

Goddard Public Library Board Agenda

October 14, 2019, 7:05 pm

1. Roll Call
2. Approval of Agenda
3. Minutes of Regular Meeting September 9, 2019
4. Correspondence and communications
 - a. Levand Trust
5. Director's Report
 - a. Circulation Report
6. Financial Report
 - a. Book Sales
7. Old Business
 - a. Friends/Foundation update
 - b. Updates to policy manual – Personnel Policy section 5 – 8
 - c. Update on 50 year celebration
 - d. Update on Strategic Plan
8. New Business
 - a. Proposed budget for 2020
 - b. Quarterly Departmental Report to City Council, October 21
 - c. Contracts for Trash and Copier
9. As may be presented

*Next meeting is November 11, 2019. Policy Manual sections to review Material Selection and Collection Development through the end of the manual.

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND

OR E-MAIL: director@goddardlibrary.com

LIBRARY BOARD MEETING
September 9, 2019
7:00 P.M.

1. **Roll Call:** Sherry Lauer, Lisa Fouts, Lisa Stoller, Frank Petsche, April Hernandez, Tamera Judd, Alexis Vincent, Vickie Luthi, Becky Phillips, Lisa Coyne, and Margo Rakes.

2. **Approval of Agenda:** Tamera Judd motions to approve the agenda. Frank Petsche seconds. Approved 10/0.

3. **Approval of Regular Meeting Minutes August 12, 2019:** Alexis Vincent motions to accept the minutes as read. Frank Petsche seconds. Approved 10/0.

4. **Correspondence and Communications:** none

5. **Librarian's Report**
 - a. **Circulation Report** - New patrons summer program ended the end of July. Will have a quarterly report next month.
 - b. **Highlights** - Carpets and windows cleaned. Cleared shelving for teen sitting area. Also, opens space where drive thru used to be for mural. Got rid of paperback in children's area. New shelving, lots of positive comments, especially from older patrons. We boosted the budget for new books, maybe \$20,000. Trying to fill in in series, junior fiction. Most appealing books are in the front now. Totally moveable shelves. YA books are circulating more. Haven't got through holiday books yet.

New library cards are in. \$1 for new library cards. Not working at Derby, Andover, or Park City. Also have key chain with new library card. Does not list on card other

8. New Business:

- a. Woman's Club - 50 year celebration on December 7th - will commemorate by building a castle in the children's section. Unveil on December 7th. Woman's Club officers met with 3 husbands of board members who will build the castle. Also, applying for grant through Proctor and Gamble. Will know 1st week of October if grant received.
- b. New shelving and new chairs already in.
- c. Vickie has idea for a drawing for a pop-up book - will be 2 books.

9. As May be Presented - Lisa Stoller stated a fundraiser idea to raffle a Goddard Puppet Ladies show. Library will be a place to buy tickets. Lisa has box. Drawing will be after craft fair on December 14th at Library.

Strategic Plan report will be part of our agenda each month. Tri-fold brochures of strategic plan. Will meet with Scoggins at City for census. Library should play integral part in census.

10. Executive Session - none

11. Adjournment - Lisa Fouts motions to adjourn the meeting at 8:07 pm. Frank Petsche seconds the motion. 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 Sherry Lauer

Director's Report October 14, 2019

We have all been busy at the Library. Junior Non-Fiction has been weeded. We are reorganizing and cleaning in the children's room getting ready for the Womans Club remodel.

I still have Graphic Novels, Children's movies, Board Books, Easy Readers and adult movies to weed through before the end of the year.

Our circulation stats are looking good for the year. Sunflower eLibrary is looking really good. We will be getting rid of a couple of our contract services next year: RB Digital magazines – these just don't have the circulation to justify keeping them; JLG – This is a book service that fills in collections. The problem with this is that the books they send are three months old by the time they send them. Patrons want new books when they are new. This will save us several thousand dollars.

Carrie is doing a great job with programming and outreach. This month we have a StoryBook Pumpkin Patch contest going on and also the Teen Mural Contest which will end November 12. Outreach to Dove is going strong and Carrie will start outreach services to Medicalodge next month.

Carrie held the first Teen Advisory Board meeting. They have some good ideas that hopefully we will get to help facilitate. We wanted to involve the high schools but haven't really gotten any buy in from the Librarians. We will have monthly Teen activities.

We would also like to get some volunteers to come in after school to play games with the kids that come in every day.

StoryTime is going well with all our new volunteers. The kids and the volunteers are enjoying it. We moved StoryTime to 9:30 the beginning of the month. The Library will still open at 9 am on Mondays. We have a new StoryTime cart that is working out well and keeps the program moving smoothly.

All employee evaluations are completed. I will have a summary of these for everyone at the meeting. If anyone wants to see the entire evaluation for any of the employees just let me know.

I have been looking into grants that are available soon or as soon as the FF is up and running.

GODDARD PUBLIC LIBRARY
September 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 | 125 | | | | 1784 | | |
| Fiction | 513 | 525 | 587 | 543 | 656 | 647 | 718 | 817 | 669 | | | | 5675 | | |
| Periodicals | 60 | 64 | 58 | 52 | 53 | 60 | 121 | 123 | 150 | | | | 741 | | |
| Audio Books | 17 | 19 | 28 | 43 | 61 | 60 | 48 | 53 | 77 | | | | 406 | | |
| Videos/ DVD | 201 | 224 | 266 | 234 | 241 | 259 | 295 | 179 | 128 | | | | 2027 | | |

| JUVENILE | | | | | | | | | | | | | | | |
|--------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------|----------|----------|--------------|--------------|--------------|
| Non-fiction | 186 | 265 | 316 | 273 | 360 | 952 | 699 | 387 | 261 | | | | 3699 | | |
| Fiction | 698 | 1053 | 1319 | 1278 | 999 | 2985 | 3532 | 1754 | 1397 | | | | 15015 | | |
| Periodicals | 6 | 37 | 49 | 11 | 13 | 34 | 28 | 16 | 3 | | | | 197 | | |
| Videos/ DVD | 65 | 89 | 85 | 104 | 144 | 167 | 206 | 103 | 75 | | | | 1038 | | |
| Audio | 2 | 4 | 5 | 11 | 8 | 5 | 8 | 4 | 11 | | | | 58 | | |
| Other | | | | | | | | | | | | | | | |
| TOTAL | 1966 | 2449 | 2889 | 2729 | 2890 | 5346 | 5932 | 3543 | 2896 | 0 | 0 | 0 | 30640 | 44326 | 34516 |

