If the past due issue is not resolved in 15 days, the library director may release the titles of past due items of a patron under the age of 16 to the parent/guardian to ensure that items are returned to the Nortonville Public Library.

6. The number or character of questions asked by patrons
7. The frequency or content of a patron's visits to the library or any other information supplied to the library (or gathered by it) shall be given, made available or disclosed to any individual, corporation, institution or government agency without a valid process, order or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

If a court order or subpoena is presented, the director will release information to law enforcement personnel. At that time the director will contact NEKLS, the library board chairperson, and the city attorney, if allowed by law.

Police will be notified in the case of violations of federal or state laws and the records will be turned over to them under those circumstances. User privileges will be terminated for any individual found to be in violation of those laws.

All library employees (and those volunteers who work in its behalf) are hereby instructed to comply with these guidelines or be subject to termination or resignation of current position as determined by the board. The Board of Trustees recognizes that it is only through continued public confidence in knowing these guidelines are being upheld that the public can maintain its confidence in the library.

It is this confidence that is vital to the library's role in the community and community's right to know.

Amended 2004

Rules of Conduct

1. Behavior disruptive to library patrons or staff is not allowed.
2. Parents may not leave children under age six (6) unattended on the library grounds. Parents or caregivers are responsible for their children's behavior.
3. Abusive or obscene language is not allowed on library grounds.
4. Bringing animals into the library is not permitted, except when authorized by the Library Director or when required by a patron with special needs.
5. Tobacco use is not permitted on the library grounds.
6. Patrons must be fully clothed, including shoes and shirts.
7. Library privileges may be withheld or limited for the following reasons:

   Damaging library property or the library grounds

   Stealing library materials

   Physically harming staff or patrons

   Items more than a month overdue

   Videos/DVDs/Video games more than 5 business days overdue

Amended 2012

Tobacco Policy

To create a healthy and clean environment for both the public and library employees, the use of tobacco in any form is strictly prohibited. This applies to the interior and exterior of the library facilities.

The library prohibits smoking and carrying of lighted smoking materials. Also prohibited is the use of any tobacco materials, such as chewing tobacco or snuff.

All staff will be asked to advise smokers and tobacco users of the library's policy. Persons failing to refrain from use of materials after being advised of library policy will be asked to leave the library for the remainder of the business day. Enforcement of this provision should be done by the staff member in charge of the library at the time.

Habitual offenders may be expelled from the library for an extended period. Length of expulsion or suspension beyond the business day will be determined by the library director.

Materials Selection Policy

To meet the needs of the patrons of the Nortonville Public Library, the library attempts to provide a general collection of reliable materials. Selection is based on the particular needs and interests of the community.

The library, however, does not feel obligated to have materials in order to answer every question. In some cases, the material needed is very obscure or specialized; the patron may be served best by referral to another institution or through interlibrary loan.

Responsibility for book selection, as for all library activities, rest with the Librarian/Director. Suggestions from readers are welcome and are given serious consideration.

Reviews in professional periodicals are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities and the advice of experts in specific subject areas are used.

All requests from patrons for specific titles or subjects will be considered. If there is enough demand or interest in a title or subject, an item with unfavorable reviews may be purchased, unless it is completely without literary merit or social value, or the subject in question is already covered by better materials. Specialized materials of limited community interest will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials.

Children's Material

In selecting books for children, the library's objective is to make available a collection that satisfies the informational, recreational and cultural reading needs of children from preschool through Middle School. Books are included which serve children of all abilities and reading levels. Criteria for book selection include literary and artistic worth, accuracy, suitability of content and vocabulary to age of the readers, the contribution of the book to the balance of the total collection and price.

DVDs/Video Games

DVDs are purchased by the library for the primary purpose of home entertainment. Suggestions from the public are also welcome. The library takes no responsibility for the content of the video collection.

Intellectual Freedom

It is the policy of the Nortonville Public Library to encourage intellectual freedom. Decisions regarding challenged books will be considered very carefully to prevent infringement of this freedom. All printed materials will be considered for purchase without limitation to content on the basis of religion, race, gender or other factors.

Amended 2012

Material Withdrawal Policy

Material withdrawal is an important aspect of collection development. When library materials lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of materials is based on the following guidelines.

1. To remove physically worn out or damaged material from the library.
2. To eliminate material containing obsolete information.
3. To consider for withdrawal materials which have not been checked out for several years.

The Librarian/Director will make the final decision regarding the disposition of materials withdrawn from the collection.

Amended 3-26-03

Objections To Materials

The following procedure is to be followed when a patron objects to materials included in the library's collection.

1. The Librarian/Director will listen to the patron in a concerned manner.

2. The patron is to be offered the "Request for consideration of Library Materials" form. The form is to be filled out in full by the patron and returned to the Librarian/Director. No objections will be considered until this procedure is followed.

3. The Library Board will consider the material in question. The Library Board will respond with a written reply to the patron.

