

Goddard Public Library Board Agenda

September 9, 2019

7:05 P.M. Board Meeting

1. Roll Call.
2. Approval of Agenda
3. Minutes of Regular Meeting August 12, 2019
4. Correspondence and communications
5. Director's Report
 - a. Circulation Report
6. Financial Report
7. Old Business
 - a. Friends/Foundation update
 - b. Updates to policy manual – Personnel Policy section 1 through 4
8. New Business
 - a. 50 year celebration – December 7
 - b. Set date for Finance Committee Meeting
9. As may be presented

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND

OR E-MAIL: director@goddardlibrary.com

Library Board Meeting
Monday, August 12, 2019
7:05 PM

1. **Roll Call:** Lisa Fouts, Frank Petsche, April Hernandez, Lisa Stoller, Tamara Judd, Alexis Vincent, Vicki Luthi, Becky Phillips, Lisa Coyne, Margo Rakes, and Sherry Lauer.
2. **Approval of Agenda:** Lisa F. motions to approve agenda. Alexis V. seconds. Approved 10/0.
3. **Minutes of Regular Meeting July 8, 2019:** Lisa S moves to accept the minutes as read. Sherry L seconds. Approved 10/0.
4. **Correspondence and Communications** – Make a Wish – sent us a thank you for the wheelchair they rented from the library
5. **Librarian's Report**
 - a. **Circulation Report** – Sunflower e-book check outs are on the rise. Circulation was up.
 - b. **Highlights** – Currently weeding in the children's section. August staff meeting went well. We have 1 applicant for program/outreach (19 hour position). April thanked our board members that attended the city council meeting. We were a noticeable presence. April H. will be meeting with Dane Baxa and going around the Goddard Public Schools to meet all the school librarians. April is already working with a high school librarian to create a teen advisory board. Steamatic will be coming in and giving us a quote on carpet cleaning. City will pay. Next Friends and Foundation of the Goddard Public Library will be August 27 at 5:00PM.
6. **Financial Report** – Alexis V. motions to approve the financial report. Frank P seconds. Approved 10/0.

7. **Old Business**

- a. Tamara J. approves reapproval of all documents approved in July with wording change. Becky P. seconds. Approved 10/0. Approval of changes for rest of board policy up to Section 3. Alexis makes a motion to change the board policy as stated. Frank seconds. Approved 10/0.
- b. Furniture – shelving – should be here in September.
- c. Friends/Foundation Update – During Fall Festival (October 5), Friends and Foundation of the library will put on a garage sale.
- d. Board Insurance and Treasure Bonding – Done

8. **New Business**

- a. Vote for new VP – Alexis V motions to elect Frank P. as vice president. Lisa F. seconds. Approved 10/0.
- b. Vote for secretary – Lisa S. motions for Sherry L. to be secretary. Lisa C. seconds. Approved 10/0. Alexis V. moves Haro that banking signatures for all accounts be changed so that Harold Petsche/Vice President and Sherry Lauer/Secretary are signers. Tamara seconds. Approved 10/0.

9. **As May be Presented** – Within our board, we have three committees: financial, programming, and Friends and Foundation. Members have split themselves amongst committees.

10. **Executive Session. At 8:18** Vickie L. moved to recess into executive session pursuant to non-elected personnel matters to include the Library Board, and that the Library Board will reconvene the open meeting in the Library commons area at 8:28. Alexis V. seconds. Approved 10/0. No binding action was taken.

11. **Adjournment:** Lisa S. motions to adjourn at 8:30 PM. Sherry L. seconds. Approved 10/0.

The above minutes are a draft copy of the minutes. Minutes must be approved by a quorum of the Goddard Public Library Board at the next meeting.

Submitted by Lisa Fouts

GODDARD PUBLIC LIBRARY

August 2019

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019	2018	2017
Non-fiction	218	169	176	180	355	177	277	107					1659		
Fiction	513	525	587	543	656	647	718	817					5006		
Periodicals	60	64	58	52	53	60	121	123					591		
Audio Books	17	19	28	43	61	60	48	53					329		
Videos/ DVD	201	224	266	234	241	259	295	179					1899		
JUVENILE															
Non-fiction	186	265	316	273	360	952	699	387					3438		
Fiction	698	1053	1319	1278	999	2985	3532	1754					13618		
Periodicals	6	37	49	11	13	34	28	16					194		
Videos/ DVD	65	89	85	104	144	167	206	103					963		
Audio	2	4	5	11	8	5	8	4					47		
Other															
TOTAL	1966	2449	2889	2729	2890	5346	5932	3543	0	0	0	0	27744	44326	34516
Computer	405	355	419	443	399	398	470	500					3389	3988	3012
Wireless	187	121	115	103	152	136	144	147					1105	1565	1232
													4494	5553	4244
Reference Question	123	195	196	137	231	213	280	259					1634	1860	1489
INTERLIBRARY LOAN															
Books Loaned	28	23	14	62	53	36	29	29					274	466	388
Unfilled	0	0	2	0	0	0	0	1					3	0	0
Books Borrowed	50	53	70	73	73	104	75	67					565	793	572
Unfilled	0	0	7	0	0	0	0	0					7	2	0
NEW LIBRARY CARDS	27	16	18	26	57	73	38	29					284	404	462
MATERIALS ADDED															
Adult	52	65	41	34	62	66	89	96					505	1093	1256
Juvenile	101	143	28	47	53	55	55	81					563	993	1496
TOTAL	153	208	69	81	115	121	0	0	0	0	0	0	1068	2086	2752
LIBRARY ATTENDANCE															
LIBRARY ATTENDANCE	1255	1131	1404	1576	2418	3380	3361	2146					16671	19195	16985
Children	78	162	276	419	181	706	751	43					2616	3214	2338
Other			15										15	909	255
TOTAL	1333	1293	1695	1995	2599	4086	4112	2189	0	0	0	0	19302	23318	19578

