

Agenda
Linwood Community Library Board Meeting
August 22, 2023 at 7:00 pm
Public Notice

Lisa Turney (Chair)
Stacey Schmitt

Lea Chrisman
Sheldon Wheaton

Robert Firth

Call to Order

Introduction of Guests, if present

Changes or additions to the agenda, if needed

Consent Agenda

All matters on the consent agenda are considered within one motion and will be enacted by one motion. There will be no separate discussion on these items.

- Previous Meeting Minutes
- Treasurer's Report
- Communications for the Board

Director's Report

- Financial reports
- Statistical report

Old Business

- Health Insurance – QSEHRA Information

Committee Reports

- **Building & Equipment**
- **Financial**
- **Personnel and Policies**

New Business

- Bills for Payment
- Charge Card Limits
- Proposed Update to Confidentiality of Library Records Policy
- Proposed Update to Library Cards Policy
- Proposed Updates to Records Retention Policy
- Proposed Updates to Challenged Materials Policy
- Assistant Director Job Description

Public Comments – Please state name and address. 2- minute time limit

Executive Session

Adjournment

Next Regular Board Meeting: Tuesday, September 26, 2023 at 7:00 pm

Linwood Community Library Board Meeting: July 25th, 2023

Call to Order

Board Members present: Robert Firth, Stacey Schmitt, Sheldon Wheaton, Lisa Turney, Lea Chrisman

Staff Members present: Dalton Torneden

Guests: None

Changes or Additions to the Agenda: The Association for Rural & Small Libraries - 2023 ARSL Conference

The meeting was called to order at: 7:01 P.M. by Lisa Turney

Consent Agenda *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

Minutes of last month's meeting: June 27th, 2023 Minutes, Finance Committee Meeting July 10, 2023, Finance Committee Meeting July 11, 2023 and Special Board Meeting July 17, 2023 were Reviewed by the Board.

Treasurer's Report: Board had a discussion about the processing of a check that was issued to a vendor.

General Fund Checking: As of 06.30.2023 was \$388,179.37.

The GF Checking Fund has been proven to QuickBooks noting no difference.

Capital Improvement Fund: As of 06.30.2023 was \$152,015.21.

The CIF Checking account has been proven to QuickBooks noting no difference.

Petty Cash: Counted by Dalton on 07.25.2023.

He stated the balance is \$58.20.

Communications: There were (1) communications received and reviewed by the Board from United States Representative Jake LaTurner.

Approval: Sheldon moved to approve the Consent Agenda. Bob seconded. Motion carried 5/0.

Director's Report

reported on key events, circulation and program updates.

- Summer Reading Program continues. Pizza Party planned to celebrate the end of Summer Reading on July 29.
- One Book, Many Neighbors continues thru the month of July. The program party will be July 30 at 1PM at the Kane Family Farm in Tonganoxie. Linwood Library is donating a basket for a drawing.
- Sent Disc Cleaner to Venmill for repair. Received back and is now functioning properly.
- Complete Heating and Air Conditioning performed routine A/C maintenance.
- All smoke alarm batteries were replaced.
- Mid-West Exterminators treated brown recluse spiders.

- Blue Duck Plumbing completed repairs necessary for kitchen sink.
- Next First Friday Concert will be August 4 at 6:30 PM, Downtown Linwood, featuring the City Union Mission Band.
- Financial reports: Dalton explained to the Board that the issue with how a vendor processed a check was just resolved, therefore he was unable to provide the report.
- Statistical report: Increase in Adult and Children's Books
- Programming and Collections Report: Acquisition of portable DVD player and corn hole game. Increase in children's programs and children's program attendance. First Friday Concerts have had good attendance. Flipster and Hoopla usage is up. Door Count from June 2022 to June 2023 has increased by +100. Youth Checkouts/Renewals have the highest number at 749.

Old Business

- **Health Insurance:** Dalton provided an update to the QSEHRA Plan. Dalton will look into finding an administrator and potential cost for this plan.
- **Holiday Policy:** Board reviewed changes to policy. Bob made a motion to adopt the changes to the "Holiday Policy" as presented. Sheldon seconded. Motion carried 5/0.
- **Annual Leave Policy:** The Board reviewed changes to the policy. Lea made a motion to adopt the changes to the "Annual Leave Policy" and the "Employee Leave Request Form. Stacey seconded. Motion carried 5/0.
- **Loan Periods, Renewals, Loan Limit Policy:** The Board reviewed changes to the policy. Bob made a motion to adopt the changes to the Loan Periods, Renewals and Loan Limits with the suggested corrections. Sheldon seconded. Motion carries 5/0.