The Library Board and Librarian/Director believe that the right to read is an important part of the intellectual freedom that is basic to democracy and hereby supports the Library Bill of Rights and the Freedom to Read Statement.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of

limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

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.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

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.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

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.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

NORTONVILLE PUBLIC LIBRARY

REQUEST FOR FURTHUR CONSIDERATION OF LIBRARY MATERIALS

Please check type of material:

_____Book _____DVD

Title _____

Author _____

Publisher or Producer _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____ Telephone _____

The following questions are to be answered after the complainant has read or viewed the library material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment.)

1. To what in the material do you object? (Please be specific: cite pages or film sequence.)

_____

_____

2. What do you believe is the theme or purpose of this material?

_____

_____

3. What do you feel might be the result of a person using this material?

_____

_____

4. Is there anything good in this material? Please comment.

_____

_____

Date _____ Signature _____

Equal Employment

The Nortonville Public Library maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with the library will be influenced in any manner by race, color, religion, gender, age, national origin, disability, or any other basis prohibited by applicable law.

Nothing in the previous paragraph is meant to limit or expand the library's obligation pursuant to all state, local and federal laws, rules and regulations in all phases of employment including but not limited to, recruitment, hiring, training, promotion, compensation, transfer and dismissals.

No employee or applicant for employment will be discriminated against on the basis of disability. Reasonable accommodations will be made unless to do so would cause undue hardship.

Capital Improvement Fund

A Capital Improvement Fund was established 12-17-93. A savings account was opened at Kendall State Bank, Nortonville Branch.

At the end of the operating year, any excess funds not needed for operation of the library, will be transferred to the Capital Improvement Fund. This amount must not exceed ten percent of the local tax budget.

Library Room Use Policy

The Nortonville Public Library has space available for small meetings of a civic, cultural or educational nature. The reading room is available to nonprofit organizations regardless of their beliefs or affiliations of their members. Library-oriented programs will be given preference for use of the area. Events can be held during regular library or city hall hours with the understanding that transactions are not private due to the open space. Events may be scheduled during non-business hours, if possible. Arrangements must be made in advance with the library director to avoid scheduling conflicts. Patrons using the library for meetings must follow the patron behavior policy rules. It is understood that all meetings held will be open to the public should anyone wish to attend. Profit-making organizations are not eligible to schedule meetings.

1. No admission fee may be charged, nor a collection taken.
2. No product may be sold without prior approval form the director.
3. Any printed materials or displays used by the organization must be approved by the director.
4. Light refreshments, excluding alcoholic beverages, may be served but organizations are required to provide their own utensils.
5. All publicity must carry the name of the organization sponsoring the meeting. The Library must not be identified as sponsor.
6. Youth organizations must have one adult over the age of 21 present at all times.
7. If the meeting is canceled, the library director must be notified immediately.
8. The library is not responsible for lost or stolen articles.
9. No tobacco use is permitted in the meeting room or anywhere in the library.
10. If a hearing impaired person requests at least one week in advance, the group or organization using the building must provide a signer or interpreter.
11. No group or organization using the building will discriminate on the basis of race, color, national origin, gender, religion, age or handicap status in the provision of service.

Amended 2012

Two copies of the above policy must be signed by each person reserving the building. One copy will be kept on file by the library; the other copy will be given to the patron.

Contact Person _____

Address _____

Daytime Phone # _____ Evening Phone # _____

Signature of Applicant _____ Date _____

Name of Organization _____

Budget and Finance

The annual budget for the next calendar year shall be prepared in time for approval at the May library board meeting. This will allow time for changes, if needed before the beginning of the new year. It will also allow for presentation to the Norton township and City of Nortonville for their annual budget meeting. The budget shall be compiled by the library director, with assistance from the treasurer of the board, as needed. If additional mils are needed to maintain minimal finances, this procedure shall be handled by the library board of trustees. Funding from the city of Nortonville and the Norton township must be more than the previous years funding to obtain grants. It is the responsibility of the library director to report differences to the library board to avoid future funding difficulties.

Amended May 2003

Credit Card Policy

1.The credit card will be issued to the library director, only with approval of the board.
2.Credit cards will only be used for business purposes. Personal purchases of any type are not allowed.
3.The following purchases are not allowed:

- Alcoholic beverages/tobacco products
- Capital equipment and upgrades, unless approved by the board.
- Construction or renovation
- Controlled substances
- Items or services on term contracts, unless approved by the library board
- Personal items or loans
- Any other items deemed inconsistent with the expectations of the board

4. Cash advances on credit cards are not allowed.
5.Cardholders will be required to sign an agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

Procedures

1. Detailed receipts must be retained and attached to the credit card statements. In the case of meals, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with the Internal Revenue Service regulations.
2. Monthly statements, with attached detailed receipts, must be submitted to the treasurer at each board meeting.
3. All monthly statements submitted for payment approval must have the signature of the cardholder, as well as the initials of two board members.
4. Cardholders should make every effort to ensure that purchases do not include sales tax. Tax-exempt certificates are on file in the library. Sales tax my be paid for minimal expenditures from one-time vendors who refuse the exemption, but sales tax should not be paid where the purchases are for more substantial expenditures or are repetitively incurred.