| | | | | | | | | | | | | | | | |
|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|--|------|------|------|
| Computer | 405 | 355 | 419 | 443 | 399 | 398 | 470 | 500 | 399 | | | | 3788 | 3988 | 3012 |
| Wireless | 187 | 121 | 115 | 103 | 152 | 136 | 144 | 147 | 159 | | | | 1264 | 1565 | 1232 |
| | | | | | | | | | | | | | 5052 | 5553 | 4244 |

| | | | | | | | | | | | | | | | |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|--|------|------|------|
| Reference Question | 123 | 195 | 196 | 137 | 231 | 213 | 280 | 259 | 190 | | | | 1824 | 1860 | 1489 |
|--------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|--|------|------|------|

| INTERLIBRARY LOAN | | | | | | | | | | | | | | | |
|-------------------|----|----|----|----|----|-----|----|----|----|--|--|--|-----|-----|-----|
| Books Loaned | 28 | 23 | 14 | 62 | 53 | 36 | 29 | 29 | 38 | | | | 312 | 466 | 388 |
| Unfilled | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | | | | 3 | 0 | 0 |
| Books Borrowed | 50 | 53 | 70 | 73 | 73 | 104 | 75 | 67 | 57 | | | | 622 | 793 | 572 |
| Unfilled | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | | | | 7 | 2 | 0 |

| | | | | | | | | | | | | | | | |
|-------------------|----|----|----|----|----|----|----|----|----|--|--|--|-----|-----|-----|
| NEW LIBRARY CARDS | 27 | 16 | 18 | 26 | 57 | 73 | 38 | 29 | 21 | | | | 305 | 404 | 462 |
|-------------------|----|----|----|----|----|----|----|----|----|--|--|--|-----|-----|-----|

| MATERIALS ADDED | | | | | | | | | | | | | | | |
|-----------------|------------|------------|-----------|-----------|------------|------------|----------|----------|------------|----------|----------|----------|-------------|-------------|-------------|
| Adult | 52 | 65 | 41 | 34 | 62 | 66 | 89 | 96 | 59 | | | | 564 | 1093 | 1256 |
| Juvenile | 101 | 143 | 28 | 47 | 53 | 55 | 55 | 81 | 45 | | | | 608 | 993 | 1496 |
| TOTAL | 153 | 208 | 69 | 81 | 115 | 121 | 0 | 0 | 104 | 0 | 0 | 0 | 1172 | 2086 | 2752 |

| | | | | | | | | | | | | | | | |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------|----------|----------|--------------|--------------|--------------|
| LIBRARY ATTENDANCE | 1255 | 1131 | 1404 | 1576 | 2418 | 3380 | 3361 | 2146 | 1518 | | | | 18189 | 19195 | 16985 |
| Children | 78 | 162 | 276 | 419 | 181 | 706 | 751 | 43 | 329 | | | | 2945 | 3214 | 2338 |
| Other | | | 15 | | | | | | | | | | 15 | 909 | 255 |
| TOTAL | 1333 | 1293 | 1695 | 1995 | 2599 | 4086 | 4112 | 2189 | 1847 | 0 | 0 | 0 | 21149 | 23318 | 19578 |

April Hernandez
DIRECTOR

| ATTENDANCE | J | F | M | A | M | J | J | A | S | O | N | D | | |
|-----------------|----|----|---|----|----|----|----|---|----|---|---|---|--------|------|
| Vickie Luthi | + | + | + | + | + | + | + | + | | | | | 2 | 2023 |
| Alexis Vincent | + | + | + | + | + | + | + | + | EX | | | | 2 | 2020 |
| Lisa Fouts | + | + | + | + | + | ex | + | + | | | | | 1 | 2020 |
| Becky Phillips | + | ex | + | ex | + | + | + | + | | | | | 2 | 2021 |
| Frank Petsche | ex | + | + | + | ex | + | + | + | | | | | 1 | 2021 |
| Lisa Coyne | | | | | | + | + | + | | | | | finish | 2022 |
| Tamera Judd | | | | | | + | + | + | | | | | 1 | |
| Margo Rakes | | | | | | + | EX | + | | | | | 1 | 2025 |
| Lisa Stoller | | | | | | + | + | + | | | | | 1 | 2023 |
| Sherry 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 | 108 | 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 | 3878 | 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 | 195 | 18 | 13 | 139 | 7 | 3975 |
| 10 | September | 820 | 1547 | 123 | 151 | 78 | 51 | 11 | 308 | 12 | 12 | | 153 | 7 | 3254 |
| 11 | October | | | | | | | | | | | | | | 0 |
| 12 | November | | | | | | | | | | | | | | 0 |
| 13 | December | | | | | | | | | | | | | | 0 |
| 14 | | 7809 | 17897 | 1355 | 2050 | 1041 | 380 | 58 | 666 | 1527 | 133 | 62 | 1066 | 49 | 33739 |
| 15 | | | | | | | | | | | | | | | |