April Hernandez
DIRECTOR

ATTENDANCE	J	F	M	A	M	J	J	A	S	O	N	D		
Vickie Luthi	+	+	+	+	+	+	+	+					2	2023
Alexis Vincent	+	+	+	+	+	+	+	+					2	2020
Lisa Fouts	+	+	+	+	+	ex	+	+					1	2020
Becky Phillips	+	ex	+	ex	+	+	+	+					2	2021
Frank Petsche	ex	+	+	+	ex	+	+	+					1	2021
Lisa Coyne						+	+	+					finish	2022
Tamara Judd						+	+	+					1	
Margo Rakes						+	EX	+					1	2025
Lisa Stoller						+	+	+					1	2023
Sherri Lauer								+					1	2023
April Hernandez				+	+	+	+	+						

EX- excused

EO- early out

LI- late in

CA- cancelled

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1 Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Sunflower	RBDigital	Cloud Library	RBDigital Mags	Magazines	new ebook users	Total Checkouts
2 January	791	817	67	201	65	17	2	0	195	11	6	66	0	2238
3 February	694	1215	103	224	89	19	4	0	182	11	11	155	0	2707
4 March	763	1526	109	266	85	28	5	0	197	13	2	179	0	3173
5 April	723	1434	117	234	104	43	11	0	193	6	20	63	0	2948
6 May	1011	1359	217	241	144	61	8	15	183	18	6	68	13	3344
7 June	824	3876	236	259	167	60	5	76	193	19	2	94	7	5811
8 July	985	3952	280	295	206	48	8	125	189	25	2	149	15	6289
9 August	988	1971	170	179	103	53	4	142	189	18	13	139	7	3780
10 September														0
11 October														0
12 November														0
13 December														0
14	6789	16150	1232	1899	963	329	47	358	1332	121	62	913	42	30290
15														

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Director's Report – September 2019

Carpets and windows have been cleaned and the library looks much better. We have been clearing things out and making more room.

The new shelving is here and has had lots of positive comments. We are having a hard time keeping books on it.

I am still weeding through the children's section. I have non-fiction, easy readers, board books and oversized to get through.

New library cards are here just in time for library card sign-up month. We will offer the new cards to patrons for \$1. If they do not want to pay for a card we will issue them the old card until we run out. This has the potential to raise over \$800, if we sell all the new cards. They contain a keychain card which makes them convenient.

Carrie has hit the ground running. She is our new Programming and Outreach Specialist. She is very enthusiastic and has lots of great ideas. I think she is going to be a real asset to the library.

The Finance Committee needs to set a date to meet the end of September, beginning of October.

Policy manual updates for next meeting – Personnel Policy section 5 through 8.

Next meeting is October 14.

5:37 PM
09/04/19

Goddard Public Library
Reconciliation Summary
Bank Checking Account, Period Ending 10/01/2019

	Oct 1, 19	
Beginning Balance		88,644.63
Cleared Transactions		
Checks and Payments - 32 items	-23,419.49	
Deposits and Credits - 13 items	5,636.18	
Total Cleared Transactions	-17,783.31	
Cleared Balance		<u>70,861.32</u>
Uncleared Transactions		
Checks and Payments - 15 items	-7,460.45	
Deposits and Credits - 3 items	460.56	
Total Uncleared Transactions	-6,999.89	
Register Balance as of 10/01/2019		<u>63,861.43</u>
Ending Balance		63,861.43

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5:05 PM
09/04/19

Goddard Public Library
Reconciliation Summary
Capital Improvement, Period Ending 08/01/2019

	<u>Aug 1, 19</u>
Beginning Balance	27,945.35
Cleared Transactions	
Deposits and Credits - 1 item	<u>0.76</u>
Total Cleared Transactions	<u>0.76</u>
Cleared Balance	<u><u>27,946.11</u></u>
Register Balance as of 08/01/2019	27,946.11
Ending Balance	27,946.11

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GPL
BUDGET REPORT
8/31/2019

MONTH:
8
COLUMN:
1

(A) CATEGORY	(B) ACTUAL JANUARY	(C) ACTUAL FEB.	(D) ACTUAL MARCH	(E) ACTUAL APRIL	(F) ACTUAL MAY	(G) ACTUAL JUNE	(H) ACTUAL JULY	(I) ACTUAL AUGUST	(J) ACTUAL SEPT.	(K) ACTUAL OCT.	(L) ACTUAL NOV.	(M) ACTUAL DEC.
Accounting	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Automation/Internet	\$139.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance	\$67.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Misc.	\$31.00	\$0.00	\$0.00	\$0.00	\$28.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$3,562.33	\$0.00	\$0.00	\$432.53	\$461.12	\$375.04	\$639.75	\$612.26	\$376.24	\$612.26	\$0.00	\$0.00
Utilities/Telephone	\$895.06	\$590.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Materials	\$2,064.01	\$640.03	\$575.82	\$3,668.91	\$4,613.69	\$1,927.23	\$2,179.70	\$1,011.42	\$1,011.42	\$159.07	\$0.00	\$0.00
Community Relations	\$78.60	\$0.00	\$78.38	\$77.95	\$345.70	\$0.00	\$69.73	\$159.07	\$159.07	\$0.00	\$0.00	\$0.00
Programming	\$398.11	\$127.36	\$67.94	\$59.28	\$53.21	\$140.46	\$132.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Technology												
Continuing Education												
Licensing												
Memberships	\$368.00	\$0.00	\$0.00	\$0.00	\$125.00	\$27.50	\$209.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Mileage/Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$163.14	\$0.00	\$180.55	\$396.64	\$0.00	\$0.00	\$0.00	\$0.00
Postage	\$1,172.02	\$3.59	\$3.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$1,368.39	\$0.00	\$2,500.21	\$11.70	\$0.00	\$0.00	\$0.00	\$0.00
Board Insurance/Bond												
Director Health Benefit	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Payroll Taxes	\$1,207.75	\$1,058.86	\$1,101.00	\$1,324.56	\$1,936.62	\$2,101.23	\$1,944.99	\$1,711.36	\$1,711.36	\$918.61	\$0.00	\$0.00
Retirement	\$223.97	\$512.27	\$225.26	\$612.02	\$868.18	\$851.16	\$852.77	\$918.61	\$918.61	\$0.00	\$0.00	\$0.00
Salaries	\$4,981.98	\$4,125.61	\$4,458.47	\$5,474.16	\$7,037.49	\$7,495.58	\$7,726.98	\$7,027.39	\$7,027.39	\$0.00	\$0.00	\$0.00
Workman's Comp	\$234.00											
Unemployment	\$19.99			\$15.99			\$24.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$15,533.86	\$7,058.43	\$6,582.17	\$11,722.35	\$17,501.36	\$13,418.20	\$16,960.52	\$12,724.69	\$12,724.69	\$0.00	\$0.00	\$0.00