Committee Reports

Building & Equipment: Bob reported that some under cabinets light bulbs were replaced.

Finance: Meetings were held on July 10 and July 11 for the 2024 Annual Budget.

Board discussed options to resolve the current issue with Library Staff credit cards.

Personnel & Policy: No meeting held.

Action Items:

New Business

- **Election of New Vice Chair:** Stacey nominated Sheldon for the Vice Chair Position. Sheldon accepted the nomination. Bob made a motion to select Sheldon for the Vice Chair position. Stacey seconded. Motion carried 5/0.
- **Signature Policy Information:** The Board reviewed information presented by Dalton from Mike McDonald, NEKLS regarding check signing. The Board agreed they were not in favor of signature facsimile and that ultimately the Board Chair and Secretary will be the signers, followed by Treasurer and Vice-Treasurer when necessary.
- **Bills for Payment:** Bob motioned to approve bills for payment as presented. Stacey seconded. Motion carried 5/0.

- **Charge Card for Assistant Director:** Bob made a motion to approve Dalton, Assistant Director for a credit card at First State Bank with a credit limit of \$1,000.00. Stacey seconded. Motion carried 5/0.
- **QuikBooks Authorization:** Dalton explained to the Board that the current primary contact on the QuikBooks account is a past employee, and this information requires updating. Dalton explained the process needed to make the necessary changes to update the account. Bob made a motion to name Dalton as the Primary Contact for the QuikBooks Account. Stacey seconded. Motion passed 5/0.
- **The Association for Rural & Small Libraries- 2023 ARSL Conference:** Dalton presented information on the 2023 Conference to be held in Wichita, KS, Sept 20-23, 2023. Bob made a motion to approve expense for the 2023 ARSL Conference in the amount of \$1,321.51 as presented. Stacey seconded. Motion carried 5/0.

Public Comments

None

Executive Session: None

Adjournment

Approval: Bob moved to adjourn the meeting at 9:00 P.M. Stacey seconded. Motion carried 5/0.

Next Meeting

The next regular Board meeting will be Tuesday, August 22nd, 2023 following the Annual Budget Hearing beginning at 7:00 P.M.

Submitted by: Lea Chrisman; Board Secretary

Linwood Community Library Board

Lisa Turney; Chair	(03/2026)
Sheldon Wheaton; Vice-Chair	(03/2027)
Robert Firth; Treasurer	(03/2025)
Stacey Schmitt; Vice-Treasurer	(03/2024)
Lea Chrisman; Secretary	(03/2026)
Open Position	(03/2027)
Open Position	(03/2025)

Linwood Community Library Staff

Open Position Director
Dalton Torneden, Interim Director
Jayne Hopkins; Youth Services
Dennis Shelton; Teen and Marketing
Teresa Reetz, Adult Programing/Collection
Joyce Elder, Bookkeeper
Amy Rosewicz; Programming Assistant

Linwood Community Library Board Committees (07/2023)

Building & Equipment:

Robert Firth

Personnel & Policy:

Stacey Schmitt

Sheldon Wheaton

Lisa Turney

Finance:

Lea Chrisman

Stacey Schmitt

Robert Firth

Lisa Turney, Chairperson

Date:

Lea Chrisman, Secretary

Date:

Treasurer's Report
for the
Linwood Community Library
Board Meeting
August 22, 2023

General Fund (GF) Checking account balance as of 7-31-2023 was \$368,447.17. The GF Checking account has been proven to QuickBooks through 7-31-2023 noting no difference.

Capitol Improvement Fund (CIF) Checking account balance as of 7-31-2023 was \$152,189.51. The CIF Checking account has been proven to QuickBooks through 7-31-2023 noting no difference.

Petty Cash was counted by Amy on 8-21-2023. She stated the balance was \$71.45.

	FY2022		FY2023 as of 07/31/2023		% Used	% flat target
	Actual		Actual	Budget		
Capital Improvement						
Revenue						
Interest on Idle Funds	901.60		1,193.58	-		1,193.58
Transfer						
Revenue Total	901.60		1,193.58	-		1,193.58
Capital Improvement Fund Total	901.60		1,193.58			
Treasurers Balance 12/31/2022	150,995.93		150,995.93			
Treasurers Balance 06/30/2023	152,189.51		152,189.51			
	4,110.15					