6

| | A | B | C | D | E | F | G | H | I | J | K | L |
|----------|-------------------------|-------------|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|----------|----------|
| | | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL |
| | | JANUARY | FEB. | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPT. | OCT. | NOV. |
| (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) | |
| CATEGORY | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL |
| | JANUARY | FEB. | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPT. | OCT. | NOV. | |
| 1 | GPL | | | | | | | | | | | |
| 2 | BUDGET REPORT | | | | | | | | | | | |
| 3 | 9/30/2019 | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | MONTH: | | | | | | | | | | | |
| 6 | 9 | | | | | | | | | | | |
| 7 | COLUMN: | | | | | | | | | | | |
| 8 | J | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |
| 10 | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) |
| 11 | CATEGORY | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL |
| 12 | | JANUARY | FEB. | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPT. | OCT. | NOV. |
| 13 | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | |
| 16 | Accounting | \$90.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 17 | Automation/Internet | \$139.95 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 18 | Maintenance | \$67.09 | \$0.00 | \$0.00 | \$56.95 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 19 | Misc. | \$31.00 | \$0.00 | \$0.00 | \$0.00 | \$28.82 | \$0.00 | \$0.00 | \$376.24 | \$0.00 | \$0.00 | \$0.00 |
| 20 | Supplies | \$3,562.33 | \$0.00 | \$72.20 | \$432.53 | \$461.12 | \$375.04 | \$639.75 | \$612.26 | \$647.21 | \$0.00 | \$0.00 |
| 21 | Utilities/Telephone | \$895.06 | \$590.71 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 22 | Materials | \$2,064.01 | \$640.03 | \$575.82 | \$3,668.91 | \$4,613.69 | \$1,927.23 | \$2,179.70 | \$1,011.42 | \$1,501.83 | \$0.00 | \$0.00 |
| 23 | Community Relations | \$78.60 | \$0.00 | \$78.38 | \$77.95 | \$345.70 | \$0.00 | \$69.73 | \$159.07 | \$0.00 | \$0.00 | \$0.00 |
| 24 | Programming | \$398.11 | \$127.36 | \$67.94 | \$59.28 | \$53.21 | \$140.46 | \$132.46 | \$0.00 | \$18.55 | \$0.00 | \$0.00 |
| 25 | Technology | | | | | | | | | | | |
| 26 | Continuing Education | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$255.00 | \$0.00 | \$0.00 |
| 27 | Licensing | | | | | | | | | | | |
| 28 | Memberships | \$368.00 | \$0.00 | \$0.00 | \$0.00 | \$125.00 | \$27.50 | \$209.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 29 | Mileage/Meals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$163.14 | \$0.00 | \$180.55 | \$396.64 | \$10.00 | \$0.00 | \$0.00 |
| 30 | Postage | \$1,172.02 | \$3.59 | \$3.10 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 31 | Capital Improvement | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,368.39 | \$0.00 | \$2,500.21 | \$11.70 | \$2,105.46 | \$0.00 | \$0.00 |
| 32 | Board Insurance/Bond | | | | | | | | | | | |
| 33 | 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 |
| 34 | 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 | \$1,671.93 | \$0.00 | \$0.00 |
| 35 | Retirement | \$223.97 | \$512.27 | \$225.26 | \$612.02 | \$868.18 | \$851.16 | \$852.77 | \$918.61 | \$887.62 | \$0.00 | \$0.00 |
| 36 | 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 | \$6,486.61 | \$0.00 | \$0.00 |
| 37 | Workman's Comp | \$234.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 38 | Unemployment | \$19.99 | \$0.00 | | \$15.99 | | | \$24.38 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 39 | | | | | | | | | | | | |
| 40 | | \$15,533.86 | \$7,058.43 | \$6,582.17 | \$11,722.35 | \$17,501.36 | \$13,418.20 | \$16,960.52 | \$12,724.69 | \$14,084.21 | \$0.00 | \$0.00 |
| 41 | | | | | | | | | | | | |
| 42 | | | | | | | | | | | | |
| 43 | | | | | | | | | | | | |
| 44 | | | | | | | | | | | | |

| Commission Structure | |
|----------------------|------------|
| | 50% |
| Gross Sales | Net Profit |

| Source |
|---------|
| GoddLib |

| Date Range | |
|------------|-----------|
| 1/1/2017 | 9/30/2019 |
| Start | 6 |

Income

| | Units | Dollars |
|--------------------|-------|------------------|
| Sales | 58 | \$ 855.94 |
| Reimbursements | 0 | \$ - |
| Refunds | 0 | \$ - |
| Gross Sales | | \$ 855.94 |
| Net Profit | | \$ 370.60 |

| |
|-----------------|
| \$855.94 |
| Sales to Date |

| |
|-----------------|
| \$370.60 |
| Profits to Date |

Expenses

| | Dollars |
|----------------------------|------------------|
| Inbound Shipping | \$ 31.97 |
| Amazon's Fees | \$ 451.07 |
| Inventory Removal/Disposal | \$ - |
| Inventory Costs Plus Prep | \$ 2.30 |
| Total Expenses | \$ 485.34 |

| |
|------------------|
| \$185.31 |
| Earnings to Date |

| |
|------------------|
| \$110.39 |
| Payments to Date |

\$185.30
Consignment Fees
This Period

\$185.30
Commissions Earned
This Period

| |
|----------------|
| \$74.92 |
| Amount Owed |

| Inventory Snapshot: | | | |
|---------------------|---|------------|----------------|
| 122 | - | 58 | - |
| Units Listed | | Units Sold | |
| | | 0 | 0 |
| | | Disposals | Disposals |
| | | = | 64 |
| | | | Still in Stock |



GPL Year 1 Strategic Plan Strategies

- Complete Facilities Feasibility Study – working with Brian
- Build partnerships with USD 265 – ongoing strategy
 - Working with school librarians to form a Teen Advisory Board
 - Participating in school functions as support
 - StoryTime focus shifted to pre-literacy skills
- Create Friends and Foundation – in process
 - Have incorporated in the state of Kansas
 - Have applied for an EIN
 - Have started the federal 501c3 paperwork
- Utilize other locations in the community for programming – met but ongoing
 - Dove estates – providing materials onsite for check out, book club
 - Medical Lodge – providing materials onsite for check out
- Create partnerships to host community programming – ongoing
 - Puppet Ladies and Womans Club
 - City of Goddard
- Develop comprehensive branding & marketing plan – ongoing
 - Informational brochures, increased use of Facebook & Instagram

GPL Year 2 Strategic Plan Strategies

- Research grant & funding opportunities – ongoing
 - Book Festival Grant due December 31
 - eRate
- Build the digital collection
 - Joined the Sunflower eLibrary
 - Informational brochures explaining available resources
- Collect regular feedback from the community - ongoing
 - Facebook and Survey Monkey surveys
- Develop operational guidelines and regular requirements for board and staff development – ongoing
 - Updating GPL Policy and Procedure Manual – in process
 - Monthly staff meetings
- Identify potential corporate sponsorships – ongoing
 - Funding from local businesses for Friends & Foundation start up costs

GPL Year 3 Strategic Plan Strategies

- Adopt STEM related curriculum for children's programming - ongoing
 - Augmented Reality children's books
 - Explore potential programming that pairs seniors and children

5.14 Purchasing Policy

- A. Certain fundamental principles must be observed when purchases are made on behalf of the Goddard Public Library. Any commodity or service should be obtained at the lowest cost possible consistent with the quality required to maintain efficient operations of the Library.
- B. All personnel of the Library shall become familiar with and strictly follow the Library's policies and procedures as they relate to purchasing. The Director shall be cognizant of the respective budget limitations and initiate purchases accordingly. It is the responsibility of the Director to anticipate requirements and initiate action to purchase goods and/or service in advance of the time that they are needed. Estimates of annual departmental usage of certain items may be necessary so that the correct quantity of goods may be determined.
- C. The Director is responsible for enforcement of the Purchasing Policy. In the event that the Director is unavailable, the Board President and/or Treasurer is the "Library Official Responsible for Enforcement".
- D. The Library Board determines the level of expenditures permitted for the Library by adoption of the annual budget. The Library Board takes no future action with the exception of approving purchase orders in excess of \$500.
- E. The Director is responsible for making purchases consistent with the policies and procedures set forth herein and keeping purchases within the scope of the Library budget. If an item exceeds the annually allotted budget for a specific expenditure, the Director must seek approval of the Library Board at the next regularly scheduled meeting of the Library Board.
At such meeting, the Director must address the Library Board and provide the Library Board, in writing, a justification for the requested purchase exceeding the annually allotted Library budget. If the Library Board deems a purchase in excess of the allotted budget is warranted they may approve the purchase with a quorum vote. This is only for Capital expenses when the Library has a reserve in its Capital bank account.