(N) MONTHLY BUDGET (S / 12)	(O) MONTHLY DIFFERENCE (N-Current Mo.)	(P) Y-T-D ACTUAL (Sum B..M)	(Q) Y-T-D BUDGET (S x no. of months/12)	(R) Y-T-D DIFFERENCE (Q - P)	(S) ANNUAL BUDGET	(T) ANNUAL DIFFERENCE (S - P)
\$0.00	\$0.00	\$90.00	\$90.00	\$0.00	\$90.00	\$0.00
\$0.00	\$0.00	\$139.95	\$139.95	\$0.00	\$139.95	\$0.00
\$0.00	\$0.00	\$124.04	\$124.04	\$0.00	\$124.04	\$0.00
\$41.67	-\$334.48	\$436.06	\$333.36	-\$102.70	\$500.00	\$63.94
\$291.67	-\$320.59	\$6,155.23	\$2,333.36	-\$3,821.87	\$500.00	-\$5,655.23
\$0.00	\$0.00	\$1,485.77	\$0.00	-\$1,485.77	\$3,500.00	\$2,014.23
\$2,185.17	\$1,173.75	\$16,680.81	\$17,481.36	\$800.55	\$1,600.00	-\$15,080.81
\$83.33	-\$75.74	\$809.43	\$666.64	-\$142.79	\$26,222.00	\$25,412.57
\$437.50	\$437.50	\$978.82	\$3,500.00	\$2,521.18	\$1,000.00	\$21.18
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,250.00	\$5,250.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
\$41.67	\$41.67	\$729.50	\$333.36	-\$396.14	\$291.69	-\$437.81
\$25.00	-\$371.64	\$740.33	\$200.00	-\$540.33	\$500.00	-\$240.33
\$145.83	\$145.83	\$1,178.71	\$1,166.64	-\$12.07	\$300.00	-\$878.71
\$500.00	\$488.30	\$3,880.30	\$4,000.00	\$119.70	\$1,750.00	-\$2,130.30
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
\$500.00	\$0.00	\$2,000.00	\$4,000.00	\$2,000.00	\$4,000.00	-\$2,000.00
\$1,630.00	-\$81.36	\$12,386.37	\$13,040.00	\$653.63	\$4,000.00	-\$8,386.37
\$895.83	-\$22.78	\$5,064.24	\$7,166.64	\$2,102.40	\$19,560.00	\$14,495.76
\$6,543.33	-\$484.06	\$48,327.66	\$52,346.64	\$4,018.98	\$10,750.00	-\$37,577.66
\$31.25	\$31.25	\$234.00	\$250.00	\$16.00	\$78,520.00	\$78,286.00
\$8.33	\$8.33	\$60.36	\$66.64	\$6.28	\$1,670.00	\$1,609.64
\$13,360.58	\$635.98	\$101,501.58	\$107,238.63	\$5,737.05	\$162,517.68	\$61,016.10
		\$101,501.58	\$108,345.12	\$5,737.05		\$61,016.10

ORDER INFORMATION		Proof #: 1
Date: 08/15/2019	Order #: 203610	
Customer #: 6049	Consultant: Allen	
Customer Name: Andover Public Library		
Customer PO #:		
Item Ordered:	PC28 - Card & Key Tag	
Quantity:	17,500	
Lamination:	30mil Gloss/Matte	
BC Symbology	Code 39 - Regular	
Starting #: See special Insructions	# of Digits: 14	
Check Digit Type: MSI MOD10		
Start/Stop Digits: */*		
Ink Colors - Front: <input type="checkbox"/> None <input checked="" type="checkbox"/> Process		
<input type="checkbox"/> Pantone (PMS)		
Back: <input type="checkbox"/> None <input type="checkbox"/> Process <input checked="" type="checkbox"/> Black		
<input type="checkbox"/> Pantone (PMS)		
SPECIAL INSTRUCTIONS		
Branch	Quantity	Starting Number
Mulvane	1,000	2711000103452X
Goddard	1,000	2705200007500X
El Dorado	2,500	2992100044600X
Andover	6,000	2670000110010X
Derby	5,000	2417300096400X
Augusta	2,000	2701000012875X

This is your proof. Please read it carefully. It is your responsibility to ensure that this proof is correct. Please signify your approval and fax to us at 864-848-1075.

This proof is provided for copy and placement only. It indicates the exact spelling and placement of text and positioning of all type, graphics, bar codes, signature panel, etc.

The printed card will be within industry standard of plus or minus 10% ink variance.

Gray areas indicate space provided for variable data and/or signature panel. It does not necessarily represent the size of data. Tolerance for variable data/signature panel may vary 1/16" in any direction.

Die cutting tolerance of finished product may vary up to 1/16" in any direction.

Jobs may contain missing numbers and over/under runs up to 10% of the order. If this is unacceptable to you, please let us know. Pricing can be affected.

Your signature makes you responsible for any reprint costs if the order is printed as approved.

Fax this form back to 864-848-1075

- Proof is:**
- Approved as is
 - Make changes and submit new proof
 - Bar Codes scanned properly. Starting number and symbology approved.

Authorized Signature _____

Date _____



Please see next 2 pages for proof backs and bar codes.


12

Please print and scan bar codes to ensure they scan properly and the symbology and starting number are correct.

27110001034525

Mulvane

Mulvane



27110001034525

I will comply with library rules and regulations and will be responsible for all fines, damages, or lost materials. I will give immediate notice of loss of card or change of address.

Mulvane



27110001034533

Mulvane




27110001034541

27052000075002

Goddard

Goddard



27052000075002

I will comply with library rules and regulations and will be responsible for all fines, damages, or lost materials. I will give immediate notice of loss of card or change of address.

Goddard



27052000075010

Goddard




27052000075028

29921000446009

El Dorado

El Dorado



29921000446009

I will comply with library rules and regulations and will be responsible for all fines, damages, or lost materials. I will give immediate notice of loss of card or change of address.