	FY2022		FY2023 as of 07/31/2023		% Used	% flat target
	Actual		Actual	Budget		
Employee Benefit						
Revenue						
Property Tax	12,687.69		8,395.65	14,181.00		(5,785.35)
Revenue Total	12,687.69		8,395.65	14,181.00	59.20%	(5,785.35)
Expense						
Payroll Expenses	10,230.54		4,775.85	13,956.00	34.22%	(9,180.15)
Cash carry forward	-		-	4,500.00	0.00%	(4,500.00)
Expense Total	10,230.54		4,775.85	18,456.00		(13,680.15)
Employee Benefit Fund Total	2,457.15		3,619.80			
Treasurers Balance 12/31/2022	6,567.30		6,567.30			
Treasurers Balance 06/30/2023	10,187.10		10,187.10			

	FY2022		FY2023 as of 07/31/2023		% Used	% flat target
	Actual		Actual	*Budget		
General Fund						
Revenue						
Donations	8,975.03		6,776.12	8,053.00	84.14%	(1,276.88)
Interest on Idle Funds	2,107.22		7,455.34	-	N/A	7,455.34
Property Tax	262,594.16		262,127.03	287,593.00	91.15%	(25,465.97)
Revenue Total	273,676.41		276,358.49	295,646.00		(19,287.51)
Expense						
Collections	21,605.24		15,996.66	37,200.00	43.00%	(21,203.34)
Program	7,607.11		9,025.86	16,500.00	54.70%	(7,474.14)
Operating Expense	58,704.07		50,752.34	80,358.00	63.16%	(29,605.66)
Wages	105,911.22		57,966.04	128,989.00	44.94%	(71,022.96)
Capital	-		-	16,500.00	0.00%	(16,500.00)
Cash carry over	-		-	153,053.00	0.00%	(153,053.00)
Expense Total	193,827.64		133,740.90	432,600.00		(298,859.10)
General Fund Total	79,848.77		142,617.59			
Treasurers Balance 12/31/2022	207,401.40		207,401.40			
Treasurers Balance 06/30/2023	350,018.99		350,018.99			



Director's Report
Submitted by Dalton Torneden
August 22nd, 2023

Hello Board Members,

July was a bittersweet month for the library. This was a truly great Summer Reading program! We ended our Summer Reading program on July 29th with a Pizza Party where prizes were raffled with 35 people in attendance! On the 30th, the One Book Many Neighbors End of Program Party was held at Kane Family Farm in Tonganoxie where Teresa, Amy and I represented the library. It was warm but it was fun to finally unmask the killer!

July saw special story times, author visits. On the 14th, we had the Gladius concert where patrons listened to the sounds of an acoustic guitar and had light snacks. The weather was rather treacherous that day, we were glad to see patrons attending and our performer performing despite the earlier hazardous weather! You may have noticed from the calendar that we have added Knitting to the library's slate of programs. We have our knitter, Maryam Hjersted at the library every Monday from 4:30 to 5:30. If you or someone you know is interested in knitting or learning to knit, feel free to join in!

In building matters, the Brown Recluse situation seems to be at a low point, I have been checking glue traps periodically and am seeing little or no spiders attached!

Statistical Analysis for the Month of July 2023

In **Circulation**, adult books are at their highest level of circulation for the year to date at 205 items for the month of July! Children's books are also at their highest level of circulation at 735 items!

In **New Acquisitions**, a steady acquiring of new materials continues.

No significant changes in **ILL's** to report except that we have for the month of July loaned the most items so far this year through NEXT at 341 items.

With **Programs**, we are seeing a drop in Children's programs with a total of 126 children attending 12 children's programs from last month's 19 programs with 247 children attending. Adult attendance increased this month with 185 adults attending 44 programs from last month's 130 adults attending 39 programs. We had 129 people attend our last First Friday Concert held downtown.

Electronic Materials Use: I do not have statistics for Flipster or Lynda for the month of July, NEKLS collects and distributes this data. It has not been made available as of the date of this report. There is a drop overall in Electronic Materials Circulation for the month of July at 240 versus 484 from June.

Miscellaneous: Our door count has slightly dropped from 807 in July to 774 in June. Our website sessions Overall Mailchimp stats are up with a total 1,959 email receipts, 1,103 emails opened for a total of 5 e-mailings during the month of July.

* Note with Facebook stats I have been pulling "Reach" I changed the item from "Engagements" to "Reach" because "Reach" better reflects the statistics being pulled. "Reach" is defined as the number of unique users who see your post or page. Ex. If you publish a post and 100 people look at it, your "Reach" is 100 people.