5.15 Access to Library Building

Library keys will be maintained and distributed by the Library Director. No employee under the age of 18 years old will be issued a key to the

outside doors of the Library. The following will have Library Building outside door and Director's office keys: Library Director, Library employees given access by the Director, Board President, Goddard City Clerk, Goddard City Police Chief, Goddard City Manager and Library cleaning attendant.

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

Section 6 Leave Policies

6.01 Holidays (Closures)

Employees of the Goddard Public Library will receive time of work for the following holidays:

| | |
|------------------|---|
| New Year's Day | January 1 |
| Easter | |
| Memorial Day | Sunday and Monday |
| Independence Day | July 4 |
| Labor Day | Sunday and Monday |
| Fall Festival | First Saturday in October or when the day it occurs |
| Thanksgiving | Thursday and Friday |
| Christmas | December 24-26 |

6.02 Vacation Leave

- A. The Goddard Public Library feels that it is important for its employees to have the opportunity to have time away from the job for rest and relaxation and recharging.
- B. The vacation year is starts January 1 and ends December 31 each year. Vacation is earned in the next calendar year after hire unless that is less than 90 days. In that case, vacation will be earned after a satisfactory 90 evaluation.

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

D. Vacation shall be taken in the year it is earned or it is lost. There is no accumulation of vacation time. Up to five hours of vacation time can be taken as pay yearly, if not used.

6.02.1 Vacation Leave Benefits

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

B. Library employees receive for vacation the amount of time that they work each week. This can be raised each year after a satisfactory evaluation. A maximum of vacation hours for an employee can be set at any time.

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

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

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

6.03 Sick Leave

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

B. Employees begin receiving credit for sick leave on the hire date.

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

D. Employees who have to be absent for extended periods of time because of an illness or the illness of a loved one, the birth of a baby, adoption, etc. may be covered under the Family and Medical Leave Act. Paid leave will be designated as FMLA leave if circumstances are such that the employee is on sick or vacation for a FMLA purpose. In

such circumstances, an employee must complete the FMLA application available through the Library.

- E. Paid leave will be retroactively designated as FMLA leave by either the employee or Library if circumstances are such that the leave was unexpected or because the employee is on sick or vacation leave for a FMLA purpose and has not advised the Library of said purpose. However, in no event may leave be so designated after the leave has ended.
- F. The director may, at any time, require a written statement by a licensed physician certifying that an employee's condition prevents or prevented him/her from performing work duties and verifying the need for the absences.

6.04 Sick Leave Without Pay

- A. Sick Leave without pay may be authorized by the Director only after the employee has exhausted all his/her paid leaves, including vacation/annual leave. Unused vacation leave may be used in lieu of sick leave when requested by the employee and approved by the Director. Sick Leave without Pay is for the same purposes as paid Sick Leave, but NOT for the purposes covered by FMLA.
- B. Sick Leave without Pay may not be granted in excess of sixty consecutive work days in a twelve month period. The employee will be terminated after 60 consecutive work days unless an extension is granted by the Director.
- C. Reporting requirements, including physician's statements, etc., are the same for Sick Leave without Pay as for Sick Leave with pay.

6.05 Other Leave Absence Without Pay

- A. Leaves of absence without pay may be authorized for an employee, due to personal reasons, by the Director. The request for leave of absence must be made in writing stating the reasons for the request, the date the leave will begin and the probably date of return.
- B. The employee's request shall only be considered if his/her employment record shows that employee to be of more than average value to the Library and when it is desired to retain the employee, even at some sacrifice.
- C. A leave of absence can be approved for permanent full-time and permanent part-time employees. The Director may grant an employee a leave for a period of five consecutive months. Leaves may not be extended past the five months (except military leave).

- D. Failure to return upon the date noted for the leave of absence shall result in termination.
- E. Neither seniority, sick leave or vacation shall accrue during an employee's leave of absence. Earned, unused, vacation leave may be utilized while on leave of absence.
- F. During the employee's approved leave of absence, his/her position may be temporarily filled. At the expiration of the leave of absence, the employee has the right to, and shall be reinstated to the position which he/she vacated, if the position still exists; if not, to any other vacant position in the same class within the same department.
- G. An employee accepting other employment shall be considered insufficient reason for approval of leave of absence without pay, unless the leave is approved by the Director.
- H. If, in the interest of the Library, it is necessary to recall an employee on leave of absence, the Library may terminate a leave of absence without pay by giving written notice, by certified mail, to the employee at least fourteen calendar days prior to the leave termination date.
- I. With the approval of the Director, an employee may return from leave on an earlier date than originally scheduled.

6.06 Family and Medical Leave

- A. Employees covered under FMLA will be granted leave when the employee requests such leave and fills out the required paperwork.
- B. See FMLA Employer's Guide for details.

6.07 Bereavement Leave

- A. The Library Director and full-time employees will receive three consecutive days of leave in the event of the death of an immediate family member.
- B. Other library employees will receive paid leave for the hours they were scheduled to work during the three-day period of their bereavement absence.
- C. Bereavement leave applies to the death of a spouse, child or other relative residing in the employee's household parents and parent of a spouse, grand parents, grandchildren, brother, sisters, aunts, uncles, spouses of brother and sisters of employee and spouse.
- D. The Goddard Public Library defines "other family members" as the employee's spouse's parent; the employee's spouse's sibling, grand

parents, grandchildren, stepparents, stepchildren, step-grandparents or step-grandchildren; and the employee's child's spouse.

6.08 Jury Duty

- A. An employee will be given necessary time off with pay for jury duty
- B. As well as court appearances as a witness in answer to a subpoena or as an expert witness when acting in an official capacity in connection with the Library.