El Dorado



29921000446017

El Dorado



29921000446025

5. Personnel Policy

Section 1 Policy Administration

1.01 Administration of the Policy

Among the powers and duties of the Goddard Public Library Board as authorized by *Kansas Statutes Annotated 12-1225* for all public library boards are the following:

- To make and adopt rules and regulations for the administration of the library.
- To employ a Library Director and such other employees as are deemed necessary and to set their salaries.

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

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

1.02 Chain of Command

The Chain of Command is the organizational structure established for the operation and supervision of all personnel and departments. The line of authority begins with the Director. In case the Director is unavailable due to health or personal reasons the Chain of Command is as follows: Assistant Director, President of the Board, Vice-President, Treasurer, and Secretary. All communications, orders, requests and recommendations shall be channeled through this chain, in both directions, in order to avoid confusion, misunderstanding and oversight.

1.03 Definitions

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

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

Discharge – To dismiss from employment by action of the employer.

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

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

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

Grievance – A wrong considered as grounds for complaint, or something believed to cause distress relating to employment and working conditions, or a complaint or resentment, as against an unjust or unfair relationship between an employee or group of

employees and his/her or their Director, other employees or their Directors or Department Head or other Directors.

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

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

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

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

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

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

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

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

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

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

Reclassification – Reassignment of an existing position from one class to another, irrespective of whether the classes are in the same promotional line. Incumbents must demonstrate ability to perform in the reclassified position, either by: successful performance for a period of time, a careful screening by directory personnel; or by passing an appropriate examination.

Resignation – A notice (usually in writing) of a voluntary termination of employment by an employee.

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

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

Section 2

Standard Employment Practice

2.01 Nature of Employment – At Will Employment

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

- B. Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Goddard Public Library and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at the Goddard Public Library Board's sole discretion.
- C. These provisions supersede all existing policies and practices. The Goddard Public Library reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies, procedures, in whole or in part, at any time with or without notice.
- D. All policies within this manual may be amended from time to time as deemed necessary upon approval of the Governing Body.

2.02 Employee Relations

- A. The Goddard Public Library believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensations, they are strongly encouraged to voice these concerns openly and directly to the Director.
- B. Employees who have any questions regarding this policy manual should ask the Director for clarification.

2.03 Equal Employment Opportunity

- A. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Goddard Public Library will be based on merit, qualifications, and abilities. The Goddard Public Library does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability or any other characteristic protected by law.
- B. The Goddard Public Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensations, discipline, termination, and access to benefits and training.
- C. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2.04 Employee Requirements

- A. All new applicants for any position with the Library shall meet the minimum qualifications established for that position and completed a job application form with all pertinent information.
- B. After an offer has been made to an applicant entering a designated job category, a physical, including a drug test and a criminal background check may be required to determine ability to perform the designated job duties at the Goddard Public Library's expense by a professional of the Library's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam tests and background check. A current employee transferring to a position requiring qualifications substantially different from the current position may also be required to complete drug testing and another background check at the Library's expense.

Any employee may be requested to submit to drug testing when requested by his/her Director. This expense will be paid by the Library unless the test is positive and the employee is in violation of the Library's no drugs policy.

2.05 Citizenship Verification

All employees shall complete and employment eligibility verification form (I-9) in compliance with Federal Law. These will be kept in each employees personnel file.

2.06 Orientation

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

2.07 Introductory Period

- A. Each employee, following initial employment, shall undergo a 90-day introductory period. The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Goddard Public Library uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the Goddard Public Library may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.
- B. At the completion of the introductory period, the employee shall be evaluated by the Director. In the case of the Director, they will be

evaluated by the Library Board of Trustees (See appendix for Director Evaluation forms). If the job performance does not warrant granting of full-time status, the employee may be placed on an additional 90-day introductory period. Upon evaluation, the employee must be provided with goals and areas of improvement. At the end of that 90-day period the employee shall be re-evaluated.

- C. All new and rehired employees work on an introductory basis for the first three months after their date of hire. Employees who are promoted to or transferred within the Goddard Public Library must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the Goddard Public Library determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.
- D. In cases of promotions or transfers within the Goddard Public Library, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the Goddard Public Library's need.
- E. Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.
- F. During the initial introductory period, new employees are eligible for those benefits that are required by law, such as worker' compensation insurance and Social Security. They may also be eligible for other Goddard Public Library provided benefits, subject to the terms and conditions of each benefit program. Employees should read the information for each specific benefit program for the details on eligibility requirements.
- G. Employment status is not changed during the secondary introductory period that results from a promotion or transfer within the Goddard Public Library.

2.08 Code of Conduct

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

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

- B. Employees shall not grant special considerations, treatment or advantage to any citizen or fellow employee beyond what is available to all citizens or fellow employees.
- C. Employees shall not accept any gift, whether in the form of service, loan, promise or any other form from any person who, to the employee's knowledge is interested, directly or indirectly, in any matter whatsoever, in business dealings with the Library.
- D. Employees shall not accept any gift, whether in the form of service, loan, promise or any other form from any person who, to the employee's knowledge is interested, directly or indirectly, in any matter whatsoever, in business dealings with the Library.
- E. Employees who have a financial or other private interest in any proposed Library legislation shall disclose the nature and the extent of such interest.
- F. Employees must not disclose or use information gained through Library employment to advance financial or other private interests for themselves or others. Employees must not disclose information obtained through Library employment which is not a public record.
- G. Employees shall not engage in or accept private employment or render services for private interest when such employment or service is incompatible with proper discharge of his/her duties.
- H. Employees shall not sell or barter anything to the Library, or to a contractor doing work with the Library, or make any contact with the Library, or purchase anything from the Library other than those things which the Library offers generally to the public and then only on the same terms as are offered to the public.
- I. Employees shall not continue in their current position after becoming candidates for any Library or City office.
- J. Employees shall not solicit any monetary contribution to the campaign funds or any candidate for Library or City office nor participate in the campaign of any candidate for Library or City office.
- K. Employees shall not directly or indirectly solicit, receive or be in any manner concerned in soliciting, obtaining, or receiving any monetary contribution or assistance, financial or otherwise, for any political purpose whatsoever from any officer or employee of the Library.
- L. Employees shall not request or permit the use of Library owned property or equipment for any purpose except to conduct Library business and no employee shall directly or indirectly attempt to obtain any service or benefit from Library Personnel for the personal gain of the employee.
- M. Employees shall not use or promise to use, directly or indirectly, any official authority or influence to secure or attempt to secure any person or appointment or advantage in the appointment process to a position with the Library or an increase in pay or any other advantage of employment.