Circulation:

	July 2023	Y-T-D	July 2022	Y-T-D
Adult Books	205	1,218	174	1,161
Child Books	735	3,111	390	2,010
Young Adult	35	127	21	138
Magazines	1	8	2	16
Movies/Videogames	175	1,118	242	1,345
Music	-	-	-	-
Audiobooks	42	203	25	161
Large Print	35	184	35	224
Electronic Materials	240	3,112	207	1,475
Equipment: Video/DVD				
Equipment: Sports/Games		1		
Total:	1,468	9,082	1,096	6,530
% of Change	33.94	39.08		

New Acquisitions:

	July 2023	Y-T-D	July 2022	Y-T-D
Adult	61	294	86	380
Children	50	212	14	242
Young Adult	4	18	18	78
Audiovisual	16	147	18	127
Equipment: Video/DVD		1		
Equipment: Sports/Games		1		
Total:	131	673	136	827
% of Change	(3.68)	(18.62)		

Inter-Library Loan:

	July 2023	Y-T-D	July 2022	Y-T-D
NEXT Loaned	341	1,882	265	1,581
NEXT Borrowed	137	970	109	688
ShareIt ILL Loaned	3	19	-	15
ShareIt ILL Rec'd	-	12	-	4
Total:	481	2,893	374	2,268
% of Change	28.61	27.12		

Programs:

	July 2023	Y-T-D	July 2022	Y-T-D
Adult Programs	44	268	20	206
Total Adult attendance	185	1,282	125	973
Childrens Programs	12	97	13	48
Total Childrens attendance	126	580	109	406
Young Adult Programs	-	-	-	12
Total YA attendance	-	-	-	31
Outreach Events	1	14	1	1
Outreach Attendance Total	129	572	50	50
Total Library Events	57	379	34	267
Attendance Total	440	2,414	21	1,460
Meeting Room Uses	1	2	2	10
Meeting Attendance	-	-	14	77
Total Attend:	440	4,828	319	2,997
% of Change		61.09		

Electronic Materials Use:

	July 2023	Y-T-D	July 2022	Y-T-D	% of Change
Consortial Users					
Flipster Magazines		1,547	360	1,937	(20.13)
Lynda Users		46	7	124	(62.90)
Local Uses					
Cloud Library	27	171	37	282	(39.36)
Kanopy (Dec 2020)	6	36	-	67	(46.27)
Hoopla	84	575	73	473	21.56
Overdrive	118	546	64	737	(25.92)
Total Local Use:	235	2,921	541	3,620	
% of Change		(19.31)			

Miscellaneous:

	July 2023	Y-T-D	July 2022	Y-T-D	% of Change
Door Count	774	4,343	820	3,321	30.77
Reference	-	5	10	116	(95.69)
Computer Use	14	86	23	319	(73.04)
Wireless Activity	323	2,347	419	2,793	(15.97)
Website Users			335	1,420	(100.00)
Website Sessions	387	2,077	222	3,285	(36.77)
Public Service Hours	215	1,493	210	1,470	1.53
FB Video Views	-	-	255	685	(100.00)
FB Reach	975	9,221	581	2,144	330.08
Engagements - Youth			-	462	(100.00)
Twitter Visits	-	-			
Tweet impressions	-	-	245	7,513	
Mailchimp					
Total Emails Sent	3	25	1	6	
Total Email Receipts	1,177	10,181	409	2,277	
Total Emails Opened	612	5,249	210	1,215	
Faxes (Per Patron Use)	4	101			
Copies (Per Patron Use)	21	167			
Notary (Per Patron Use)	2	3			

	July 2023	Y-T-D
Borrowers end of month	655	
Borrower Accounts used	105	629
Borrowers Added	12	46
Borrowers Renewed	15	122
Borrowers Deleted	0	15
Total Check Outs/ Renewal	1,280	6,014
Adult Checkouts/Renewals	353	2,095
Youth Checkouts/Renewals	907	3,919

Current Policy

Confidentiality of Library Records

Because the library must maintain trust with members of the public, the board of trustees shall make every reasonable and responsible effort to see that information about patron and individual choices remain confidential. Therefore, the board has adopted the following guidelines concerning disclosure of information about library patrons.

No information shall be disclosed regarding or including:

- a patron's name (or whether an individual is a registered borrower or has been a patron)
- a patron's address
- a patron's telephone number
- the library's circulation records and their contents
- the library's borrower records and their contents
- the number or character of questions asked by patrons
- the frequency or content of a patron's visits to the library
- computer use records
- or any other information supplied to the library, or gathered by it to any individual, corporation, institution, or government agency without a valid process or subpoena.

