

## **Goddard Public Library Board Agenda**

**November 11, 2019, 7:05 pm**

1. Roll Call
2. Approval of Agenda
3. Minutes of Regular Meeting October 14, 2019
4. Correspondence and communications
5. Frank comments
6. Director's Report
  - a. Circulation Report
7. Financial Report
  - a. Book Sales
  - b. Grants Received
8. Old Business
  - a. Friends/Foundation update
  - b. Updates to policy manual – Collection Development policy
  - c. Update on 50 year celebration
  - d. Update on Strategic Plan
9. New Business
  - a. T-shirt ad on Eisenhower shirts
  - b. Insurance on contents of building
10. As may be presented

\*Next meeting is December 9, 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](mailto:director@goddardlibrary.com)**

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**LIBRARY BOARD MEETING**  
**OCTOBER 14, 2019**  
**7:05 P.M.**

1. **Roll Call:** Sherry Lauer, Lisa Fouts, Lisa Stoller, Frank Petsche, April Hernandez, Tamera Judd, Alexis, Becky Phillips, Lisa Coyne, and Margo Rakes. Vickie Luthi and Alexis Vincent not present.
2. **Approval of Agenda:** Lisa Stoller motions to approve the agenda. Lisa Fouts seconds the motion. Approved 10/0.
3. **Approval of Regular Meeting Minutes September 9, 2019:** Lisa Fouts motions to accept the minutes as read. Lisa Coyne seconds. Approved 10/0.
4. **Correspondence and Communications:**
  - a. **Levand Trust** – Meeting in September; fund is doing well. This is a trust to help libraries in Sedgwick County and can be used for general operating expenses, summer reading, etc. \$5500 in 2019; projected \$6300 in 2020.
5. **Librarian's Report**
  - a. **Circulation Report** – Stats looking good. Sunflower eLibrary is really good. Contract services that will not be renewed in 2020 are RB Digital magazines and JLG, which will save the library thousands of dollars.
  - b. **Highlights** – On December 9<sup>th</sup>, library will migrate to new catalog software system. Carrie is doing a great job with programming and outreach. StoryBook Pumpkin Batch contest and Teen Mural Contest ends November 12<sup>th</sup>. Outreach to Dove going strong and Carrie will start outreach services to Medicalodge in November.

Carrie held first Teen Advisory Board meeting.

StoryTime going well with new volunteers.  
All employee evaluations are completed.  
December 7<sup>th</sup> is open house for 50 year celebration.

6. **Financial Report:** There was no vote on approving the Financial Report.

7. **Old Business:**

a. **Update on Strategic Plan** – GPL 2 Year Plan; research grant and fundraising opportunities, build the digital collection, collect regular feedback from community, develop guidelines and requirements for board and staff development. GPL 3 Year Plan; adopt STEM related curriculum, augmented reality children's books, explore programming that pairs seniors and children.

b. **Friends/Foundation Update** – Garage Sale profit \$355.

c. **Updates to Policy Manual** – see pages 12 – 34.

d. **Update on 50 year celebration** – Grant received for castle, not sure about mural.

8. **New Business:**

a. **Proposed budget for 2020** – Need more money; \$165,553.00 is far less than comparable libraries.

b. **Quarterly Departmental Report to City Council on October 21** – Will present page 36 at meeting. Will be asking Mayor for \$25,000.

c. **Contracts for Trash, Copier, etc** – Trash is under lease until 2022; \$198 quarterly. Copier is leased until May 24, 2022. Waste Connections is \$35 monthly, Cox internet is under lease for 3 more years at \$16.99 month.

9. **As May be Presented** – Staff evaluations were discussed.

Erin Brock will be Vice President of the Friends and Foundation Board.

10. **Executive Session** – none

11. **Adjournment** – Lisa Stoller motions to adjourn the meeting. Tamera Judd 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 for November 2019

The library has been busy. We were overfull for the Puppet Ladies presentation in October so they are adding a public show for December.

Storytimes have been full as well. We usually have 20 or more kids and their parents here. We have 50 children total that have so far not come at the same time.

Carrie is busy getting programming together for next year. We already have several programs scheduled and have the community center booked every Wednesday through June and July.

Carrie had four of the elementary librarians at the library on Friday for their in service. We talked to them about the strategic plan, gave them a tour, told them about our new programming and asked what they would like to see from us. Carrie may start doing a traveling storytime at Earhart, CDS and Explorer for their afternoon preschool classes.

Rest of our Outreach and Programming for the month:

Medicalodge outreach started this month. It will take a little longer to get it off the ground and running well.

Book club for Dove is 11/19.

Kansas Reads to Preschoolers is 11/18. Kids will bring a stuffed animal to leave at the library overnight for a sleepover. We will take pictures of the animals around the library doing different activities.

TAB met at the beginning of the month and had 15 attend. They have a taste testing event on the 22.