6.09 Time Off to Vote

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

6.10 Military Leave

- A. Employees who fall under USERRA will be granted the rights and protections required by law.
- B. Please view the USERRA Statute for details.

6.11 Injury Leave

In case of an on-duty accidental occupational injury to an employee, such injury shall be reported in writing (during the same working shift) to the Director who shall prepare and submit a report of the incident to the Library Board.

- A. Benefits for on-the-job injuries
 - 1. A non-probationary full-time employee will receive Injury Leave benefits to supplement Worker's Compensation payments to provide up to current take-home pay for the first 90 consecutive calendar days from the date of injury. Part-time, limited and probationary full-time employees will receive only Worker's Compensation payments as prescribed by the Kansas Workers' Compensation Act.
 - 2. After 90 consecutive calendar days, a full-time employee will use accrued Sick Leave and Vacation Leave to supplement Workers' Compensation payments to provide up to current take-home pay until he/she is released to return to work. Part-time employees will use Vacation Leave to supplement Worker's Compensation

payments in the same way as full-time employees, except that they do not need to wait 90 consecutive days.

3. Use of Injury Leave will not affect the employee's eligibility for Vacation and Sick Leave benefits.
4. Employees using leave to supplement Worker's Compensation payments as described in (1) and (2) above will continue to earn Vacation and Sick Leave, but only on the portion of regular hours that are not covered by Worker's Compensation.
5. When an employee is no longer receiving Vacation or Sick Leave to supplement worker's Compensation payments, the employee is no longer eligible to accrue benefits, e.g. Sick and Vacation Leave.
6. The Library will pay medical and hospital costs and other allowances in connection with the injury as prescribed by the Kansas Workers' Compensation Cat. A physician's report will need to be completed at least every thirty days following the date of the accident until the employee is released by the physician to return to work. The employee may not return to his/her job until the attending physician has authorized a written release for work.
7. Upon an employee's return to work, the employee will be required to have a doctor's release and present it to the Director. If medical restrictions are part of the release, the employee's Director must agree to accommodate the restrictions.

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

6.12 Professional Leave – Career Development

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

6.13 Scheduled or Unscheduled Leave for the Director

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

Section 7 Employee Conduct and Discipline Actions

7.01 Discipline

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

Definition

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

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

- A. Any violation of the Library's policy regarding use of alcohol and drugs, including the use of intoxicating beverages or drugs and/or being under the influence of these substances while on duty.
- B. Admission of finding of guilt of a crime when the criminal act either:
 1. Affects the employee's ability to perform the duties of his/her position, or
 2. Is related to the duties and responsibilities of the position.
- C. Offensive conduct or language, or harassment towards the public, Library officers or other employees.
- D. Insubordination.
- E. Failure to properly care for or protect Library property.
- F. Violation of any lawful direction given by a Director.
- G. Inappropriate behavior unbecoming to the position held, including any act or omission which could tend to disrupt the economical or efficient conduct of the business of the Library.

- H. Violation of any of the provisions of Library ordinances, policies, rules or regulations.
- I. Any attempt to induce any officer or employee of the Library to commit an illegal act, to act in violation of any Library ordinance or administrative regulation, or to participate therein.
- J. Solicitation or acceptance from any person of any fee, gift, or other valuable thing that is given in the hope or expectation of receiving a favor or better treatment than is afforded any other person.
- K. Use or attempted use of political influence or bribery to secure an advantage in an examination or promotion process.
- L. Absence from duty, without leave, contrary to Library rules, or failure to report after leave of absence has expired or after such leave of absence has been disapproved or revoked.
- M. Excessive absences or inappropriate use of any approved leave.
- N. Engaging in activities which disrupt or which are intended to hinder or interfere with the efficient work activities of any Library function. Including a concerted action with other to not report for duty or to not work at usual capabilities in the performance of normal duties.
- O. Theft of Library or another employee's property, or misuse of Library property.
- P. Violation of the Library's code of conduct.
- Q. Failure to perform assigned duties, neglect of duty, incompetence, inefficiency, or unsatisfactory performance.
- R. Tardiness.
- S. Disruptive or uncooperative attitude detrimental to the efficient operation of or best interests of the Library.
- T. Violation of the Library's code of ethics as adopted by the Library Board

Types of Disciplinary Action

- A. Reprimand – A notice to an employee in either verbal or written form that there has been a violation of a Library policy.
Verbal Reprimand – usually given for minor violation.
Written Reprimand – usually given in situations where a verbal reprimand is not enough or where a verbal reprimand has not proven corrective. A written reprimand will be signed by both the employee and the Director and a copy for inclusion in the employee's personnel file. The letter of response to the reprimand which will be attached to the reprimand in the personnel file. When no corrective action has been taken, or the offence persists or reoccurs, or other types of problems occurred, further disciplinary action may be taken.
- B. Suspension – Time off without pay due to a violation of any Library policy or inappropriate behavior in the course of an employee's duties.

A Director has the discretion to determine the length of and dates of the suspension based upon the nature of the violation and any other departmental factors to be considered. Days off without pay due to a suspension will not necessarily be consecutive.

Notification of a suspension will be in writing and will include the reason(s) for and duration of the suspension, when the suspension will take place and any other terms the employee must meet before returning to work. This notification will be placed in the employee's personnel file and will not be removed.

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

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

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

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

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

Involuntary Dismissal – Initiated by the employee's Director.

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

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

will notify the employee in writing and the original dismissal will stand. Employees will remain suspended with pay until the conclusion of the pre-termination hearing.

7.02 Appeals and Investigations

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

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

General Provisions

- A. A grievance is a dispute relating to the working conditions of employees, or alleged civil rights violations.
- B. No employee shall utilize this procedure to file grievances relating to council policies and ordinances; federal or state statutes (except in the instance of civil rights violations) or in matters where the employee has no direct interest.
- C. Time limits specified in this procedure may be changed by mutual agreement of the parties involved in the grievances. In the event of an approved absence of the grievant or the appropriate Director or administrator, time limits shall be temporarily suspended.
- D. Grievances arising from the action of an official other than the immediate Director of the employee can be initiated with the Department Head or Director or his/her designee at Step 2 of the grievance procedure below.
- E. Appeals of terminations, involuntary demotions, or suspensions of three or more days shall be initiated directly at step three of the grievance procedure.
- F. Any hearing pursuant to this grievance procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity for all persons, including witnesses, entitled to be present to attend.
- G. Details of grievances and grievance proceedings shall be kept confidential.
- H. An employee shall not be interfered with, restrained, discriminated against or subject to any retaliation as the result of the presentation of a grievance.
- I. At no time shall an employee take a grievance directly to the Library Board or individual Library Board Member.