* We do not administer the electronic copy of the information listed above and cannot give these out

Upon presentation of such a process or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Parents or legal guardians are permitted access to the records of their minor children through the age of 17. The parent/guardian must be accompanied by the child, provide the child's library card, and/or provide acceptable identification. In the case of telephone inquiries, the child's library card number and verification of the child's address, telephone number, and date of birth are required.

(K.S.A. 45-221 (23) protects the confidentiality of library patron records.)

Proposed Changes to Policy

Confidentiality of Library Records

(K.S.A. 45-221 (23) protects the confidentiality of library patron records.)

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No information shall be disclosed regarding or including:

- A patron's name **or library card number** (or whether an individual is a registered borrower or has been a patron)
- A patron's contact information, to include addresses, phone numbers and email addresses.
- Any information regarding a patron's current or past borrowing history.
- The library's circulation records and their contents
- the library's borrower records and their contents
- The number or character of questions asked by patrons
- The frequency or content of a patron's visits to the library, **unless related to a library-imposed or legally imposed restriction.**
- A patron's computer use records
- Or any other information supplied to the library, or gathered by it to any individual, corporation, institution, or government agency without a valid process or subpoena.

Upon presentation of such a process or subpoena, the library shall resist its enforcement until such time as a proper showing of good cause has been made in a court of competent jurisdiction.

Library patron registration records and circulation or loan records which pertain to identifiable individuals. (These records shall be reviewed periodically and patrons with inactive accounts will have their information securely discarded. The Northeast Kansas Library System as the administrator of the shared catalog system owns the electronic storage that holds the electronic records. The Linwood Community Library retains the signed Library Card Application in secure storage. Revised, August 22, 2023

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the child, provide the child's library card, and/or provide acceptable identification. In the case of telephone inquiries, the child's library card number and verification of the child's address, telephone number, and date of birth are required. *Amended, August 22, 2023*

Current Policy

Library Cards

The library will serve all residents of the Linwood community and surrounding areas.

Library cards will be provided at no charge to residents of the 14-counties included in the Northeast Kansas Library System who do not already have a system library card. These counties include: Nemaha, Brown, Doniphan, Jackson, Atchison, Jefferson, Leavenworth, Wyandotte, Shawnee, Douglas, Johnson, Osage, Franklin, and Miami. To get a library card all that is needed is a picture ID and something with your name and your current address. The library participates in the Northeast Kansas Regional Library System and has a shared catalog with other libraries in the region. The library will permit any non-district citizen to borrow materials or receive services without charge, subject to reasonable library rules, which are applicable to everyone. All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Out-of-System cards may be purchased and used for 12-months for \$75.

Patrons must complete an application form to register for a new library card. Applicants under the age of 18 must have a parent or guardian sign the application form before a new card can be issued. Materials cannot be checked out until a library card is issued. When a card is issued to a minor, a parent or other guarantor's contact information must be listed on the child's account. A guarantor is a person over the age of 18 who is financially responsible for lost library items.

All library cards expire after one year, but can be renewed by library staff upon the expiration date.

If a patron loses his/her library card, he/she should notify the library as soon as is appropriate. If a patron's card has been stolen, more immediate notification is preferred in order to prevent any potential misuse of the patron's card. There will be no fee for a replacement library card.

It is preferred that patrons bring their cards in order to check out items. However, due to the nature of a small library, a card is not required in order to check out materials. If the library staff does not know the patron personally or is

concerned with possible misuse of a patron's library account, a card will be requested.

Library cards will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

Revised September 22, 2020

Proposed Changes to Policy

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Library cards will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

Please note that as library card applications are signed by patrons when applying for a library card, the library card application constitutes an agreement that the patron agrees to abide by the terms and conditions of being a patron of the Linwood Community Library and agrees to adhere to library policies approved by the Linwood Community Library Board of Trustees and carried out by the Library Director.

As stated on the library card application form:

" I will be responsible for all items borrowed and any charges incurred on this card. I agree to abide by the policies set forth by the Linwood Community Library and borrow and return items as required."

As the library card application is considered an agreement between the Linwood Community Library and the patron. Library card applications are permanently retained in secure storage. No information shall be released except to the patron listed on the application or parent/guardian if the patron is under the age of 18 and listed as a guarantor or can provide ID/proof that they are said parent or guardian of the patron. In the event of law enforcement requesting to see patron records, no information will be given without a subpoena. Requests for authorized patrons to view their library card applications may be made to the Library Director.