Carrie is attending the Big Read meeting tomorrow to give input for next year.

Our pumpkin patch had 10 pumpkins and 222 votes. Great showing for the first year.

The Reading Kingdom make over is under way. Wood pieces are up and the Woman's Club will be in this week to work on getting more of it completed. We are excited.

United Way came to talk to us at our November staff meeting. We are going to look into what it will take Mike doing for us to give pretax. Also gave us an idea for having FF go monthly to get food at the Give warehouse for the kids after school.

**GODDARD PUBLIC LIBRARY**  
October 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	157			1941		
Fiction	513	525	587	543	656	647	718	817	669	784			6459		
Periodicals	60	64	58	52	53	60	121	123	150	186			927		
Audio Books	17	19	28	43	61	60	48	53	77	78			484		
Videos/ DVD	201	224	266	234	241	259	295	179	128	205			2232		
<b>JUVENILE</b>															
Non-fiction	186	265	316	273	360	952	699	387	261	312			4011		
Fiction	698	1053	1319	1278	999	2985	3532	1754	1397	1303			16318		
Periodicals	6	37	49	11	13	34	28	16	3	9			206		
Videos/ DVD	65	89	85	104	144	167	206	103	75	84			1122		
Audio	2	4	5	11	8	5	8	4	11	2			60		
Other															
<b>TOTAL</b>	<b>1966</b>	<b>2449</b>	<b>2889</b>	<b>2729</b>	<b>2890</b>	<b>5346</b>	<b>5932</b>	<b>3543</b>	<b>2896</b>	<b>3120</b>	<b>0</b>	<b>0</b>	<b>33760</b>	<b>44326</b>	<b>34516</b>

Computer	405	355	419	443	399	398	470	500	399	466			4254	3988	3012
Wireless	187	121	115	103	152	136	144	147	159	179			1443	1565	1232
													5697	5553	4244

Reference Question	123	195	196	137	231	213	280	259	190	283			2107	1860	1489
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**INTERLIBRARY LOAN**

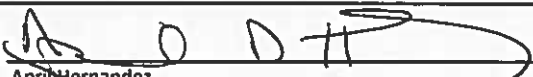
Books Loaned	28	23	14	62	53	36	29	29	38	34			346	466	388
Unfilled	0	0	2	0	0	0	0	1	0	2			5	0	0
Books Borrowed	50	53	70	73	73	104	75	67	57	73			695	793	572
Unfilled	0	0	7	0	0	0	0	0	0	0			7	2	0

NEW LIBRARY CARDS	27	16	18	26	57	73	38	29	21	24			329	404	462
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**MATERIALS ADDED**

Adult	52	65	41	34	62	66	89	96	59	63			627	1093	1256
Juvenile	101	143	28	47	53	55	55	81	45	36			644	993	1496
<b>TOTAL</b>	<b>153</b>	<b>208</b>	<b>69</b>	<b>81</b>	<b>115</b>	<b>121</b>	<b>144</b>	<b>177</b>	<b>104</b>	<b>99</b>	<b>0</b>	<b>0</b>	<b>1271</b>	<b>2086</b>	<b>2752</b>

LIBRARY ATTENDANCE	1255	1131	1404	1576	2418	3380	3361	2146	1518	2100			20289	19195	16985
Children	78	162	276	419	181	706	751	43	329	274			3219	3214	2338
Other			15							159			174	909	255
<b>TOTAL</b>	<b>1333</b>	<b>1293</b>	<b>1695</b>	<b>1995</b>	<b>2599</b>	<b>4086</b>	<b>4112</b>	<b>2189</b>	<b>1847</b>	<b>2533</b>	<b>0</b>	<b>0</b>	<b>23682</b>	<b>23318</b>	<b>19578</b>

  
 April Hernandez  
 DIRECTOR

**ATTENDANCE**

	J	F	M	A	M	J	J	A	S	O	N	D		
Vickie Luthi	+	+	+	+	+	+	+	+	+	EX	EX		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						+	+	+	+	LI			1	2023
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

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	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	18	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	995	3952	280	295	206	48	8	125	189	25	2	149	15	6289
9	August	988	1971	170	178	103	53	4	142	195	18	13	139	7	3975
10	September	820	1547	123	151	78	51	11	149	179	12	149	153	7	3274
11	October	941	1445	170	205	84	78	2	130	214	9		195	7	3473
12	November														0
13	December														0
14															
15		8550	19142	1525	2255	1125	458	60	637	1920	142	62	1261	56	37232

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	A	B	C	D	E	F
		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
1						
2						
3	2019	7932	11696	13564		33192
4						
5	2018	8079	13735	13231	9281	44326
6						
7	2017	6009	10857	10688	6962	34516











## Smithsonian Institution Traveling Exhibition Service

The Smithsonian Institution Traveling Exhibition Service (SITES) and the National Museum of American History have joined forces to bring you *World War I: Lessons and Legacies*, a beyond-the-textbook look at the war and its aftermath. World War I arose from widespread social, political, cultural, and economic upheavals that were reshaping the world in the opening decades of the 20<sup>th</sup> century. The war accelerated those changes, transforming public and private life in ways that continue to reverberate today.