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

2.09 Personnel Records

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

- A. **Official Personnel Records** - Each employee will have an official personnel file maintained by the Director from information completed at time of employment and any other records provided by Directors and Department Heads. These files contain documentation concerning certain aspects of each employee's tenure with the Library, such as employment applications, resumes, drug screens, performance recommendation, and all other records directed to be made and maintained under these policies and guidelines or under applicable laws.
- B. **Personal Information** – Each employee will be responsible for assuring the personal information in his/her personnel file is correct. Employees should promptly notify the Director of any change in personal data such as change of name, address, telephone number, family status (marriage, divorce, birth, death), or beneficiary (for insurance).

It is important that the Director be notified of such changes immediately. Your benefits or your dependents' benefits may be affected or list if notifications of these changes are not made in a timely manner. The Library is not responsible for problems that arise when information has not been given to them or notifications of these changes are not made in a timely manner. The Library is not responsible for problems that arise when information has not been given to them or notification has not been provided in a timely manner.

- C. **Personnel File Access** – Each employee has the right to review his/her official personnel file during regular office hours. The Director or his/her designee must be present when an employee reviews his/her personnel file.
- D. **Compensation records** – The Director shall keep relevant compensation information for all persons employed by the Library, including their pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, and accrued overtime. An employee's compensation records shall be available during regular office hours for inspection by that employee.
- E. **Medicine Information and Individually Identifiable Health Information** – The Library shall endeavor to comply with the confidentiality provisions of the Health Insurance Portability and Accountability Act of 1996

(HIPPA) (Public Law 104-191 as currently interpreted by 45 CFR 164) concerning medicine information and individually identifiable health information which may also include and employee's name, address, date of birth, Social Security Number and employment information. In that regard, the library shall:

- a. Protect the confidentiality of all individually identifiable health information and only disclose said information when required by law.
- b. Train employees who would come in contact with individually identifiable health information to protect the confidentiality of all individually identifiable health information.
- c. Provide and comply with terms of a written "Notice" to employees with identifiable health information of legal duties and privacy practices implemented to protect confidentiality and make good faith effort to obtain employee's acknowledgement of information.
- d. The "Notice" should acknowledge an individual's right to:
 1. Inspect and copy individually identifiable health information
 2. Amend individually identifiable health information if incorrect or incomplete
 3. Receive an accounting of disclosures of individually identifiable health information, but for no longer than 6 years and not before 2004
 4. Request restrictions on individually identifiable health information concerning what information may be disclosed, its use and to whom it may be disclosed
 5. Request confidential communications concerning individually identifiable health information which will be reasonably accommodated
 6. Request a paper copy of the "notice"
 7. File a complaint with the Library concerning a violation of the provisions of the "Notice"
 8. The "Notice" should note that, pursuant to the provisions of HIPPA, use and discloser of individually identifiable health information may include:
 - i. Treatment
 - ii. Payment
 - iii. Health Care Operations Review
 - iv. Appointment Reminders
 - v. Treatment Alternatives
 - vi. Research
 - vii. To Avert a Serious Threat to Health or Safety
 - viii. Military and Veteran
 - ix. Employer with Consent
 - x. Workers' Compensation

- xi. Public Health Risks and Activities
- xii. Health Oversight Agency Activities
- xiii. Lawsuits and Disputes
- xiv. Coroners, Medical Examiners and Funeral Directors
- xv. National Security and Intelligence Activities
- xvi. Protective Services for the President and Others
- xvii. Inmates
- xviii. As Required by Law
- xix. With Consent

2.10 Employment References

When the Library receives information concerning current or former employees, who are applicants with prospective employers, only Directory personnel shall respond to such requests. The following policy on employment reference applies:

- A. For telephone inquiries – the Library shall provide only the employee's dates of employment and position(s) held by the employee. Obtain and record the name of company and caller requesting the information.
- B. If additional information is desired, the caller must send a letter outline the information needed about the applicant and include written permission from the applicant to release such information requested.
- C. Written responses shall be reviewed and approved by the Director and/or the Library Attorney prior to being submitted to the prospective employer.

Section 3 Job Classification & Pay Plan

1.01 Fair Labor Standards Act

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

1.02 Job Classifications (Exempt, Non-Exempt)

- A. It is the intent of the Goddard Public Library to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Goddard Public Library.
- B. Each employee is designated as either Non-Exempt or Exempt from federal and state wage and hour laws. Non-Exempt employees are entitled to overtime pay under the specified provisions of federal and state laws. Exempt employees are excluded from specific provisions of

federal and state wage and hour laws. An employee's exempt or non-exempt classification may be changed only upon written notification by Goddard Public Library management.

- C. In addition to the above categories, each employee will belong to one other employment category:

Regular Full-Time employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the Goddard Public Library's full-time schedule. Generally, they are eligible for the Goddard Public Library's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but are scheduled to work more than 20 hours/week. Regular part-time employees are eligible for some benefits sponsored by the Goddard Public Library, subject to the terms, conditions and limitations of each benefit program.

Part-Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 20 hours/week. While they do receive all legally mandated benefits (such as Social Security and Workers' Compensation Insurance), they are ineligible for all of the Goddard Public Library's other benefit programs.

Intermediate Part-Time employees are those who work more than 120 days/year but do not have a regular work schedule and work when available, usually during peak patron service times during the year.

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the Goddard Public Library is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

Seasonal employees are those who work 120 days a year or less for the employer. These days need not be consecutive.

Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force (includes seasonal employees), or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as Workers' Compensation Insurance and Social Security), they are ineligible for all of the Goddard Public Library's other benefit programs.

1.03 Performance Evaluation System

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

- A. It is important for you and your Director to have clear communication and for you to know how you are progressing in your performance. The Library's goal is for all employees to meet or exceed the standards of the jobs. The Library knows employees are our most important resource. All of us, working together, can make a difference in how the

public perceives the Goddard Public Library. A large part of every employee's job is positive promotion of the Library while at work or out in the community.