The Northeast Kansas Library System as the administrator of the shared catalog system owns the electronic storage that holds the electronic records. The Linwood Community Library retains the signed Library Card Application in secure storage. Inactive records for patrons with accounts in good standing are removed automatically by NEKLS after 3 years of inactivity with paper records to be securely discarded by the Linwood Community Library. Inactive records for patrons not in good standing will be retained in the NEKLS system and on file with the Linwood Community Library until such time as the patron clears their account of fines or have replaced items that have been damaged or not returned. The Linwood Community Library periodically reviews electronic records and securely discards paper copies of library card applications accordingly.

Revised September 22, 2020, August 22, 2023

Current Policy

KORA – Freedom of Information Officer Appointment – Access to Public Records

Summary of Statute

In accordance with K.S.A. 45-215 through 45-223 the Linwood Community Library Board of Trustees, in recognizing the Library's position as a public agency, ascribes to the Kansas Open Records Act (KORA). The public's rights, responsibilities, availability, exceptions, and procedure for requesting a record follows:

A list of additional exemptions can be found in K.S.A. 45-221.

Rights

to inspect and obtain copies of public records which are not exempted from disclosure by a specific law to obtain a copy of the Library's policies and procedures for access to records, and to request assistance from the Library's Freedom of Information Officer who, for the Linwood Community Library, is the Library Director.

Records Available

Most records maintained by public entities are open for public inspection and copying.

Records commonly requested include, but are not limited to:

- statutes
- regulations
- policies
- minutes/records of open meetings
- salaries of public officials
- Library budget documents

Exceptions

The KORA recognizes that certain records contain private or privileged information. The Linwood Community Library Board policy has established that the following records whether in print, graphic or electronic format are confidential:

- medical treatment records
- personnel records of library employees
- information which would reveal the identity of an individual who lawfully makes a donation to the library if the anonymity of the donor is a condition of the donation
- library patron registration records and circulation or loan records

which pertain to identifiable individuals

- records protected by attorney-client privilege
- records containing personal information compiled for Census purposes
- notes and preliminary drafts

A list of additional exemptions can be found in K.S.A. 45-221.

Procedures

- consult with the agency's Freedom of Information Officer to determine if the record needed exists or is available.
- the request must pertain to records whether written, photographic or computerized
- the Library is only required to provide public records that already exist; there is no requirement for the Library to create a record upon request
- the Library may require the request in writing, and may ask for proof of identity
- reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time
- if request is denied, the Library must identify the records to be denied and the specific legal authority for the denial

Record Retention

1 Year

Postage Records

3 Years

Employment Applications - Not Hired
Petty Cash Totals

4 Years

W4s and I9s

5 Years

Bank Statements
Budget Hearing Certification Canceled Checks

Annual Conference and Annual Meeting documents (not minutes)
Contracts for Goods and Services (until 5 years after expiration)

Unemployment Insurance, and Workman's Comp documents
Employee Time Records
Employee Records - non-current employees
Expired CDs
Income Tax Documents
Insurance Policies - 5 years after expiration
Insurance Claims - 5 years after settlement
Invoices and Vendor Information
Payroll Reports
Purchase Order Books
Check Registers
Reconciliations
Rental & Lease Agreements - 5 years after termination

Permanent

Lease Agreements and Warranties for equipment currently in use Agendas and
Minutes of Board Meetings
Annual Reports
Audits
Award Documents
Budget and Financial Statements
Major Architectural and Building Plans
Committee Reports
Contracts and Leases - currently in effect
Maintenance Agreements - for life of equipment
Correspondence on Administration
Policies and Procedures - until supplanted
EEOC Grievance Files
Employee Handbook
Entry Ledgers
Federal Fund Allocation Papers
History of the Library
Inventory - Fixed Assets Statement
KPERS Documents
Librarian's Reports
Membership Directories
Newsletters

Press Releases
Photographs
Real Estate Deeds
Unemployment and Workman's Compensation Claims

Proposed Changes to Policy

KORA – Freedom of Information Officer Appointment – Access to Public Records

Summary of Statute

In accordance with K.S.A. 45-215 through 45-223 the Linwood Community Library Board of Trustees, in recognizing the Library's position as a public agency, ascribes to the Kansas Open Records Act (KORA). The public's rights, responsibilities, availability, exceptions, and procedure for requesting a record follows:

Rights

to inspect and obtain copies of public records which are not exempted from disclosure by a specific law to obtain a copy of the Library's policies and procedures for access to records, and to request assistance from the Library's Freedom of Information Officer who, for the Linwood Community Library, is the Library Director.

Records Available

Most records maintained by public entities are open for public inspection and copying.