Created with generous support from The United States World War I Centennial Commission and the Smithsonian Women's Committee, the *World War I: Lessons and Legacies* poster exhibition provides a unique opportunity for your students or visitors. The exhibition enables them to explore often-overlooked aspects of Americans' role in the war and many of the innovations, complexities, and contradictions of a post-war world that seemed—especially in the United States—so suddenly modern.

Recipients of *World War I* will receive a Poster Handbook and User's Guide, an Educator's Guide, and title treatments by e-mail when the poster exhibition is shipped. The Poster Handbook includes information about how to share this poster exhibition with the public.

The Educator's Guide includes:

- An introduction on how to use the posters in the classroom
- Standards alignments (Common Core, C3, National Standards for History, and National Standards for Social Studies)
- Critical thinking questions and suggested learning strategies
- Additional resources for further investigation

We are delighted to send you this FREE educational resource for your library. If you have any questions about the posters or how to present them, please e-mail Ed Liskey at [liskeye@si.edu](mailto:liskeye@si.edu). If you have any questions about the Educator's Guide, please email [historyteachers@si.edu](mailto:historyteachers@si.edu).

To help us to continue creating valuable educational resources, we need your feedback. In exchange for receiving this free *World War I* poster exhibition, please complete the short survey that will be e-mailed to you from SITES ([sites@si.edu](mailto:sites@si.edu)) approximately 90 days after they are shipped out.

We look forward to hearing about your experiences with *World War I: Lessons and Legacies*.

Sincerely,

The SITES Team

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SITES  
MRC 941 PO Box 37012  
Washington, DC 20013-7012  
202-633-3168

## April Hernandez

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**From:** Katherine Hughes <katherineh@sckls.info>  
**Sent:** Thursday, October 24, 2019 12:09 PM  
**To:** director@goddardlibrary.com  
**Subject:** SCKLS 2019 CE Reimbursement Grant approved!

Hi April,

I am pleased to inform you that your application for the 2019 SCKLS Continuing Education Reimbursement grant has been approved. We are so happy that you will be able to further your learning about important library skills and topics.

I anticipate that the \$255 check made out to Goddard Public Library will be processed within the next two weeks.

Thank you so much, and enjoy your learning!

Katherine

***Katherine Hughes***  
Training Specialist  
**South Central Kansas Library System**  
321 North Main Street  
South Hutchinson, KS 67505  
[katherineh@sckls.info](mailto:katherineh@sckls.info)  
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## Section 9 Collection Development & Management

### 9.01 Introduction

- A. **Legal Authority** – The Goddard Public Library is a public library organized under the laws of Kansas and authorized under K.S.A. 12-1219 et seq. to acquire by purchase, gift or exchange, the materials and equipment deemed necessary by the board for the maintenance and extension of library services.
- B. **Mission & Vision** - The Goddard Public Library mission is to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning.
- C. **Goals of the Collection** – Shall be as follows:
- To keep a current and relevant collection
  - To serve as the primary resource center for the area
  - To support and enhance educational, civic, and cultural activities
  - To assess community needs and provide materials and programming to meet those needs
  - To serve all members of Goddard and the surrounding area of Sedgwick County, those within the state of Kansas and all others who require our services
  - To be a central and integral part of the community we serve
  - To use creativity, enthusiasm, empathy, compassion and kindness in all that we do

### 9.02 Criteria and Review Sources

- A. **General Selection Criteria** -While the overall legal responsibility for the materials selection policy lies with the Goddard Public Library Board of Directors, the Board delegates to the Director the responsibility for selection of materials and the development of the collection. The Director works with the other staff members to design the selection program for the Library.
- General criteria for collection development includes, but is not limited to:
1. Examination of the existing materials in the collection on the same subject to determine if additional or more current materials are needed
  2. Reputation of the author, artist, publisher or producer
  3. Suitability of subject, style and reading level for the intended audience
  4. Current appeal and popular demand  
Present and potential relevance to the community needs

1. Examination of the existing materials in the collection on the same subject to determine if additional or more current materials are needed
2. Reputation of the author, artist, publisher or producer
3. Suitability of subject, style and reading level for the intended audience
4. Current appeal and popular demand
  - Present and potential relevance to the community needs
  - Availability or scarcity of materials on the subject
5. Value of the material in relation to its physical durability

**Fiction: In addition to the General Selection Criteria above, the following criteria are often used for acquisition of fiction:**

1. Plausible plot and good plot development
2. Effective characterization
3. Imaginative writing and originality
4. Literary merit
5. Accurate description of the particular era or country in which the story is set
6. Ability to sustain reader's interest
7. Significant contribution in a new or special way if a new edition
8. Hardcover are preferable when available