- B. To assist the employee as well as the Director to evaluate on the job performance of an employee, periodic performance evaluations are conducted. All written reviews will be based on the employee's overall performance in relation to his/her job responsibilities, and a record of attendance and tardiness.
- C. All full-time Library employees and part-time employees will be scheduled for formal evaluation annually. These scheduled performance appraisals cover a full 12 months of work in a position and therefore your appraisal dates change when you are promoted, demoted or take any kind of leave of absence. The date could also change when you make a lateral change from one department to another. An evaluation may be performed by your Director more than once a year.
- D. It is very important that you understand what is expected of you during each evaluation period. Your Director may convey this in various ways. If you are uncertain about what is expected in your job, you should feel free to ask for more feedback from your director.
- E. The following are definitions and explanations of the performance categories:
 - 1. *Unsatisfactory Performance* – an employee placed in this category is not performing up to the standards established for the position. This evaluation can be given at any time. This puts an employee in a probationary status and termination can be recommended at any time it is determined that the employee is not improving enough to keep his/her job. The Library expects sustained improvement; therefore, an employee cannot progress out this category for at least 90 days. In addition, any "general increase" (defined below) will be delayed for up to one year after the employee has attained the meets or exceeds standards category, been taken off probation and received a new evaluation. This allows the employee a full 12 months to demonstrate acceptable and sustained performance. Under no circumstance should an employee receive a merit raise without having it delayed at least the period of time they spent in a category less than Meets or Exceeds Standards.
 - 2. *Fair* – An employee placed in this category is meeting most of the standards of the position but has serious problems in one or more areas. It is the Library's objective to have all employees meet or exceed all standards; therefore, this evaluation can be given at any time. A "fair" performance appraisal puts an employee in a probationary status. It is the employee's responsibility to understand what is required to "meet standards" and progress out of this category. A person can be moved to the "unsatisfactory" category at any time that it is determined that the employee is not improving

enough to satisfy the full requirements of the job. An employee cannot progress out of the "fair" category for at least 90 days. When performance returns to an acceptable (meets or exceeds standards) level, the probation is lifted and a new evaluation date is set. Consideration for a merit increase will be appropriate 12 months after the new evaluation date, allowing the employee a full 12 months to demonstrate acceptable and sustained performance. Under no circumstances should an employee receive a merit raise without having it delayed at least the period of time they have spent in a category less than "meets or exceeds standards".

3. *Meets or Exceeds Standards* – an employee may be rated as "meets position requirements", or, in some cases, "Frequently exceeds position requirements" depending on how well he/she performs or surpasses the work standards of the position.

3.04 Employee Pay and Raises

- A. The Library Board shall set starting pay, after the 90 day introductory period, based upon qualifications, prior experience, and the Director's recommendation according to the pay scale defined. All new hires will earn minimum wage during their introductory period.
- B. All employee raises will be based on evaluations completed in September and completion of two hours of continuing education if they are a part-time employee, four hours if a regular part-time employee, six hours if a regular full-time employee in a related field or topic and approved by the Director. All new employees will not be eligible for annual raises until after their anniversary date. All raises will be at the discretion of the Board and will be applied starting January 1 following a September evaluation.

Section 4 General Policies and Procedures

4.01 Pay Periods & Time Keeping

- A. All personnel are paid on the last day of the month. If the last day falls on a weekend, payday will be the Friday before. If payday falls on a Monday holiday, payday will be the Friday before. All personnel shall clock in using the Virtual Clock in TimeQPlus on the circ2 computer, south facing staff computer. Please make sure all punches are accurate by the 23rd of the month. The Director will pull all time cards on the 24th. If you realize that you forgot to punch in or out on a day please notify the Director immediately so that he/she can fix the error. All check can be picked up at the Library on payday. If Director is absent when staff come to pick up check, the checks will be located under the cash drawer.

- B. Employees, who are laid off, discharged, resign, retire or who otherwise terminate their employment with the Library, shall receive their final paycheck on the regularly scheduled payday for the pay period in which their employment is terminated.
- C. If an employee leave employment in good standing with the Library and with proper notice, the employee will be reimbursed for vacation leave not taken. They will not be reimbursed for sick leave not taken.
- D. Any questions concerning an employee's pay stub, deductions, etc. should be addressed with the Library Director and the Treasurer of the Board as soon as possible.

4.02 Overtime Compensation

- A. Employees of the Library are either exempt or non-exempt under the Fair Labor Standards Act. The Director is the only exempt employee of Goddard Public Library.
- B. Exempt employees are expected to work a minimum of 40 hours per week and may work more than 40 hours when it is necessary to get the job done. An exempt employee will normally not be paid overtime unless approved by the board. The Director may take Compensatory Leave as needed when it is convenient to the Library.
- C. Non-exempt employees must be compensated for all hours worked. However, no overtime shall be worked by non-exempt employees except as authorized by the Director or his/her designees. Therefore, non-exempt employees are not to begin working early or continue working past their schedule work time unless specifically authorized by the Director.
- D. Overtime work for non-exempt employees, when properly and sufficiently authorized by the Director shall be compensated by monetary payment at least the rate of one-half times the regular rate of pay. Overtime hours shall be paid to the nearest quarter hour.

4.03 Holiday Pay

Regular full-time, regular part-time and part-time employees who are regularly scheduled to work on days that fall on a holiday, will be paid for the hours they would regularly work. This does not apply to intermediate, seasonal or temporary employees.

4.04 Deductions From Pay and Other Employee Benefits

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

- *FICA (Social Security and Medicare)
- *State Income Tax
- *Federal Income Tax
- *Garnishment/Wage Withholding
- *Retirement Contribution

The Goddard Public Library has established the following employee benefit programs that an employee may authorize the Library to deduct from their pay that include:

- A. Social Security** – is administered by the Federal Government and is supported by joint contributions from the employee and the employer as established by Federal Law. These contributions are based on a percentage of the employee's salary. The employee's contribution is handled through a payroll deduction.
- B. Unemployment Insurance** – Any person whose employment with the Goddard Public Library is terminated may check with the Kansas Employment Security Division concerning eligibility for unemployment compensation.
- C. Workers' Compensation** – is an insurance plan provided by the employer (by law) to pay certain benefits to employees who are injured in accidents that arise out of and in the course of the employment. All employees of the Library are covered for Workers' Compensation Insurance provided by the Library. This insurance coverage is provided for employees regardless of assignment, length of assignment, and/or hours worked per day, and provides benefits for personal injuries by accident or industrial diseases arising out of or in the course of employment.