Adopted March 2010

Cardholder Agreement

I, _____, hereby acknowledge receipt of the following credit card: _____, account number: _____.

I understand that improper use of this card may result in disciplinary action, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including attached Credit Card Policy.

I acknowledge receipt of said agreement and policy and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the Nortonville Public Library and that the Nortonville Public Library will be liable to _____ (credit card company) for all charges made on this card.

I will strive to obtain the best value for the Nortonville Public Library when purchasing merchandise and/or services with this card.

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Library Board of Trustees, upon demand, during the period of my employment. I further agree to return the card upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the Nortonville Public Library will be entitled to reimbursement from me of such purchases, together with cost of collection and reasonable attorney fees.

Amount approved $_____

Signature of cardholder _____ Date _____

Signature of Board President _____ *Date* _____

Surplus Property Policy

At the discretion of the library director, excess or weeded books and other library materials may be sold at the annual book sale. If they are unusable, they may be discarded. Other surplus property, such as furnishings or supplies, should be presented to the board for their recommendation.

ADA Compliance Plan

The Nortonville Public Library building was built to conform to the Americans With Disabilities Act.

Nortonville Public Library has an established policy of being accommodating to its handicapped patrons. If a patron is unable to reach the library because of physical or mental limitations, the library director will deliver materials to the patron's home. If the patron is mobile in a vehicle, but unable to leave the vehicle, the library director will deliver materials curbside.

The following policy addresses accessibility.

There is ramped access in the rear of the building. The concrete ramp is travel stable, firm and slip-resistant. The ramp will be kept clear of ice and snow during inclement weather. There are no protruding objects on this ramp. The curb approaching the ramp has a smooth transition. The parking area is paved. A handicap parking sign has been installed.

The ramp is built with a slope of 1:12. The ramp has sturdy 36 inch high railings on both sides. The ramp is 48 inches wide. There is a level landing at the top of the ramp for accessing the entry door.

A handicap parking space is available, with one 13 foot space. Total parking spaces will be less than 25. The access aisle is directly linked to the ramp accessing the rear door (accessible). It is the closest parking space to this entrance. Our building services the police department and they will enforce handicap parking procedure.

Two entrances are available to the building, a front and a rear entrance. The rear entrance is the accessible entrance. There are no stairs to this entrance. The accessible entrance is clearly marked. It can be used independently. The opening is 36 inches wide and there is 22 inches clear wall space on the pull side of the door, next to the handle. The threshold is beveled to 3/8 inch. The mats in the rear entrance have non-skid applications on the

bottom to prevent tripping. The door handle is installed at 36 inches. The entry door can be opened without too much force and takes at least 3 seconds to close with the automatic closer.
The size of the building does not require an emergency system, but if lights do fail we have an emergency, battery operated lighting system.

The accessible entrance provides direct access to the main floor with a minimum accessible route of at least 36 inches. There is adequate space for a wheelchair to turn a 5 feet circle.

All doors are 36 inches. On the pull side of the door, next to the handle, there is at least 18 inches of wall space. Doors can be opened with minimal force. Door handles are at 36 inches. Thresholds are beveled to ½ inch.

All aisles and pathways are at least 36 inches wide. Carpeting is low pile, tightly woven and secure along the edges. All obstacles are cane-detectable.

All building signage has raised lettering, as well as Braille lettering. Signs are posted on the latch side of the door, mounted with centerline at 60 inches, raised letters of 1/8 inch with pictogram. Exit signs, above doors, are lighted for high contrast with 8 inch letters.

All controls for lighting, heat and fans are at an accessible height.

Numerous tables are distributed throughout the facility. All tables are 30-32 inches with knee space of at least 30 inches wide.

The only stairway located in the building is not accessible to the public, but it is non slip with continuous rails.

Restrooms are fully accessible and clearly marked on the latch side of the door. The doorways are 36 inches with the door handle height of 36 inches. The doors can be opened easily, with little force. Enough space is provided within the restroom for ease in

maneuverability. The toilet seat is 18 inches high. The lavatory has a 30 inch wide by 48 inch deep clear space in front, with a height of 34 inches. There are 30 inches from the lavatory apron to the floor. The faucet can be operated with a closed fist. The soap dispenser can be used with one closed fist. The mirror is mounted at 38 inches.

Amended 2004

Internet Safety and Computer Usage Policy

The Nortonville Public Library is a forum for all points of view and adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights formulated by the American Library Association and adopted by the Library Board. Users must comply with the United States copyright law, United States and Kansas obscenity statutes, and all other applicable laws.

The Internet is a global electronic network that provides access to ideas, information and commentary. The Nortonville Public Library provides public access to the Internet in keeping with its mission as a forum for access to public information.