**Children's Materials: The following criteria, when applicable, are considered when selecting materials for the children's collection:**

1. Appropriate materials to meet the needs and interests of children from infancy to sixth grade
2. Materials of interest to adults concerned with these age groups
3. Variety in points of view to enable children to better understand their world
4. Materials that reflect cultural diversity
5. Materials that reflect the wide spectra of reading comprehension and maturity levels of children served.
6. Hardcover are preferable when available

**Young Adult: The following criteria, when applicable, are considered when selecting materials for the Young Adult collection:**

1. Appropriate materials to meet the needs and interests of young adults in the twelve to eighteen age group (middle school through high school); grades six through twelve
2. Materials for recreational, popular and topical reading that may be related to the needs of students, but not school textbooks
3. Recognition of special characteristics of this age group and the need to identify with others, peer pressure in the area of behavior and conduct, and a search for self-identity, self-worth, and independence
4. A wide range of subjects, some of which could be controversial
5. Hardcover are preferable when available

1. Ability to be understood and articulated in an interesting manner
2. Ease of access, availability
3. To give patrons a variety of options for content

**Videos: Criteria for the selection of videos:**

1. Balance popular demand with quality by basing purchases on reviews
2. Good technical quality
3. Need for non-fiction and documentaries to present accurate, up-to-date information of interest to patrons
4. Update video formats as they change (currently purchasing DVDs, Blu-ray discs)

**Artwork:**

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

**Professional Development Collection:**

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

**B. Review Sources**

**Adult, Young Adult, Children:** Primary sources for selecting adult materials include but are not limited to Forecast, Amazon, Goodreads, Kirkus reviews, Baker and Taylor information.

**Non Print Media:** Review sources include but are not limited to Audio Editions, Forecast, Amazon.

**9.03**

**Acquisition**

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

**B. Replacements and Duplicates** - A replacement is an item purchased to replace an identical title previously in the collection. ISBN numbers are used to determine identical titles. The need for replacement in each case is judged by these factors:

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availability, the Library reevaluates on an annual basis the types of material formats it does and does not purchase.

**B. Replacements and Duplicates** - A replacement is an item purchased to replace an identical title previously in the collection. ISBN numbers are used to determine identical titles. The need for replacement in each case is judged by these factors:

1. Number of copies available. If a copy is lost or missing, the Library may not replace it if it owns another copy.
2. The coverage the library has on the subject. If the Library has a large collection of materials in a particular subject area, there may be no reason to replace a particular title.
3. The amount of similar material available. If numerous books are continually published on a subject, the Library may replace a missing title with a more current title.
4. The demand for subject material in that subject area. It may be that the subject is so popular that the Library may replace it immediately.
5. The availability of a particular title. If a title is out-of-print and expensive to replace, the library staff may decide not to buy it.
6. When the budget permits, a copy will be ordered when request for the title from library users reaches 2 – 3 requests.

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

**D. Gifts and Tax Exemptions** - When gifts or donations of books or other materials are accepted, the Director and library staff will make the donor aware that donated materials may be used or disposed of as the library determines is appropriate. Determining "appropriate" use means using the same criteria set forth in the policy for the purchase of library materials. Gifts that are not added to the collection are placed in the Library book sale, recycled if damaged, or sent to Thrift Books for resale. Acceptance or decline of any other donations, not covered by written policies, are considered to be within the discretion of the Library Board.

Under existing law, gifts to the Library may be deductible; the deductibility is governed by the provisions of the Internal Code of 1986 as amended. The Library does not provide appraisals of books or other non-cash items. Internal Revenue Service regulations and the Tax Reform Act of 1984 (Section 155a) clearly state that the appraiser must not be the Library that receives the donated items. Donors are required to obtain a formal appraisal if the value of donated property is

valued at \$5000.00 or more. If a Library sells or disposes of a gift of property or materials valued at \$500.00 or more, the Library must file Form 8282 with the IRS within 90 days of the sale or disposal. The Library reserves the privilege of using cash donations in a manner that will best serve the operation of the Library and its service to the library users. If cash donations are made with request for specific materials to be purchased, the Collection Development Policy should be used to determine if the purchase is appropriate for the Library. Gifts made to the Library become the sole property of the Library and remain so until they are either added to the collection or until a decision is made by the Library about their appropriate use.

**E. Interlibrary Loan and Cooperation** - Goddard Public Library cooperates with the Kansas State Library and South Central Kansas Library System to provide interlibrary loan as an essential service to library users. Interlibrary loan, while not designed as a substitute for providing books and other materials in constant local demand, is used by the Library to make available those materials that cannot be added to the collection because of infrequency of demand, space, budget or their appropriateness for the collection.