Grievance Procedure

- A. **Step 1** – Within five working days of the time that the grievant knew or reasonably should have known of the grievance, the grievant will orally present the grievance to his/her Director. The Director shall response to ~~the~~

complaint within five working days after presentation of the grievance.

B. Step 2 – 1. If the grievance is not resolved at Step 1, the employee may file the grievance in writing with the Director within five working days after receiving a response from the Director.

2. The grievance shall: a) name the employee or group of employees involved, b) state the facts giving rise to the grievance, c) identify the administrative regulations or policies alleged to be violated or misinterpreted, d) state the contention of the grievant with respect to the grievance, and e) indicate the specific relief request.

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

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

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

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

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

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

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

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

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

Investigation

In order to properly investigate any appeal of grievance, the Director may request the production of records, reports or any other information deemed appropriate.

7.03 Resignation

- A. Resignation is a voluntary act initiated by the employee to terminate employment with the Goddard Public Library. Although advance notice is not required, the Goddard Public Library requests at least two weeks written resignation notice from all employees, excluding the Director who must give one month written notice.
- B. Prior to an employee's departure, an exit interview may be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.

**Section 8
Miscellaneous**

8.01 Drugs & Alcohol

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

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

Employment Policy:

- A. Employees are prohibited from the illegal use, sale, dispensing, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics, or alcoholic beverages on Library premises or work sites.
- B. Library employees are not to consume or ingest or have the odor of alcohol or drugs on their breath or person during working hours, on

breaks or during meal periods. If it is determined that an employee consumed or ingested alcohol or drugs before operating or while operating any Library vehicle or equipment, the employee will be subject to disciplinary action, up to and including termination.

- C. Employees are required to report to work fit to perform their duties in a safe and efficient manner. An employee should notify the Director before beginning work when taking any medications or prescriptions which may interfere with the safe and effective performance of duties or operation of Library equipment.
- D. Any Library employee who is involved in a reportable incident (see definitions) that results in injury to persons or property shall be subject to an investigation by the Director and/or the Goddard Police Department. The employee(s) will be directed to undergo a drug or alcohol detection test to aid in determining fitness for duty or if there was reasonable suspicion that the employee was under the influence of drugs or alcohol at the time of the incident. Based on the results of the investigation and detection testing, the employee may be subject to termination.
- E. The Director or the Library Board may initiate/authorize drug or alcohol testing if a reasonable suspicion of employee substance abuse exists. The Director shall be responsible for recognizing and evaluating circumstances and behavior that may warrant reasonable suspicion for drug/alcohol testing. The Director who has reasonable suspicion that an employee is under the influence of alcohol or illegal drugs will document the specific facts, symptoms or observations that form the basis of such reasonable suspicion in detail. Additional witness testimony should be sought if possible. The documentation will be delivered to the Director who will authorize testing. Individuals directed to test will be provided a written copy of the facts and rationale leading to the testing decision prior to taking a drug/alcohol detection test. The employee will be escorted to the testing site by the Director. An employee who refuses to participate in such testing will be subject to termination of employment.
- F. Employees who are experiencing work-related or personal problems resulting from drug, narcotic, or alcohol abuse or dependency may request, or be required to seek, counseling help. Participating in counseling, including Library sponsored or required counseling is confidential and should not have any influence on performance appraisals. Job performance, not the fact that an employee seeks counseling, is to be the basis for all performance appraisals.
- G. Any employee who is abusing drugs or alcohol may be granted a leave of absence to undertake rehabilitation treatment. The employee will not be permitted to return to work until certification is presented to the

Director that the employee is capable of performing his/her job,. Failure to cooperate with an agreed-upon treatment plan may result in disciplinary action, up to and including termination. Participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other Library policies.

Definitions:

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

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

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

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

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

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

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

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

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

8.02 Smoking

- A. It is the intent of the Goddard Public Library to provide a safe and healthful work environment. This policy applies equally to all employees, customers, and visitor. It shall be the policy of the Goddard Public Library to follow K.S.A. 21-6109, et seq, any City of Goddard ordinances concerning smoking in public outdoor spaces and to prohibit all persons from the use of all tobacco products including, but not limited to cigarettes, e-cigarettes, pipes, cigars, and smokeless tobacco in or around all Library owned or leased buildings.
- B. Library employees are allowed to smoke only during regular break periods provided by the Library personnel policy and shall be limited to outdoor areas away from the building sides that are generally observable by the public or doorways generally used by the public. Employees who violate this policy will be subject to disciplinary procedures.

8.03 Sexual and Other Unlawful Harassment

- A. The Goddard Public Library is committed to providing a work environment that is free of discrimination an unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. In addition to being in violation of the Personnel Policies of GPL, sexual harassment is illegal. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964. In some cases, it may also be a violation of the victim's U.S. Constitutional and State Law rights.
- B. **Sexual Harassment is Absolutely Prohibited.** The Goddard Public Library will not tolerate sexual harassment in any form. No Director or other employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, pay, promotion, job assignment, or any other aspect or condition of employment. Nor will the Library permit the creation of an intimidating, hostile or offensive working environment.
- C. The sexual harassment of any employee is demeaning to both the

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

- D. **Definition of Sexual Harassment – Unwelcome sexual conduct that is a term or condition of employment.** Unwelcome sexual conduct constitutes sexual harassment when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment. Sexual harassment is unwelcome behavior with sexual content or overtone that is personally offensive to the victim.
1. **Quid Pro Quo** harassment occurs when submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
 2. **Hostile Environment** is unwelcome sexual conduct that interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment and can constitute sex discrimination, even if it leads to no tangible or economic job consequences.
- E. **Examples of Sexual Harassment – Harassment includes but is not limited to:** sexually oriented "kidding" or "jokes"; physical contact such as patting pinching or purposely rubbing up against another person's body; demands or request for sexual favors tied to promises of better treatment or threats concerning employment; discriminating against an employee for refusing to "give in" to demands or requests of sexual favors; making inappropriate sexually oriented comments on appearance, including dress or physical features; leering and sexual gestures/telling embarrassing sex oriented stories; displaying sexually explicit or pornographic materials, regardless of how/where it is displayed; sexual assaults on the job by Directors, fellow employees, non-employees; an rewarding or granting favors to one who submits to demands or requests for sexual favors. When any of the foregoing conduct is unwelcome and affects employment decisions, makes the job environment hostile, distracting, or unreasonably interferes with work performance, it is a violation of this Policy.
- F. **Procedures – Making Sexual Harassment Complaints**
1. Complaints of sexual harassment must be made within one hundred eight days of the incident. This limitation begins at the time of the incident. Any employee who feels he or she has or is being subject to sexual harassment should immediately

contact their Director. Complaints may be made orally or in writing.