The library has no control over the information on the Internet and cannot be held responsible for its content. Restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. Within the above limitations, the library follows policies and procedures that support maximum safety for minors when accessing the Internet at the library.

The library affirms the rights and responsibilities of the parents and guardians to determine and monitor the children's use of library materials and resources. Parents and guardians, not the library or its staff, are responsible for the Internet information selected and accessed by their children. Parental permission is required for use of the library Internet computers by children under the age of eighteen. The library is not responsible, except as provided in this policy, for the use of the Internet by children who have obtained parental permission according to the procedures determined by the library.

Using library computer workstations in an inappropriate manner, as defined herein, is prohibited. Members of the library staff are under no obligation to monitor usage and accept no responsibility for investigating the manner in which those workstations are used. When, however, a member of the library staff observes a patron using a workstation in violation of policy, the patron will be deemed to be using the workstation in an unacceptable manner, resulting in any or all of the following consequences:

1. Immediate termination of the Internet session.
2. Additional suspension of computer use or other library privileges.
3. Notification of appropriate law enforcement officials.

Materials on the Internet may be subject to copyright laws. Copyrighted materials may not be copied without permission of the copyright holder unless the proposed use falls within the definition of "fair use." (United States Code, title 17, Section 107)

Patrons shall not access or exhibit inappropriate matter on library Internet workstations. Inappropriate matter shall include obscene matter, matter harmful to minors, or materials containing sexual exploitation of children, as defined by Kansas Statutes and the Children's Internet Protection Act. Specifically:

1. Patrons shall not access or exhibit obscene material on library computers. Disseminating or exhibiting obscene material is a crime in the state of Kansas. See K.S.A. 21-4301 as amended.
2. Patrons shall not access material or computer-generated images deemed harmful to minors. See K.S.A. 21-4301a and K.S.A. 21-4301c, as amended.
3. Patrons shall not use the library computers in a manner that allows them to posses a computer-generated image that contains or incorporates sexual exploitation of a child. See K.S.A. 21-3516, as amended.

All patrons are prohibited from sending electronic mail, instant messages, or chat room messages that violate any local, state or federal laws. Violators of this prohibition are subject to the consequences described above.

Patrons are responsible for any careless and/or abusive treatment of computer hardware and software. Misuse of computer equipment and Internet access may result in the consequences described above. Misuse includes, but is not limited to:

1. Activities deemed unlawful according to local, state and federal law.
2. Unauthorized access to secure data, including so-called “hacking.” Violations will be immediately reported to appropriate law enforcement officials.

Violation of individual privacy rights, including unauthorized disclosure, use and dissemination of personal information regarding minors is prohibited. Persons violating this prohibition are subject to the consequences described above. Library staff will not disclose library patrons’ use of the library with respect to information sought or received, including Internet use, except pursuant to a valid court order or subpoena authorized under federal, state or local law.

The library will comply with federal legal requirements for technology protection measures (CIPA) by installing filtering software. This technology is not reliable and the library cannot be held responsible for prohibited information that may be displayed or for useful information that may be blocked. Filtering software may be disabled, by staff, at the request of patrons over the age of eighteen.

Printing is allowed on the library computers. The first 5 pages of black printing are free, additional pages are 10 cents. Color printing is available for 35 cents per page, with no free pages.

There is no time limit on computers unless patrons are waiting. If there is a wait, patrons will be informed of a 20-minute limit on their time. All patrons are treated equally regarding computer usage, with no distinction between recreational or educational purposes. Computers are extremely busy after school and waits at this time are common.

Internet Access Permission

The Nortonville Public Library does not monitor and has no control over the information accessed through the Internet, and cannot be held responsible for its content. Also, not all sources on the Internet provide accurate, complete, or current information.

Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents are advised to supervise their children's Internet sessions.

Anyone under 18 years of age must have a permission slip signed by the parent or guardian on file at the library.

We provide paper for printing free of charge, but ask you to minimize your printing. 5 pages a day will be permitted free of charge, extras are .10 per page. Color printing is charged at .35 per page, with no free pages.

Patron will be notified if someone is waiting for a computer and will be asked to be off the computer in 20 minutes.

Library staff can provide assistance for basic start up procedures.

Patron access station is not private, so users should be aware that some material may be offensive to other patrons and children will be able to view material.

Patron should contact library staff immediately if they have any problems using computer equipment or software. Patron should not attempt to fix the problem.

Warning: Although we use a virus-checker on the Internet access computers, this will not completely protect you from the chance of getting a virus. Downloads from the Internet may contain a virus and you need to have virus-checking software on your computer. The Nortonville Public Library is not responsible for damage to a patron's disk or computer, or for any loss of data damage, or liability that may occur from patron use of the library's computer.

Computing resources may only be used for legal purposes by the public and staff. Examples of unacceptable purposes include, but are not limited to the following:

1. Destruction of or damage to equipment, software, or data belonging to the library
2. Unauthorized copying of copyright material
3. Violation of computer security
4. Use of computer which impedes activities of others
5. Authorization of any monetary charges to the library for services or materials accessed through computers

Misuse of the computer or Internet access will result in loss of your computer privileges.