The Goddard Public Library is a member of the South Central Kansas Library System which is a regional system of cooperating libraries. In accordance with Kansas Administrative Regulation (KAR) 54-1-8, "libraries participating in a regional system of cooperating libraries shall permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules". Fees are not charged for interlibrary loan or research unless the lending library charges and such charges will be passed onto the library user.

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

- A library user's name (or whether an individual is a registered borrower or has been a library user)
- A library user's address
- A library user's telephone number
- The library's circulation records and their contents
- The library's borrowers' records and their contents
- The number or character of questions asked by individual library users

- The frequency or content of a library user's visits to the library or any other information gathered by the Library will not be given, made available or disclosed to any individual, corporation, institution, government or law enforcement agency without a valid warrant or court order.

**G. Challenged Materials** - When a library user requests that a library material be removed from the shelves or challenges the appropriateness of a specific material, the following procedure will be used for reconsideration of the material:

- All requests for reconsideration of materials will be handled by the Director. The Director will offer any person making such a request the opportunity to discuss the material.
- The discussion should take place in a relatively private area of the Library. The Director will listen to the library user and then explain the general criteria of the library's selection policies which describe how and why materials are chosen for the collection.
- If the person making the complaint wants to continue the process for reconsideration of materials after talking with the Director, he/she will be offered a "Request for Reconsideration of Library Materials" form (see appendix) to complete. The person or group making the request should be properly identified and the complaint form should be filled out in its entirety. The process for reconsideration should be explained by the Director to the person or group making the complaint and they should be informed that after a recommendation is made by the Reconsideration Committee they will be notified.
- After the Director receives the completed form, she shall appoint a Reconsideration Committee to review the request. The Committee shall consist of the Director, a South Central Kansas Library System Consultant, a Library Board member and an individual from the community who is a library user.
- After the Director's written notification of the decision of the Reconsideration Committee and if the person or group making the request are not satisfied with the committee's decision, the person or group may appeal to the Library Board within three weeks of notification of the committee's decision.
- If the decision is appealed to the Library Board, the material in question and all support information concerning the decision to purchase this material should be forwarded to the Board for consideration at its next regular meeting. The Library Board's decision will be final.

## H. Maintenance of the Collection

1. **Weeding Policy** - In response to the changing nature of its community, the Library continuously evaluates its collections through the systematic weeding and replacement of materials. Weeding requires skill, care, time and knowledge of the materials to be discarded. Weeding eliminates unnecessary items; outdated or superseded materials; titles infrequently used, no longer of interest or in demand; unnecessary duplicates; and worn out or mutilated copies.
2. **Questions to Ask When Weeding** - When weeding, the following question of a general nature are asked of each material considered.
  - a. What was the last date of circulation? What was the interval of time between checkouts?
  - b. Is the book in attractive and useful condition?
  - c. Is the information and presentation still accurate?
  - d. Is it reliable? Viewpoints and information change with time.
  - e. Does it have appropriate language and usage? Vocabulary and usage are a reflection of a particular time and place.
  - f. Is it a duplicate? Older edition duplicates of once popular titles should be discarded.
  - g. Is it appropriate material for this Library at this time?
  - h. Older fiction by popular authors, series fiction and fiction classics should be given due consideration.

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

### 10.01 Service Policy

- A. **Library Use** - The Goddard Public Library makes its collections and services available to all persons equally and with respect to human diversity.
- B. **Library Borrower Registration** - To check out library materials or request ILL (Interlibrary Loan) an individual must be a patron. To register as a patron an individual must complete a registration card, present a photo ID and proof of current address. The registration cards include the following information:
  1. Full Name
  2. Address
  3. Phone/Cell Phone
  4. Email address
  5. Business Address/Business Phone

#### 6. Age if under 18 with a Parent's Signature

Kansas Statutes define a minor as a person under the age of 18. Consequently, for registration purposes, Goddard Public Library requires a parent's or guardian's signature to register an individual who is under the age of 18. In first time registration instances, telephone authorization from a parent or guardian may substitute for written authorization, but written authorization will be required for any further use of Library services.

By completing the Library patron registration, an individual is issued a number to use when checking out Library materials within the library or through the Sunflower eLibrary. Also by completing the library patron registration, an individual, or in the case of an individual under the age of 18, the child's parent or guardian agrees to abide by Library rules, pay any fines or damages to Library materials or equipment used, and gives prompt notice of any change of address or other contact information. The Library requires renewal of library cards every three years in order to update patron information.