Records commonly requested include, but are not limited to:

- statutes
- regulations
- policies
- minutes/records of open meetings
- salaries of public officials
- Library budget documents

Exceptions

The KORA recognizes that certain records contain private or privileged information. The Linwood Community Library Board policy has established that the following records whether in print, graphic or electronic format are confidential:

- medical treatment records
- personnel records of library employees

- information which would reveal the identity of an individual who lawfully makes a donation to the library if the anonymity of the donor is a condition of the donation
- library patron registration records and circulation or loan records which pertain to identifiable individuals
- records protected by attorney-client privilege
- records containing personal information compiled for Census purposes
- notes and preliminary drafts

A list of additional exemptions can be found in K.S.A. 45-221.

Procedures

- consult with the agency's Freedom of Information Officer to determine if the record needed exists or is available.
- the request must pertain to records whether written, photographic or computerized
- the Library is only required to provide public records that already exist; there is no requirement for the Library to create a record upon request
- the Library may require the request in writing, and may ask for proof of identity
- reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time
- if request is denied, the Library must identify the records to be denied and the specific legal authority for the denial

Record Retention

1 Year

Postage Records

3 Years

Employment Applications - Not Hired
Petty Cash Totals

4 Years

W4s and I9s

5 Years

Bank Statements
Budget Hearing Certification Canceled Checks
Annual Conference and Annual Meeting documents (not minutes)
Contracts for Goods and Services (until 5 years after expiration)
Unemployment Insurance, and Workman's Comp documents
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Photographs

Real Estate Deeds

Unemployment and Workman's Compensation Claims

Library patron registration records and circulation or loan records which pertain to identifiable individuals.

Revised, August 22, 2023

Current Policy

Challenged Materials

A. Precepts of Freedom

The Linwood Community Library adheres to and wholly supports the Library Bill of Rights and Freedom to Read statements.

The Board of Trustees has also adopted the following American Library Association statements:

- 1) Statement on Labeling
- 2) Diversity in Collection
- 3) Challenged Materials
- 4) Expurgation of Library Materials
- 5) Free Access to Libraries for Minors

B. Process for the Reconsideration of Library Materials

1. The Director handles all challenges of materials. An appointment may be set up for the complainant to meet with the Director in person or by telephone.
2. If the meeting is in person, a private area should be chosen. The Director and another staff or board member will listen calmly and courteously. The individual or group must be treated with dignity.
3. The Director will explain the general criteria of the library's selection policy to the complainant. It should be made clear that the Library Board of Trustees subscribes to the Freedom Statements in this policy.
4. If the complainant wants to continue the procedure for reconsideration of materials after the meeting, the complainant will be requested to complete the form "Reconsideration of Library Materials". The complainant must be properly identified and the form must be filled out in its entirety.
5. Upon receiving the completed form, the Director will appoint a 3 member committee consisting of the Director or his/her designee from the staff, a board member, and a library user from the community. The committee will consider available professional reviews of the material as part of the reconsideration process.
6. Within 60 days after receiving the completed form, written notification of the decision of the committee will be given to the complainant.
7. If the complainant is not satisfied with the committee decision, an appeal may be made to the Board of Trustees within 30 days of the committee decision.
8. If the decision is appealed to the Board, the material in question and all supporting information concerning the decision of the committee will be considered by the Board. The Board's decision will be final.

Proposed Changes to Policy

Challenged Materials

A. Precepts of Freedom

The Linwood Community Library adheres to and wholly supports the Library Bill of Rights and Freedom to Read statements.

The Board of Trustees has also adopted the following American Library Association statements:

- 6) Statement on Labeling
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B. Process for the Reconsideration of Library Materials

1. The Director handles all challenges of materials. An appointment may be set up for the complainant to meet with the Director in person or by telephone.
9. If the meeting is in person, a private area should be chosen. The Director and another staff or board member will listen calmly and courteously. The individual or group must be treated with dignity.
10. The Director will explain the general criteria of the library's selection policy to the complainant. It should be made clear that the Library Board of Trustees subscribes to the Freedom Statements in this policy.
11. If the complainant wants to continue the procedure for reconsideration of materials after the meeting, the complainant will be requested to complete the form "Reconsideration of Library Materials". **The complainant must be a properly identified library card holder and the form must be filled out in its entirety.**
12. Upon receiving the completed form, the Director will appoint a 3-member committee consisting of the Director or his/her designee from the staff, a board member, and a library user from the community. The committee will consider available professional reviews of the material as part of the reconsideration process.
13. Within 60 days after receiving the completed form, written notification of the decision of the committee will be given to the complainant.
14. **The Library Board Chair will make sure the process for reconsideration is explained to the complainant and they will be informed that after a**

recommendation is made by the committee for reconsideration, notification of that decision will be given to the complainant.