I give permission for my child to access the Internet at the Nortonville Public Library. I understand that the library is not responsible for any information my child may access while on the Internet.

Child's name _____

Parent or legal guardian _____

Amended 2012

Storytime Policy

The Nortonville Public Library may provide a Story time program for preschool age children from September to May of each school year, as needed.

Story times will be weekly for 45 minutes. Children ages 3-5 will be eligible to attend.

The story time program will be funded annually. Receipts can be submitted for reimbursement by the 1st Wednesday of the month.

Some supplies and photocopying needs are available through the library.

Amended May 2009

Director's Job Description

Job Title:
Library Director

Supervised By:
Library Board of Directors

Responsibilities:
Responsible for general library operation and service to the public.

Duties:

- Attends all board meetings except those directly involving Library Director's salary or change in status of Library Director.
- Responsible for all areas of library management including budget preparation, acquisitions, programming and LAN maintenance.
- Supervises and trains substitute and volunteers.
- Selects materials to be discarded from the collection.
- Selects library materials.
- Maintains circulation records.
- Selects periodicals.
- Applies for grant funds as approved by the board of directors and expends those funds as required by the grantor.
- Processes materials new to the library.
- Works with library board regarding budget.
- Implements library programs, policies and objectives as established and adopted by the library board of directors.
- Plans and/or coordinates programming.
- Pick up mail and process on library business days.
- General circulation duties including book and video checkouts, shelve returned books, check book-drop and clean items, as needed.
- Check library email.
- Keep statistics on all library activity.
- Help patrons with questions, requests and interlibrary loan needs.
- Read book reviews, video reviews and best-seller lists. Use information to aid in acquisitions.
- Cover all children's paperbacks and, as needed, adult paperbacks.
- Order general library supplies.
- Maintain overdue book file.
- Repair and clean books and electronic media.
- Understand funding and budget accordingly.
- Prepare annual state statistical report and submit to state library.
- Fill out forms and reports required by NEKLS.

- Attend City Council meetings, as needed.
- Attend NEKLS workshops and assemblies, as needed.
- Research and write policy to present to the board of directors.
- Process interlibrary loan materials.
- Prepare monthly financial reports.
- Prepare monthly librarian's report.
- Work with the treasurer to ensure that all bills and salaries are paid in a timely manner.
- Make copies and send faxes for patrons.
- Order income tax forms annually. Keep on file until April 15.
- Decorate the library.
- Attend and help with storytime, as needed.
- Clean bathrooms, mop floors, vacuum, dust and clean glass, as needed.
- Clean ramps of snow or ice.
- Collect trash and set out for pick-up.
- Water plants and trees.
- Take water bills as a service to the City of Nortonville.
- Take phones messages for city.
- Deliver books, as needed, to Village Villa or homebound patrons.
- Maintain public relations with the community. Communicate concerns to board of directors.
- Troubleshoots and offers technical support for LAN. Stays up-to-date on technology and makes recommendations to board of directors on items affecting computers.
- Determines closure of the library due to weather and notifies board president.
- Other duties, as needed.

Qualifications:
High school diploma/GED.

Skills and Abilities:

- Thorough knowledge of library operations.
- Ability to supervise staff.
- Above average decision making skills.
- Ability to communicate in writing and speaking.

I acknowledge that I have read, reviewed and understand the contents of the above job description.

_____ _____

Applicant's Name Date

2012

Trustee Policy

By-Laws

This organization shall be called the Board of Trustees of the Nortonville Public Library existing by provision of K.S.A. 12-1222 with powers and duties provided in K.S.A. 12-15 and K.S.A. 12-25 of the Laws of the State of Kansas.

All public library board meetings are subject to the Kansas Open Meetings Act (KOMA), K.S.A. 75-4317. The Library Board shall meet at 6:30 on the final Wednesday of each month at the Library. The regular meeting in May shall be the annual meeting. Special meetings shall be called by the chairman or upon written request by a majority of the board members. No business except that for which the meeting was called may be transacted at a special meeting.

If formal motion is made, seconded and carried, the board may recess, for a specified time, to a closed executive meeting. Provided no binding action shall take place during the closed door session and provided the purpose of the session is stated. The motion to recess must include a statement of the justification for closing the meeting, the subjects to be discussed during the meeting, and the time and place. The law specifies that only certain subjects may be discussed during the closed meeting. Those which apply to libraries are the following:

1. Personnel matters
2. Matters relating to employer-employee negotiations
3. Confidential data relating to financial affairs or trusts
4. Preliminary discussion relating to the acquisition of real property

Four members shall constitute a quorum for a seven member library board. The Board shall hold an annual meeting at the same time and place as their regular May meeting at which time election of officers will be held. All officers will serve for one year with the option of being re-elected the following year.