Every on-the-job injury must be reported to the Director during the shift in which it occurs and a report must be forwarded to the City Clerk as soon as possible. When an employee is injured on the job, the employee is entitled to certain benefits while off work for the injury and also medical expenses and vocational rehabilitation assistance, if approved by employer/insurance company.

Benefits are paid at the rate of 2/3 of the employee's average weekly wage while the employee is off work up to a maximum amount based on a percentage of the state's average weekly wage. All medical benefits are paid to cure and/or relieve the employee of the effects of the injury. If an employee dies as a result of a job-related injury, the surviving spouse or dependents can receive compensation based on a rate of 66 2/3% of the employee's average weekly wage up to the applicable maximum amount. An employee may use accrued vacation or sick leave to make-up the difference between the Workers' Compensation payment and the normal take-home pay. If the employee uses this option, the following will apply:

1. The employee will be paid Worker's Compensation from the Workers' Compensation carrier.
2. The accrued sick and/or vacation leave will be computed and paid by the Library.

- D. Retirement – Kansas Public Employees Retirement System (KPERS)** - KPERS is a qualified, governmental, section 401(a) defined benefit pension plan. All eligible regular employees of the Library (including Police Officers) are automatically enrolled as members of

KPERS after the completion of one year of employment. Membership is mandatory for all employees in covered positions. Both the employee and the Library contribute to the system. Members' contributions are fixed by statute at 4% of gross compensation. The employer's contribution rate may fluctuate, depending on the funding needs of the Retirement Systems. Your KPERS contributions are excluded from gross income for federal income tax purposes.

- E. **Pre-tax Health Insurance Premium for Director** – The Library will pay the full monthly premium to BCBS of Kansas for the Director's health insurance. The Director will have their portion of the payment deducted from each monthly paycheck pre-tax.
- F. **Comp Time for Director** – The Director is a salaried employee who should work up to 40 hours/week. For times when the Director has to work more than 40 hours in a week he/she can accrue comp time to be used at their discretion, but when it is least disruptive to the Library schedule.

Section 5 Employee Information

5.01 Hours of Work

Work schedules for employees vary throughout our organization. The Library's standard hours of operation are 9:00 am – 7:00 pm Monday, 9:30 am to 7:00 pm Tuesday – Thursday, 9:30 am – 5:00 pm Friday, 9:00 am – 3:00 pm Saturday, and 1:00 pm – 4:00 pm Sunday. Assigned hours of work vary by shifts. The Director will advise employees of their individual work schedules. Staff needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Employees must adhere to their assigned work schedules or be subject to disciplinary action.

5.02 Breaks

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

5.03 Attendance & Punctuality

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

lead to disciplinary action, up to and including termination of employment.

5.04 Personal Appearance of Employees

- A. It is the policy of the Library that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. The presumption of the Library is that employees at all levels and job positions are representatives of the organization and, therefore, their dress, grooming, and personal hygiene affect the public's impression of the Library and internal morale. The Library expects employees to:
 - A. Present or create a professional or identifiable appearance for customers, suppliers, and the public. This means:
 - 1. No shorts or cutoffs, length of all pants needs to be too knees or lower
 - 2. No cut off shirts, no showing of bras, no low cut tops, no strapless apparel
 - 3. No flip flops
 - B. Employees are expected at all times to present a professional, businesslike image to customers, prospects and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Library. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
 - C. All employees must comply with the following personal appearance standards:
 - 1. Employees are expected to dress in a manner that is normally acceptable in similar business establishments. (See guidelines above)
 - 2. Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
 - 3. Sideburns, moustaches, and beards should be neatly trimmed.
 - 4. Graphic or offensive tattoos and body piercing (other than earrings) should not be visible.
- D. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Non-exempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with the policy. Violations of this policy may result in disciplinary action which could include termination.

5.05 Use of Communication Systems

- A. It is the policy of the Library to provide or contract for the communications services and equipment necessary to promote the efficient conduct of its business. Communication services and equipment include mail, electronic mail, courier services, facsimiles, telephone systems, personal computers, computer networks, on-line services, internet connections, computer files, video equipment and tapes, tape recorders, recording devices, cell phones, voice mail and bulletin boards. The Director is responsible for instructing employees on the proper use of the communications services and equipment used by the Library for both internal and external business communications.
- B. Most communication services and equipment have toll charges or other usage-related expenses. Employees should be aware of these charges and should consider cost and efficiency needs when choosing the proper vehicle for each business communication. Employees should consult the Director if there is a question about the proper mode of communication.
- C. All Library communications services and equipment, including the messages transmitted or stored by them, are the sole property of the Library. Accordingly, the Library may access and monitor employee communications and files as it considers appropriate.
- D. On-line services and the internet may be accessed by all employees. Employees must disclose all passwords to the Director. Employees' on-line access should be limited to work related activities, except as allowed in section E below. In addition, employees should not duplicate or download from the internet or from an email any software or materials that are copyrighted, patented, trademarked, or otherwise identified as intellectual property without express permission from the owner of the material. When appropriate, internet material or e-mail files are downloaded, they should be scanned using the Library's anti-virus software.
- E. Employees should ensure that no personal correspondence appears to be an official communication of the Library since employees may be perceived as representatives of the Library and, therefore, damage or create liability for the Library. All outgoing messages, whether by mail, facsimile, email, internet transmission or any other means should be accurate, appropriate and work-related. Except for the occasional deliver of parcels, employees may not use the Library's address for receiving personal mail or use Library stationary or postage for personal letters, In addition, personalized Library stationary and business cards may be issued only by the Library.

For more specific information please see sections 5.06 and 5.07.