15. If the complainant is not satisfied with the committee decision, an appeal may be made to the Board of Trustees within 30 days of the committee decision.
16. If the decision is appealed to the Board, the material in question and all supporting information concerning the decision of the committee will be considered by the Board. The Board's decision will be final.

Approved by Library Board: December 23, 2008, *Revised, August 22, 2023*

Linwood Community Library

Job Description

Position: Assistant Director

Reports to: Director

Qualifications:

- Bachelor's Degree **preferred, not required** with at least 2 years of library related management experience or commensurate alternative training or other relevant experience.
- Employee commits to routine continuing education and professional development training.
- Experience working with the public is preferred.
- A commitment to exceptional customer service and the ability to communicate positively and effectively with patrons of all ages and staff.
- Knowledge of Windows operating system, Microsoft Office suite, printers, use of the Internet and Internet-based software programs, and wireless access required.
- Strong understanding of Internet resources and research tools, use of social media, web design and library databases.
- A desire to serve the public in a friendly, comfortable environment.
- Ability to work a flexible schedule to meet the needs of the library, including working evening and weekend hours to assist with special programs and events.

Essential Job Functions:

- Acts as second-in-command of the Linwood Community Library, performs the duties of the Director in the Director's absence including public & community relations, personnel management, budget and facilities decisions, and Friends of the Library relations.
- Under the guidance of the Director with direction from the Board of Trustees, executes and supports the library's Strategic Plan goals and projects for collections, services, staffing, and programs to meet community needs and to support the library's mission and vision.
- Assists Director with policy recommendations for the board, preparing reports (including narrative and statistical reports), and effectively implements, follows, and enforces all current local, regional, and state policies and procedures.
- Assists Director with the management of the budget, payroll, annual financial reviews, and cash flow, including comprehensive tracking of expenses. Will assist the Director in preparing and recommending budgets, oversees library payroll and bills, and uses financial software to generate reports and statistics. Explains and answers all board member questions regarding expenditures.
- Shares with the Director the responsibility of liaison to the community on behalf of the library and assists in responding to the changing needs of the District with innovative services and programs.

- Shares in and helps to cultivate a culture of communication, respect, and teamwork among library staff, volunteers, Board, Friends, and the broader community.
- Assists in recruiting, selecting, training, supervising, and evaluating library employees and administers personnel policies and procedures.
- Promotes volunteer recruitment, retention, and recognition programs. Supports and works with the Friends of the Library to fundraise and further the mission of the Library.
- Works with Collection Development Coordinator to weed the library's collection and survey the collection for new materials & identifying trends.
- Contributes to year-round programming for children, young adults, adults, and the Summer Reading program.
- Assists with the maintenance of the library building, grounds, equipment, and furnishings.
- Attends monthly Library Board meetings, assists in generating monthly financial reports and explanatory memos. In absence of the Director, presents financial reconciliation report and prepares a monthly written director's report. Completes the annual state statistical report.
- Assists Director in the keeping and maintenance of library records.
- Ability to manage detailed tasks effectively and efficiently.

Other Duties:

- Manages and performs all circulation desk duties using the automated Next Search system, including circulation duties, patron registrations, interlibrary loans, and shelving.
- Provides reference and reader's advisory services.
- Provides technology training and troubleshooting for patrons.
- Provides conflict resolution directly with patrons on library issues and transactions.
- Communicates with colleagues within the Northeast Kansas Library System and with the NEKLS team of consultants. Stays informed of local, regional, and state legislative issues affecting library funding and services.

Additional Abilities:

- Practically apply the Library Board's vision and mission and manage change.
- Initiate, organize, and follow through on programs, services, and projects.
- Knowledge of current trends and developments in the library profession.
- Provide effective public relations and publicize the library's offerings to the community.
- Ability to read and interpret complex policies, financial and statistical information, and prepare efficient, detailed reports.
- Project a professional workplace image. Develop, strengthen, and maintain positive working relationships.
- Learn and teach new computer skills, programs, and interfaces to staff and patrons.
- Exercise good judgment at all times
- Performs other duties as required.

Physical and Cognitive Qualifications:

- Ability to read, write and understand written and verbal instructions proficiently in English.
- Ability to speak and hear to communicate with others; ability to hear and see various forms of library media and materials.
- Ability to utilize computer keyboard, mouse, and monitor.
- Ability to lift items ranging from 10-25 pounds and to push carts from 25-50 pounds
- Ability to reach heights up to six feet and bend to floor level

Schedule: 30 - 40 hours per week.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee

Date

Library Director

Date