- C. Limits on Borrowing** – Patrons applying for a Goddard Public Library card for the first time are limited to 2 items for the first checkout. With the return of the 2 items, provided a minimum of 24 hours has lapsed between checkout and the return of the items, and any fines have been paid, the borrower may be granted full Library borrowing privileges. The following materials have borrowing limitations in regard to the number that any single Library user or Family card may check out:  
DVDs/Blu-rays - 6 items
- D. Length of Loan Period** - The loan period for books is (3) three weeks and for magazines and DVDs (1) week. All materials may be renewed for (2) times. Reference books and rare or historically valuable books may be checked out overnight at the discretion of the Director but should mainly be used in the Library. Books or other material with a patron hold may not be renewed. Interlibrary loan materials loan for a period determined by the lending library and may be renewed at the request of the local library user and the discretion of the lending library. These materials are not owned by Goddard Public Library and patrons need to be cognizant of and consider this fact before placing an ILL request.
- E. Reserved Materials** - Library patrons may reserve materials currently in circulation but unavailable at the time of request either by telephone, in person or on the Internet. In order to place a hold on the Internet, patrons will need a username/password (library card number/last four of your phone number) at the library or online through the catalog. The patron will be notified by telephone, text or email by library staff when the material becomes available. Books and other materials should be picked up within seven days of notification.

**F. Computers and Internet** - The computer and Internet workstations of Goddard Public Library are available for general public use as long as they are used correctly and as intended. There is an Internet/Computer Use Policy posted in the main computer lab. The only computer and Internet use authorized by the Library is legal use and each patron/guest is required to agree to abide by the conditions of this policy. Illegal or criminal use of the computer or Internet or failure to abide by the conditions of this policy will result in the patron's or guest's loss of privileges. Illegal use of the Internet, especially in regard to viewing child pornography, making threats of violence or other criminal acts, are prosecutable under applicable state and federal laws. The computer and Internet workstations are monitored by the Director or staff for assistance and security.

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

Use of the computer and Internet is on a first-come, first served basis. Each person may use the computer for two hours/day. A minimal level of computer competence is required for users of the Internet workstations. The Director or staff can offer suggestions and answer questions but can provide individual training on an appointment basis only. The Director or staff always maintain the discretion and right to interrupt or end computer or Internet use by a patron.

The Library provides technology tutoring as a free service. Tutoring includes help with eReaders, tablets, laptops, smart phones (IOS & Android), and computer programs. The Library, Director, and staff are not liable for any damages/loss of information/inconveniences that occur because of this tutoring. The Library is not responsible for damage to any patron's personal disks, computers, flash drives, etc. or any damage to or loss of data that may occur from use of the Library's computers. There is a \$.25/page charge for printing, and a \$.50/page charge for color printing. Patrons may not run their own personal software or programs or download software or programs to the Library

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

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

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

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

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

**I. Suspension & Reinstatement of Privileges for Health and Safety Reasons - *Suspension*** - It is the responsibility of Goddard Public Library to maintain a healthy and clean environment for all Library users and to protect the investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

protect the investment in Library collections, equipment and property. In order to fulfill this responsibility, the Library may restrict a user's ability to borrow materials and/or to visit Library facilities when such use may jeopardize the health and cleanliness of Library facilities, collections and users.

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

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

Examples of situations where borrowing of materials may be suspended include, but are not limited to:

- Customers or customer possessions with fleas, lice, or bed bugs
- Customers with clothing that is stained with urine, feces or blood.

Should it become necessary to suspend Library privileges of a customer in order to protect Library collections, facilities or their users, notification of the suspension will be made by the Library Director.

Any patron that has privileges suspended under the terms of this policy may request a re-evaluation of the suspension under the terms of the reinstatement of Library privileges policy.

**Reinstatement** – Patrons who have had Library privileges suspended under Suspension of Privileges for Health and Safety Reasons may request reinstatement upon the ability to demonstrate that the situation that resulted in loss of privileges has been resolved.

For reinstatement requests relating to suspensions due to pest infestation decisions will be made based upon evidence showing that the address in question has been inspected with no sign of infestation or that the residence has been treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted. **Bed Bug Infestations** - For bed bug infestations, a five-month period of treatment of the residence, or new residence if patron has moved, must be completed, and a document obtained from a certified exterminator that there is no longer any bed bug issues, must be provided to the Library Director. For bed bug infestations, moving will not be considered as proof of end of bed bug infestations).

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



**10.02 Service Hours**

**Hours are the same year round.**

Monday 9:00 am to 7:00 pm

Tuesday 9:30 am to 7:00 pm

Wednesday 9:30 am to 7:00 pm

Thursday 9:30 am to 7:00 pm

Friday 9:30 am to 5:00 pm

Saturday 9:00 am to 3:00 pm

Sunday 1:00 pm to 4:00 pm

**The Library is closed on the following holidays:**

New Year's Day - January 1

Memorial Day - Last Monday in May

Independence Day - July 4

Labor Day - First Monday in September

Thanksgiving Day - Fourth Thursday in November

Christmas Eve Day - December 24

Christmas Day - December 25

Day after Christmas – December 26

**10.03 System Membership**

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

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

**10.04 Special Services**

The Library provides the following special services:

- Delivery of library materials to older citizens who are homebound
- MakerSpace Mondays
- Technology Training
- Teen Advisory Board
- Test Proctoring
- Notary Public

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## 10.05 Other Library Services