Duties of Officers

Chairman: With assistance from the library director, draw up an agenda for board meetings, preside at meeting, guide discussions and ensure coverage of the topics.

Vice Chairman: Presides at meetings in the absence of the Chairman.

Secretary: Should record the proceedings of each meeting in a book provided for that purpose. The record of procedure should be read at the next meeting, corrected if necessary and approved. (Approval of the minutes should be noted.) The Secretary should sign the minutes for each meeting after they are approved. The Secretary shall keep a register or roll of the members and shall call the roll when required. The Secretary shall send notices of special or called meetings.

Treasurer: The Treasurer receives all funds from the municipality, as well as gifts and endowments given to the library. The Treasurer must be bonded in an amount fixed by the Board. The Treasurer shall pay out funds on orders of the Board and keep an accurate record of all moneys received and disbursed by him and make a report thereof to the Library Board at their regular meeting.

System Representative: The Board shall appoint a representative to the System Board. The representative shall be responsible for attending the annual Spring and Fall Assemblies.

Membership on Board of Trustees:

The Board of Trustees of the Nortonville Public Library shall consist of seven (7) members appointed by the city for four (4) year terms beginning May 1. Members appointed to the Library Board shall be residents of the city of Nortonville or the Norton Township. Vacancies occasioned by removal from the city, resignation or otherwise shall be filled by appointment for the unexpired term. No person who has been appointed for two (2) consecutive four-year terms to a Library Board shall be eligible for further appointment to such Board until two years after the expiration of the second term. Members of the Library Board shall receive no compensation for their services as such but shall be allowed their actual and necessary expenses in attending meetings and in carrying out their duties as members.

No business shall be conducted, bill approved or warrant ordered unless a majority of the Board members are present (4 of 7).

Order of business for regular meetings shall be as follows:

1. Call to order-roll call
2. Reading of previous meeting minutes
3. Correspondence and communications
4. Treasurers report
5. Committee report
6. Unfinished business
7. New business
8. Librarians report
9. Adjournment

Roberts Rules of Order shall govern in the parliamentary procedure of the Board.

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 adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property and equipment.

The Board shall select a director who shall be the administrative officer under the direction and review of the Board. He/she shall be responsible for the operation of the Library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated to him by the Board. The Director shall attend all regular and special board meetings The Board shall formulate and adopt all policy procedures. The Director shall be charged with administering the policy.

The Nortonville Public Library, established for the purpose of providing educational, informational and recreational needs of the people in the community and the surrounding area. It supports and encourages life-long learning with special emphasis on educational activities for preschool children. It supports cooperation among all types of libraries in all parts of the state of Kansas.

1. The library will collect and provide information on the concerns of the community.
2. The library will provide opportunities for life-long learning through materials.
3. The library will seek to fulfill every request made by library patrons to the extent that it is possible, whether it be through interlibrary loan or securing the services of the system or purchasing materials that may be used by the whole community.
4. The library will procure materials specifically suited to the needs of preschool children.
5. The library will endeavor to provide programming especially suited to children including a Story Hour and a Summer Reading Program.
6. The library shall encourage out-of-school adults by providing information on crafts, quilting and information of a general nature.

Donation Policy

The Nortonville Public Library is pleased to accept gifts and/or memorial gifts from patrons. Gifts are gratefully and willingly accepted as long as no restriction is placed upon their use. Use of donated books and other library materials will be determined by the library director on the basis of their suitability to the library's purposes and needs. If items are not needed, they will be considered for the book sale, or if badly damaged (e.g. water/mildew damage, torn or missing pages), will be discarded. Gift values will not be appraised for income tax purposes, but a statement of receipt can be issued.

2011

Nortonville Public Library
Board of Trustees Ethics Statement

As a trustee of the Nortonville Public Library, I understand that I am responsible for holding the Library in trust for the community. This trust is an expression of civic leadership and, as a member of the Board, I am accountable to the community as a whole.

I will receive no compensation as Trustee.

Once the Board adopts a position, I will support it in public settings, regardless of my personal opinion.

I will attend Trustee meeting and participate fully in the deliberations.

I commit to attaining a level of competency appropriate to library trustees.

I will treat my fellow Trustees with respect.

I will respect the confidential nature of library business while being aware of and in compliance with applicable laws governing the freedom of information.

I will avoid situations in which personal interests are in conflict with my role as Trustee, will disclose any such situations, and will disqualify myself immediately whenever the appearance of a conflict of interest arises.

I will comply with Open Meetings Law.

I understand that the function of the Board is to set broad policy direction and monitor adherence to policy and not interfere with the day to day operations of the Library.

Adopted 9/29/2010

Emergency Preparedness Policy

Emergency Telephone Numbers shall be posted in a prominent place by each telephone.