2. When making a complaint of sexual harassment employees may by pass the chain of command. (The line of responsibility and authority as described before). The person receiving the initial complaint shall document the complaint and the complainant should be prepared to provide the following information:
 - a. The employee's name, department and position title.
 - b. The name of the person or persons accused of committing the sexual harassment, including their title, if known.
 - c. The specific nature of sexual harassment, how long it has gone on (dates and approximate time(s), and any employment action, demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) taken as a result of the harassment, or any other threats made as a result of the harassment.
 - d. Any witnesses to the harassment.
 - e. Whether the complainant has previously reported such harassment and, if so, when and to whom.

G. Reporting and Investigation of Sexual Harassment Complaints

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

- H. Investigation – Upon receiving a complaint, the Director will initiate a fact-finding investigation based on the allegations set forth in the complaint. During the investigation, every effort will be made to keep confidential the identities of both the person(s) making the change and the person(s) being charged.

During the period of investigation:

- *Non-elected employees accused of sexual harassment, at the discretion of the Director may be suspended with pay;
- *If an Elected Official is the subject of the complaint, at the discretion of the Elected Officials, may be suspended with pay;
- *If the Director is the subject of the complaint, at the Library Board's discretion, may be suspended with pay.

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

waiver of any other rights or privileges he/she may have against the offender.

10. If the investigator determines that complaint of sexual harassment is unfounded, he/she shall notify the Director. The Director shall notify the employee accused of sexual harassment of the determination, and advise that no disciplinary action is warranted.
 11. The employee making the complaint shall be notified of the results of the investigation and the discipline, if any, to be administered.
 12. Regardless of the outcome, the employee shall be advised that:
 - a. Any further incidents of sexual harassment involving the same parties should be reported immediately to the Director for follow-up action.
 - b. Any incidents of retaliation against the party alleging the harassment shall immediately be reported to the Director for follow-up action. In a situation in which the Director is involved in the alleged harassment or retaliation, the report should be made to the Board President. The complaining party will also be informed of the right to file a complaint with the appropriate state or federal agency if unsatisfied with the Library's efforts.
- J. Findings and Determinations – Within a reasonable time after completion of the investigation, a written report, along with a recommendation as to whether the complaint of sexual harassment is founded, will be submitted to the Director (except in cases where the Director is accused of the sexual harassment). In determining if the allegations are founded, the investigator shall look at the record as a whole and at the totality of circumstances, including the nature of the conduct in questions; the context in which the conduct, if any, occurred; and the conduct of the person complaining of sexual harassment. The determination of whether sexual harassment occurred will be made on a case-by-case basis, within a reasonable time.
- K. Appeal of Decision – Within ten working days of written notification to the employee of the Director's decision, the complainant or respondent may make a written request for a final review of the record by the Director. The Director, in response to a timely appeal, will either:
1. Review the record and provide a final decision within five work days of the receipt of the appeal, or
 2. Schedule a hearing with the appealing party to hear his/her appeal within ten working days following the receipt of the

appeal. The meeting can be scheduled at a time, convenient to all parties, with mutual consent (including beyond the ten day period).

3. A final decision will be made by the Director. Copies of the decision shall be sent to the complainant and respondent by registered mail, return receipt requested, and a copy will be kept to the Director to be added to the Personnel files.
- L. Follow-up of Complaints and Monitoring – To ensure that reported incidents of sexual harassment have ceased, once the procedures of the sexual harassment complaint process has been followed; the Director will conduct follow-up interviews for all complaints of sexual harassment and will continue to monitor the condition of the workplace for an extended period of time.
 - M. Obligation of Employees – Employees are encouraged to report instances of sexual harassment since this behavior is a detriment to the work environment and sexual harassment exposes the Library to liability. Employees are also obligated to refrain from filing bad faith complaints of sexual harassment. Given the nature of this type of discrimination, the Library also recognizes that accusations of sexual harassment having no factual basis and brought in bad faith can have serious effects on innocent individuals. Any such accusations will result in severe disciplinary actions, up to and including termination.
 - N. Confidentiality – All complaints of sexual harassment, the ensuing reports, investigations, determination of guilt and disciplinary action, are not public record. They will be treated as confidential records and will not be disclosed except to those affected by the Kansas Open Records Act. Access to these records shall be given only with the Library Attorney's approval to parties who have a direct and relevant need to know.
 - O. Prohibition against Retaliation – An employee who is the subject of an investigation of sexual harassment shall not retaliate in any way against the person making the complaint of sexual harassment, witnesses or any other person connected with the investigation of the complaint of sexual harassment.
 - P. Elimination of Sexual Harassment in the Workplace – The Goddard Public Library will establish training sessions for all employees concerning their rights to be free from sexual harassment and the procedure set out in this Policy. In addition, training session will be held for the Director and Board, educating them in the enforcement of

this Policy and in maintaining a working environment free of intimidation, insult and harassment based upon sex.

8.04 Immigration Law Compliance

- A. The Goddard Public Library is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.
- B. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Goddard Public Library within the past three years, or if their previous I9 is no longer retained or valid.
- C. Employees with questions or seeking more information on immigration law issues are encouraged to contact the Director or his/her designee. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

8.05 Violence in the Workplace

- A. The Goddard Public Library is committed to providing a safe environment for working and conducting business. All employees are responsible for refraining from acts of violence and to promote a safe working environment. The Library intends to use legal, managerial, administrative and disciplinary procedures to secure the workplace from violence and to reasonably protect employees and member of the community. Any violent act(s) committed by employees will be subject to disciplinary action, up to and/or including termination, or prosecution as appropriate.
- B. Definitions:
 1. Dangerous Weapons: A dangerous weapon is any instrument capable of producing bodily harm, in a manner under circumstances and at a time and place, that manifests an intent to hard more intimidate another person or that warrants alarm for the safety of another person. These may include items that obviously have the ability to cause harm but could, depending on the way the item is manipulated, such as but not limited to, throwing a chair, chemicals, stapler, drinking glass, etc.
 2. Workplace violence as referred to in this Policy includes, but is not limited to, an act or behavior that:

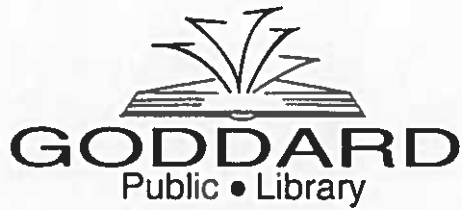
- a. Is physically assaultive;
- b. Consists of a communicated or reasonably perceived threat to harm or endanger another individual or to destroy property;
- c. Would be interpreted by a reasonable person as carrying a potential for physical harm to the individual or a reasonable person would perceive as threatening;
- d. Involves carrying or displaying weapons, destroying property or throwing objects in a manner reasonably perceived to be threatening.