- A. Reserve Space** - The fish bowl is available for use by individuals needing a small private space to meet. Scheduling of the fish bowl is on a first come first serve basis and may not be reserved at a specific time and day in perpetuity.
- B. Exhibits and Displays** - Exhibits and displays in the library are authorized by the Director and the Board on the basis of whether the exhibit or display supports the goals of the Library. Individuals must sign a "Waiver of Liability" in order to display or exhibit items. If an item or items that are part of an exhibit or display are lost, damaged or stolen while on library premises, the "Waiver of Liability" (see appendix) provides that the Library will not be held responsible for the \$250 deductible for such loss, damage or theft.
- C. Use of Library Property** – No individuals or organizations may distribute printed or other materials, solicit signatures for petitions, and conduct surveys, tutoring, hold classes or otherwise use library property for non-library purposes.
- D. Programming at the Library** – Themed in-house programming is scheduled throughout the year at the Library. The programming will follow the established guidelines for the Library.
1. Programs must be approved by the Director.
  2. The age of the audience must be stated in any information that is sent out by the Library staff.
  3. Start times must be clearly defined.
  4. All Federal, State, Local and Library laws and/or codes must be observed.

## 10.06 Code of Conduct for Library Users

See Appendix

## 10.07 Concealed Weapons

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

accordance with Kansas Administrative Regulation (K.A.R. 16-11-7). A copy of the regulation can be found in the Appendix.

**C. Security and Safety Procedure**

To properly enforce this policy and to alert the public that state law and library policy does not permit weapons on the premises, signage restricting or prohibiting weapons will be posted at entrances to the Library.

As a general rule, library staff should not hold, store or accept weapons of any kind. If a member of the public, library employee or library volunteer is believed to have a weapon, staff should make the person aware of the Library's policy and ask the individual to remove the weapon from the Library immediately. If the individual refuses to leave, library staff should call local law enforcement.

Any Library employee or volunteer who violates this policy shall be subject to discipline under the applicable Library policies relating to discipline. If any library employee or volunteer believes that another person possesses a concealed weapon on Library premises, the employee shall report this and the basis for the belief immediately to his or her supervisor.

Employees should be aware that the enforcement of this policy deals with confronting individuals carrying weapons. Under no circumstances should any employee take any unnecessary risks or compromise his or her safety in enforcing this policy. Local law enforcement should be contacted immediately if deemed necessary.

# **Goddard Public Library Policy Manual**

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Type of Card:    Family                  Adult                  Child                  Institution

Please include your P.O. Box # on address line.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

MAIN PHONE NUMBER \_\_\_\_\_

ALTERNATE PHONE NUMBER \_\_\_\_\_

Family Members

WORK NUMBER \_\_\_\_\_

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

IF THIS PERSON IS A JUVENILE (UNDER 18)

PARENT MUST FILL OUT THIS SECTION

PARENT'S NAME \_\_\_\_\_

PARENT'S ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CELL PHONE \_\_\_\_\_

COMPUTER                  YES                  NO

DVDs                        YES                  NO

PLEASE SIGN & DATE HERE \_\_\_\_\_

E-mail \_\_\_\_\_

Family card - Family will share one card. Movie limit is 6 and children must have a parent present to use computer.

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**By signing below I am acknowledging that I have read the following policies:**

**The patron in whose name this card is issued, is responsible for all materials checked out using this card and agrees to replace such materials if lost or damaged, and to pay all applicable late fees. A fee of \$1 will be charged for a lost, mutilated or otherwise unusable card. Patrons must have library card, photo ID or card number available at check out.**

Check out of all materials by a minor is considered the responsibility of the minor's parents. Minors must be present at the time of check out on a minor's card. It is not the job of library staff to censor materials checked out by minors.

**CHECK OUT LIMITS**

Books check out for 3 weeks - 2 renewals.

Movies and magazines check out for 1 week - 2 renewals.

**Movies are limited to 6 per card - 2 renewals.**

**FINES:**

Books, movies and magazines are .25 per day per item.

There is a \$5.00 maximum overdue fine limit per item.

If item is lost the current replacement cost will be added to the fines unless patron would like to replace the material. Replacement must have same ISBN #/be same edition.

No services, excluding Internet/Computers, may be used if there is more than \$10.00 in fines or fees.

Your checkout receipt is your first notice concerning late materials.

**INTERNET:**

I, the undersigned do hereby agree to follow and abide by the Computer internet policy of the Goddard Public Library. By signing below I acknowledge that I have reviewed the Internet policy.