5.06 Social Media Policy

Social Media platforms are a great way to inform, engage and interact with patrons. It is GPL's mission to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning. Our social media platforms allow us to do this on a daily basis. GPL has a Facebook page,

Instagram and Snapchat. Any member of the staff may post to the GPL platforms but should keep the following guidelines in mind:

Staff Responsibilities: Content of Posts should serve as a forum for the discussion of many issues related to the library's collections, programs, services, and spaces. Social media accounts serve as the digital face of the library and staff should maintain the same level of customer service provided in the physical library. All staff that post should be thoroughly versed in the mission, values, and positions of the library and its governing body. Staff should be friendly, sincere, and energetic. Social media content should be written from the point of view of the "We," which represents the library as a whole and not as an individual staff member. As the online face of the library, staff members should remain professional at all times and should refrain from expressing their personal views when posting on the library's behalf.

Posts need to be:

- Timely
- Accurate
- Spelled correctly
- Easy to read and understand – with graphics and all pertinent information included.
- In keeping with the library's mission and values
- Professional though conversational and light in tone
- Responsive and engaging
- Double checked by another staff member

Library staff should protect patron privacy and confidentiality whenever possible. Social media platforms should not be used to collect information about the library's users. Information shared by patrons on the library's social media should not be kept by the library or used for other purposes.

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

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

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

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

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

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

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

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

5.07 Confidentiality and Communication

All matters relating to Goddard Public Library (GPL) and its organizations, annex authority (City of Goddard), partners and staff must be considered confidential. Nothing that occurs in the GPL work environment should be communicated beyond the protocols outlined below. GPL employees should not discuss GPL organization matters in public places such as conferences, meetings or restaurants where other persons may overhear their conversations.

All forms of communication are covered by the following protocols. Communications are defined as verbal and written as well as any electronic communications such as phone, e-mail, texting, blogs, social networks or fax. In keeping with the mission of GPL, to engage the community, share knowledge, inspire curiosity and encourage life-long learning, communications from GPL employees will be service-minded, courteous, tactful and subject to a reasonable level of professional standards. (Also see Social Media Policy)

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

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

GPL reserves the right to monitor mail, e-mail, phone and fax transmissions to and from GPL. Employees waive any right to privacy in electronic communications such as e-mail messages, internet use or other work-related communications. Employees waive any right to privacy in documents contained in the GPL computer system and GPL reserves the right to access, disclose and/or delete any documents on the GPL computer system. Employees should have no expectation of privacy in any work-related written or electronic communications, documents or storage.

Personal business should be conducted on personal time and may be conducted on GPL premises with the prior permission and authorization of the Director. GPL recognizes that occasions may be necessary that require employees to make and receive personal electronic communications such as phone calls, faxes, text and email messages during work hours. If you have special circumstances involving personal matters affecting your work, you must make the Director aware of your situation. Violation of the confidentiality and communications policy and protocols can result in corrective action which may include termination.

5.08 Nepotism (Hiring of Relatives)

- A. The employment of relatives within the organization may cause serious conflicts and problems with favoritism and employment morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. In order to avoid favoritism or the appearance of favoritism based on family relationships, no person who is a member of the immediate family of a full or part-time Library employee shall be employed full or part-time with the Library.
- B. This policy also pertains to board members' relatives. No relative of a board member may work full or part-time at the Library. If a board member relative is hired then that board member must resign. If an employee has a family member come onto the board, they will have to resign their position with the Library if that family member refuses to step down.
- C. For the purpose of this policy, immediate family is defined to include any person who is related by blood, marriage or adoption.

5.09 Conflicts of Interest

- A. Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the Goddard Public Library's business dealings. For the purpose of this policy, a relative is any person who is related by blood, marriage, or adoption.
- B. Employees shall not actively campaign for candidates for any Library office or for any Library election issues. There shall be no posting or distributing of political materials on Library property.
- C. No employee shall serve as an official voting member on any Library committees. However, employees may be appointed by the Governing Body to serve as a staff person to or as a liaison for a Library committee.
- D. Employees are expected to conduct themselves in a manner that avoids even the perception of a conflict of interest.

5.10 Outside Employment

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

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

5.11 Reimbursements for Expenses and Mileage

- A. Reimbursements to employees for use of privately owned vehicles, or for any other personal expenses incidental to employment shall be made only when approved in advance by the Director of all approved expenses upon completion of the trip or return to work. Receipts of expenses (meals, lodging, transportation, toll, parking fees, gratuities, etc.) shall be submitted with requisitions for reimbursements of expenditures.
- B. Mileage for the use of privately owned vehicles shall be at the current IRS rate of reimbursement for privately owned vehicles used by Library staff for official Library business. Any use of personal vehicles for Library use must be approved by the Director.
- C. Employees may request advance pay for travel from the Director or his/her

designee. All receipts from the trip must be turned into the Library along with any extra advance pay. If expenditures exceed the advance pay, reimbursement will be made for appropriate charges.

- D. When approved for out of Library business trips, employees shall be eligible for reimbursement of all approved expenses upon completion of the trip and return to work. Receipts of expense (meals, lodging, transportation, gas, toll and parking fees, gratuities, etc.) shall be submitted with a requisition for reimbursement of expenditures.
- E. No trip expense for convention or conference outside the mainland United States shall be reimbursable unless authorized in advance by the Library Board.

5.12 Gratuities

- A. Employees shall not place themselves in a position where their private interests may conflict or appear to conflict with their official duties or where their objectivity or judgment may be impaired.
- B. Employees shall not accept from any persons, business or organization any gift, including such items as money, tangible or intangible personal property, food, beverage, loan, promise, service or entertainment for the benefit of the employee or department, if it may be reasonably inferred that the giver either seeks to influence action of an official nature or seeks to affect the performance or nonperformance of an official duty, or has an interest which may be substantially affected by the performance or nonperformance of an official duty.

5.13 Visitors & Public Relations

- A. Maintenance of an open and honest atmosphere in Library leadership is essential. Citizens' trust in Library leadership is gained not only through efficient and effective provision of public services, but by the conduct of Library employees, both on and off the job.
- B. Every Library employee shall continually strive to promote good public relations for his/her department and the entire municipal organization. The behavior and actions of Library employees affect the public's perception of Library leadership and administration and hence public relations.
- C. Visitors at the Library facility shall be made to feel welcome and shall be treated in a friendly, courteous and professional manner.
- D. Public statements or the release of information on any matter related to municipal policy, administration, the operation of any department or personnel management shall be limited to the Library Board or Director. Release of

unauthorized information shall result in disciplinary action up to and including termination.