C. Possession and Use of Dangerous Weapons By Employees

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

D. Procedure

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



Board Member Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Do you believe that you can make a four-year commitment to the board?

Do you have any civic and/or executive board experience?

Explain a time when you had to work with a team and the outcome.

Where would you like to see the library in 4 years? (programs, services, etc.)

What are some of your unique skills that you feel would be an asset while serving in this position?

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to board selection, I understand that false or misleading information in my application may result in my release.

Signature: _____ Date: _____

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3rd Quarter Accomplishments:

- Hired a dedicated Programming and Outreach Specialist
- StoryTime focused on pre-literacy skills
- Started outreach to Dove Estates and Medicalodge
- Incorporated the Friends & Foundation of Goddard Public Library
- Elected a Vice President, Secretary and Treasurer
- Received an EIN
- Raised \$2600 for the Friends & Foundation
- Reviewed and updated part of the GPL Policy Manual
- GPL Board participated in two Board Trainings
- Partnering agreement reached with Vrana Chiropractic to use their back yard space for gardening programs next year during the Summer Reading Program.
- All staff evaluations completed

4th Quarter Goals:

- Have the Friends & Foundation 501c3 paperwork in to the IRS.
- Open a bank account for the Friends & Foundation
- Director participate in two presentations at Kansas Library Association Conference.
- Complete the review and updating of the GPL Policy Manual
- Increase programming that encourages community involvement
- Complete feasibility study of Library building
- Secure an extension for using the City's Liquor License 1x/month for 2020

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-------------------------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | GPL | | | | | | | | | | | | |
| 2 | BUDGET REPORT | | | | | | | | | | | | |
| 3 | 1/31/2020 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | MONTH: | | | | | | | | | | | | |
| 6 | 1 | | | | | | | | | | | | |
| 7 | COLUMN: | | | | | | | | | | | | |
| 8 | B | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | (A) | (B) | (C) | (D) | (E) | (F) | (G) | (H) | (I) | (J) | (K) | (L) | (M) |
| 11 | CATEGORY | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL |
| 12 | | JANUARY | FEB. | MARCH | APRIL | MAY | JUNE | JULY | AUGUST | SEPT. | OCT. | NOV. | DEC. |
| 13 | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | |
| 16 | Accounting | | | | | | | | | | | | |
| 17 | Automation/Internet | | | | | | | | | | | | |
| 18 | Maintenance | | | | | | | | | | | | |
| 19 | Misc. | | | | | | | | | | | | |
| 20 | Supplies | | | | | | | | | | | | |
| 21 | Utilities/Telephone | | | | | | | | | | | | |
| 22 | Materials | | | | | | | | | | | | |
| 23 | Community Relations | | | | | | | | | | | | |
| 24 | Programming | | | | | | | | | | | | |
| 25 | Technology | | | | | | | | | | | | |
| 26 | Continuing Education | | | | | | | | | | | | |
| 27 | Licensing | | | | | | | | | | | | |
| 28 | Memberships | | | | | | | | | | | | |
| 29 | Mileage/Meals | | | | | | | | | | | | |
| 30 | Postage | | | | | | | | | | | | |
| 31 | Capital Improvement | | | | | | | | | | | | |
| 32 | Board Insurance/Bond | | | | | | | | | | | | |
| 33 | Director Health Benefit | | | | | | | | | | | | |
| 34 | Payroll Taxes | | | | | | | | | | | | |
| 35 | Retirement | | | | | | | | | | | | |
| 36 | Salaries | | | | | | | | | | | | |
| 37 | Workman's Comp | | | | | | | | | | | | |
| 38 | Unemployment | | | | | | | | | | | | |
| 39 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
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| | N | O | P | Q | R | S | T |
|----------------|------------------------------------|--------------------------|-------------------------------------|--------------------------|---------------|---------------------------|--------------|
| | | | | | | | |
| 10 (N) | (O) | (P) | (Q) | (R) | (S) | (T) | |
| MONTHLY BUDGET | MONTHLY DIFFERENCE (N-Current Mo.) | Y-T-D ACTUAL (Sum B...M) | Y-T-D BUDGET (S x no. of months/12) | Y-T-D DIFFERENCE (Q - P) | ANNUAL BUDGET | ANNUAL DIFFERENCE (S - P) | |
| 1 | | | | | | | |
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| 14 | | | | | | | |
| 15 | | | | | | | |
| 16 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 17 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 18 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 19 | \$41.67 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 | \$500.00 |
| 20 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,000.00 | \$6,000.00 |
| 21 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 22 | \$133.33 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,600.00 | \$1,600.00 |
| 23 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 24 | \$83.33 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | \$1,000.00 |
| 25 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 26 | \$20.83 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250.00 | \$250.00 |
| 27 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 28 | \$29.17 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$350.00 | \$350.00 |
| 29 | \$62.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$750.00 | \$750.00 |
| 30 | \$100.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,200.00 | \$1,200.00 |
| 31 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 32 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 | \$500.00 |
| 33 | \$500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,000.00 | \$6,000.00 |
| 34 | \$1,900.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$22,800.00 | \$22,800.00 |
| 35 | \$920.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$11,040.00 | \$11,040.00 |
| 36 | \$9,413.58 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$112,963.00 | \$112,963.00 |
| 37 | \$41.67 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$500.00 | \$500.00 |
| 38 | \$8.33 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$100.00 | \$100.00 |
| 39 | | | | | | | |
| 40 | | | | | | | |
| 41 | | | | | | | |
| 42 | | | | | | | |
| 43 | \$13,754.41 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$147,000.00 | \$165,553.00 |
| 44 | | | | | | | \$147,000.00 |

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