Ambulance – 911

Fire Department – 911

Poison Control – 1-800-332-6633

Police – 911

Sheriff – 911

Electric – 1-888-796-6111

Water – 913-426-1207

Joe Kern's Plumbing – 913-886-7501

Kramer Construction – 913-774-2317

Betts Electric Contractor – 913-367-1720

Orkin Exterminating – 913-367-4292

Computer Support – 888-296-6963

It is the responsibility of the person first observing the disaster to call:

Diane Trinkle – Library Director – 785-863-2270

Sarah Diehl – Board President – 785-409-5168

Procedures:

5. Rodent/Insect Infestation

When rodent or insect infestation is noticed, attempt to do the following:

Isolate the rest of materials from the collection.

Identify the type and extent of infestation.

Consider the options for pest management including routine extermination by a professional exterminator.

6. Natural Disasters

Because the Nortonville Public Library is vulnerable to tornadoes, lightning strikes, wind and hail storms, ice and snow storms, the following disaster plan has been adopted:

- Escape route – locate the best route from the front, back and basement doors or windows.

- In the event of basement flooding, stay out of the affected area. Do not enter until the electric company has disconnected the electricity. Make sure unauthorized people do not enter the affected area. After the electric company has given the all clear, salvage operations should begin immediately.
- In the event of tornado, go as quickly as possible to the basement. Take radio and flashlight in the event of power outage. When a "watch" is announced, keep the radio on. When "warning" is announced, take cover. Direct patrons to the basement. Entry doors should remain unlocked.
- In the event of fire, notify everyone to evacuate. Call 911. Be sure to check restrooms and storytime room. If only the smell of smoke is detected, determine the source and notify Barb Polson 886-3352.
- In the event of dangerous snowstorms, library director determines closure of the library for business and contacts a board member.

Smoke detector batteries will be replaced each year in the fall at the beginning of daylight savings time.

Detail any information related to a disaster occurrence for future reference. This includes photo documentation, as well as how the situation was handled.

Amended January 2018

Job Description for Library Substitute

Job Title:
Library Substitute

Supervised by:
Library Director

Responsibilities:
Responsible for opening library and serving public in the library when other staffing is not available.

Duties:
Open and close library.
Check out materials using automated circulation system.
Clean sidewalks, if snow covered.
Assist patrons with fax and copies.

Qualifications:
Sixteen years of age or older.

Skills and abilities:
General computer knowledge.
Good communication skills.

Salary Range:
$7.25-$8.00.

I acknowledge that I have read, reviewed and understand the contents of the above job description.

_____ _____

Applicant's Name **Date**

Equipment Use Policy

Computers
Computer equipment is available for public use within the library at no charge, except for the cost of printing at a rate of 10 cents per page, after five free pages. Please refer to the Computer Use Policy for details about using the library's public Internet computers.
Copy Machine
A black and white/color photocopy machine is available to patrons who wish to copy materials at the rate of 10 cents per page black/white and 25 cents per page color. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the patron. Staff will not make copies of materials when the request is in blatant violation of copyright law. Decisions of this matter will be left to the discretion of library staff.
Other Library Equipment
Definition of Other Equipment: Other Library equipment includes any library-owned equipment other than desktop computers and copy machine. Examples include an LCD projector, laptop computer, tables and chairs.
Loans to Community Members: Other equipment may be loaned to organizations, when approved by the library board. It will be the responsibility of the group or individual to repair or replace any equipment that is damaged while it is in their possession.

01/2018

Freedom of Information Policy

Kansas Open Records Act (KORA), K.S.A. 45-215 et seq.
The library director shall be appointed the Freedom of Information Officer for the Nortonville Public Library, unless otherwise determined by the Library Board.

Form of Request

To assure that a request for information is clearly understood, the library requires requests for information to be in written form and emailed, faxed, mailed or hand-delivered to library staff. Oral
requests will not be accepted.

Requests should include the following elements:

- Name of requestor,
- Mailing address for requestor,
- A daytime phone number where the requestor may be contacted (optional),
- An email address (if available) for the requestor (optional), and
- Detailed information about the records being requested.

Process

Request should be sent to:
FOIA Officer, Attn. Diane
Trinkle, Nortonville Public Library, PO Box 179, Nortonville, KS 66060
OR Fax: 913-886-3070 OR email: nortlib@hotmail.com

Library Hours:
Tues. 9-Noon
Wed. 12-8
Thurs & Fri. 9-6
Sat. 9-Noon
Requests received after regular business hours will not be logged in and processed until the next business day.

Your request will be responded to within three (3) business days, beginning the day after the request was received. This means that the record custodian will respond to your request within three (3) business days and provide a time estimate for how long it will take to fulfill the request.

Your request must indicate whether you have a “commercial purpose” for your request.[1]

Requested records may be copied or inspected and this information must be specified at the time of request. Inspected records are available during regular library hours.

If records are to be inspected, a library staff member must be present during the inspection.

Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- Monthly financial statements
- Annual receipts and disbursements reports
- Operating budget
- Levy ordinances
- Annual audits
- Board meeting minutes
- Annual statistics report to the Kansas State Library
- Library policy
- Adopted resolutions of the board

If a public record contains names and addresses on it, the library may require that you certify that you will not use the names and addresses for any prohibited purposes. If you do not sign the form, the library does not have to provide you the records.

Fees

To reimburse the library for costs associated with reproducing, certifying (if requested), and delivering the records, the following fees shall apply:

Copies: First 25 pages b/w printing free; after 25 pages b/w printing, 15 cents per page for copies. 25 center per page for all color copies regardless of amount of total request. Mailing: Standard U.S. Postal Service first class rates will apply. Faxes will be charged $1 for first page, 50 cents each additional page.

[1]"Commercial purpose" is defined in the Act as "the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services." However, there are exceptions for news media, non-profits, scientific and academic organizations for disseminate news, articles or opinions of public interest, or research or education.

[2]In the event a "commercial interest" is involved, additional questions can be asked of the requestor by the public body FOIA officer in order to determine the classification, then the public body has up to 21 days to respond and either deny the request based on exemptions or undue burden; or estimate the time and cost of the copying for prepayment; or provide the documents requested.

01/2018

Personal Device Usage Policy

Personal Communication or Entertainment Devices

Cell phone users are asked to turn ringers off and to converse quietly and briefly on them while inside the library. Earphones or similar equipment should be used by customers who wish to use audio functions on computers, mobile devices, game consoles, or other devices.

Public Wireless Internet Access

The Library provides free, unsecured, wireless Internet access for public use. The Library does not provide technical support for privately owned personal wireless devices. Security for personal wireless devices rests solely with the owner of the wireless device. Personal use of the library's public wireless access will conform to policies regulating other types of public Internet access provided by the library. Printing is not available via the library's wireless service.

Customers are prohibited from using the library's wireless Internet access to display text or graphics that may be considered obscene or harmful to minors, pursuant to state and local laws.

Electricity

A limited number of electrical outlets are available near several seating areas, and customers are welcome to plug in their laptops or other personal electronic devices. However, power cords and other cables may not obstruct traffic, seating, or tables.

The Nortonville Public Library is not responsible for loss of data or damage to personal equipment that may result from the use of its electrical outlets.

Unattended Children Policy

Policy Statement:

It is the goal of the Nortonville Public Library to provide our customers with a safe, calm place, free from distractions. Library users are encouraged to read, study, research, write, select materials, consult with library staff and enjoy our space.

As a tax-supported entity, all who enter here own this library. Therefore, all patrons have an implicit obligation to contribute to the maintenance of that atmosphere.

Anyone exhibiting disruptive behavior will be asked to leave the library grounds.

The library is not responsible for children left unattended at the library. **The library does not provide daycare services.**

Staff Role:

The library staff members are employed to serve the legitimate reference, information, and media needs of the public. They are not social workers, police or daycare providers. If a library user seems to be placing a staff member in the position of providing non-library related functions, the staff member may terminate the interaction.

Regulations:

1. The library welcomes and encourages children to use its facilities and services. However, the responsibility for the care, safety and behavior of children using the library rests with the parent/guardian and not with the library staff.

2. Children six and under shall not be left unattended in the library under any circumstance. They must be accompanied by a parent/guardian or caregiver who is at least twelve years old and ensured by the parent/guardian to be a responsible person. Library staff members may contact authorities in the event a child under the age of seven is left unattended in the library, or the parent, guardian or caregiver fail to directly supervise the child.

3. Inappropriate behavior will not be tolerated. Staff will ask children to comply with library rules or instruction. Children whose behavior is disruptive will be asked to leave the library grounds**. If a child is not able to leave the library without an adult, he/she should not be in the library alone.** Children will be given the opportunity to call a parent or guardian to inform them of the circumstance.

4. Children should know how to reach an adult at all times. They may use the library business phone in an emergency.

5. At library closing time, or in the event of an early closing due to inclement weather, etc., if unattended children are still in the building, the authorities will be called to take custody of the children.

6. Shoes and shirts must be worn.

7. It is not the intention of the library staff to seek out unattended children, but rather to have a reasoned response, if problems arise.

8. The Nortonville Public Library does not support truancy. If a young person attends school, they will not be allowed in the library during regular school hours.

9. To prevent the spread of disease/illness, a child that is not well enough to attend school should wait 24 hours to come into the library.

Definitions:

Examples of inappropriate behavior may include, but are not limited to:

- **Disruptive behavior**, such as running, shouting, spitting, rude actions, horseplay, loud music, loud talking, misuse of restrooms, sexual activities, blocking walkways, viewing inappropriate websites, cursing, demeaning comments, talking back, teasing other children, hiding property, threat of violence, etc.

- **Criminal behavior**, such as child abuse, assault and battery, possession of weapons, refusal to leave the building, sexual offense, vandalism, theft, intoxication, drug use, public indecency, loitering, viewing child pornography, damage to library property, such as breaking or damaging supplies, improper use of furniture or equipment, theft, etc.