**USA PATRIOT ACT NOTICE**

Although the Goddard Public Library makes reasonable effort to protect your privacy, under the Federal USA Patriot Act (Public Law 107-56), federal agents can obtain personally identifiable library records including circulated materials, interlibrary loans, database searches, computer use and reference interviews. The USA Patriot Act prohibits library staff from informing you or anyone else if federal agents have obtained records about you.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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**Waiver of Liability  
Goddard Public Library Display Usage Agreement**

The undersigned, in consideration (be it whole or partial) of being allowed to display artistic articles or wares upon the premises of the Goddard Public Library do hereby specifically state that I am aware that such articles will be insured by the Goddard Public Library while upon the premises, with the exception that the Library's insurance policy provides for a \$250.00 deductible. I do hereby specifically waive and agree to hold harmless and indemnify the said Goddard Public Library of any and all liability for payment of the \$250.00 deductible for damage to and/or destruction of any artistic objects or wares which I place in said Library for display purposes or for any other purposes while such objects or wares are on the Library premises or covered by the Library's insurance.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at Goddard, Kansas.

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

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**[SCKLS-MAIN] Change in Fair Labor Standards Act Salary for Exempt Employees**

1 message

Paul Hawkins &lt;Paul@sckls.info&gt;

Fri, Nov 8, 2019 at 1:13 PM

To: SCKLS MAIN ListServ &lt;SCKLS-MAIN@listserv.kumc.edu&gt;

The United States Department of Labor has changed the minimum \$23,660 salary for exempt employees to \$35,308 annually. The increase in minimum salary may affect employees of your library who are paid on a (1) salary basis (not on an hourly wage basis), (2) currently earn a minimum salary of \$23,660 and (3) are considered exempt employees on the basis of the executive, administrative or professional exemptions.

Effective January 1, 2020, the minimum salary threshold for exempt employees under the Fair Labor Standards Act (FLSA) will increase from the current level of \$455 per week to \$684 per week. If your library has exempt employees who currently earn less than \$684 per week, the library has until January 1 to raise the salary above the new threshold. Or if your library chooses to keep the salary below the new \$35,308 threshold, these employees will no longer be exempt employees and will be eligible for overtime pay and subject to your local pay policy.

Read more about the change from the United States Department of Labor website:

<https://www.dol.gov/whd/overtime2019/>

## Final Rule: Overtime Update

**On September 24, 2019, the U.S. Department of Labor announced a final rule to make 1.3 million American workers newly eligible for overtime pay.**

The final rule updates the earnings thresholds necessary to exempt executive, administrative and professional employees from the Fair Labor Standards Act's (FLSA) minimum wage and overtime pay requirements, and allows employers to count a portion of certain bonuses/commissions towards meeting the salary level. The new thresholds account for growth in employee earnings since the thresholds were last updated in 2004.

In the final rule, the Department is:

- raising the "standard salary level" from the currently enforced level of \$455 per week to \$684 per week (equivalent to \$35,568 per year for a full-year worker);
- raising the total annual compensation requirement for "highly compensated employees" from the currently enforced level of \$100,000 per year to \$107,432 per year;
- allowing employers to use nondiscretionary bonuses and incentive payments (including commissions) paid at least annually to satisfy up to 10% of the standard salary level, in recognition of evolving pay practices; and
- revising the special salary levels for workers in U.S. territories and the motion picture industry.

**The final rule is effective on January 1, 2020.**

### Additional Information

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- [Federal Register notice for the final rule](#)
  - News release (9/24/2019): [U.S. Department of Labor Issues Final Overtime Rule](#)

# Kansas Library Laws

## K.A.R. 16-11-7 Concealed Carry Prohibition Sign

K.A.R. 16-11-7. Signs (a) Each sign posted pursuant to K.S.A. 75-7c10, and amendments thereto, shall contain the graphic in the document titled "personal and family protection act: required signage for K.A.R. 16-11-7," dated October 19, 2006, and hereby adopted by reference.

(b) The size of the sign shall be eight inches by eight inches or larger. If the sign is eight inches by eight inches by eight inches, the size of the graphic adopted by reference in subsection (a) shall be six inches in diameter. If the sign is larger than eight by eight inches, the size of the graphic shall be proportional to the size of the sign.

(c) Each sign shall meet all of the following requirements:

- (1) The background shall be white.
- (2) The portion of the graphic depicting the handgun shall be black.
- (3) The portion of the graphic depicting the circle and diagonal slash across the handgun shall be red.
- (4) No text shall be placed within the one-inch area surrounding the graphic.

(d) Each sign shall be displayed according to the following requirements:

- (1) The sign shall be posted at the eye level of an adult. "At the eye level of an adult" shall mean that the entire sign is between four feet and six feet

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from the ground.

(2) The sign shall be posted not more than 12 inches to the right or left of all exterior public and nonpublic entrances to the building.

(3) The sign shall be visible from the exterior of the building.

(4) The sign shall not be obstructed by sliding doorways, displays, or other postings.

(e) Each sign that becomes illegible shall be replaced immediately.

(Authorized by and implementing K.S.A. 2009 Supp. 75-7c10, as amended by L. 2010. Ch. 140. Section 9; effective Nov. 27, 2006; amended P-\_\_\_\_\_.)

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