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EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – September 27, 2024

Animals in the Library

Service Animals

Eureka Public Library strives to provide a safe and welcoming environment for everyone. Therefore, in accordance with the Americans with Disabilities Act (ADA), service animals are allowed to accompany their handlers anywhere individuals with disabilities are allowed to enter.

Service animals are defined under the Americans with Disabilities Act as dogs that are individually trained to do work or perform tasks for the people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medication, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. The work or task the dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

(<https://www.ada.gov/resources/service-animals-2010-requirements/>)

Only service animals are allowed in the library.

- Pets, therapy animals, and comfort animals are not allowed in the library.
- Animals in carriers are not allowed in the library.
- Animals in bags or purses are not allowed in the library.

Service animals must be under control.

A service animals must be under the control of its handler. Under the ADA, service animals must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

How does one know whether or not an animal is a service animal?

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff may ask two questions: (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Staff cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the dog, or ask that the dog demonstrates its ability to perform the work or task.

Additional Policy

- Allergies and fear of dogs are not valid reasons for denying access or refusing service to people using service animals.
- A person with a disability cannot be asked to remove the service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.
- People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably from other patrons, or charged fees that are not charged to other patrons without animals.
- Staff are not required to provide care for or supervision of a service animal.

Miniature Horses

In addition to the provisions about service dogs, ADA regulations have a separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. (Miniature horses generally range in height from 24 inches to 34 inches measured to the shoulders and generally weigh between 70 and 100 pounds.)

Entities covered by the ADA must modify their policies to permit miniature horses where reasonable. The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are (1) whether the miniature horse is housebroken; (2) whether the miniature horse is under the owner's control; (3) whether facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

(<https://www.ada.gov/resources/service-animals-2010-requirements/>)

Special Exceptions

Eureka Public Library may choose to host programs that include the presence of an animal or multiple animals. In deference to the needs of the public, as well as the needs of working service animals, these programs will follow these guidelines:

- Each program will have a clearly defined day and time, which will be advertised well in advance.
- The animal(s) will remain the library's meeting room.
- A trained handler will accompany the animal(s) at all times.

Related Information

(<https://www.ada.gov/resources/service-animals-2010-requirements/>)

Date

9/27/2024.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – March 25, 2022

Library Board of Trustees

The Board of Trustees of the Eureka Public Library, as organized by K.S.A. 12-1222, is comprised of seven members with the head of the municipality serving as an ex-officio member with the same powers as appointed members. The seven members are appointed by the head of the municipality with the approval of the governing body. The Library Board has exclusive authority in handling its (the Library's) operation except for the authority for issuing bonds and levying taxes, which is vested in the City Council. (K.S.A. 12-1222)

It is the responsibility of the Library Board to:

- Employ a competent and qualified library director.
- Determine and adopt written policies to govern the operation of the library.
- Determine the purpose of the library and secure adequate funds to carry on the library's operation and program.
- Know the operation, programs and needs of the library in relation to the community.
- Keep abreast of library trends.
- Oversee the library program.
- Establish, support and participate in a planned public relations program.
- Assist in the preparation of the annual budget.
- Know local and state laws pertaining to library operations.
- Actively support library legislation in the city, county, state, and nation.
- Establish among the library policies those dealing with book and material selections.
- Attend all board meetings and see that accurate records are kept on file at the library.
- Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
- Be aware of the service of the State Library.
- Report regularly to governing officials and the general public.
- Seek and participate in appropriate training to carry out the functions of the Library Board.

The Library Board meets regularly, once a month. Specific dates and times are available at the library. Board meetings are open meetings and comply with K.S.A. 75-4317 et. seq.

Related Statutes

K.S.A. 12-1222

K.S.A. 75-4317 et. seq.

Date

6/17/2008; 4/26/2019.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – March 25, 2022

Library Board of Trustees By-Laws

Article I – Library Board of Trustees

Section 1. This organization shall be called the “Eureka Public Library Board of Trustees” existing by virtue of the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225 of the laws of the state of Kansas.

Section 2. The Eureka Public Library Board of Trustees shall constitute a body corporate and politic, possessing the usual powers of a corporation for public purposes, shall have charge of the library building or buildings and all other property, the maintenance and control of the library, the employment and removal of the library director, and the fixing of staff compensation plus all other powers granted by K.S.A. 12-1223 and 12-1225 and shall make and adopt such rules and regulations for the guidance of the Board and the government of the library as the Board may deem expedient.

Article II – Officers

Section 1. The officers shall be a Chair, Vice-Chair, Secretary, and Treasurer who shall be elected at the April meeting and begin serving May 1. Officers shall hold their office until the following May 1 or until their successors are elected and take office. All officers shall be members of the Board except an Assistant Secretary-Treasurer who shall be appointed. The Assistant Secretary-Treasurer shall be the Library Director or a Board designated employee.

Section 2. The Chair shall issue a notice of all regular and special meetings, preside at all meetings of the Board, authorize any calls for special meetings, appoint all committees, appoint Board representatives to other bodies as deemed necessary, execute all documents authorized by the Board, serve as an ex-officio member of all committees, and generally perform all duties associated with that office, including service as spokesperson for official board action.

Section 3. The Vice-Chair, in the event of absence or disability of the Chair, or vacancy in that office, shall assume and perform the duties and functions of the Chair.

Section 4. The Secretary shall keep a true and accurate record of all meetings of the Board which shall be transmitted to Board members following such meetings. The Secretary shall perform such other duties as are generally associated with that office.

Section 5. The Treasurer shall have charge of the funds of the Board and shall, when authorized by the Board, pay out the funds upon orders of the Board. The Treasurer shall keep or cause to be kept a record of all moneys received and disbursed, shall make a report

monthly of all receipts and disbursements and shall perform such other duties as are generally associated with that office.

Section 6. The Assistant Secretary-Treasurer shall perform such duties as the Board may from time to time specify and the Secretary and Treasurer may delegate as many of their duties to such Assistant Secretary-Treasurer as are delegable by law.

Section 7. If any of the offices are vacated, a replacement should be elected at the next regular meeting of the Board.

Article III – Meetings

Section 1. The regular meetings shall be held each month with the date, place, and hour to be set by the Board at its May meeting. Unless waived, notice of each regular meeting shall be provided electronically or mailed to each member of the Board not less than three days prior to each meeting date.

Section 2. The day and/or place of a regular meeting may be changed by a majority vote of the Board at the regular meeting preceding the one to be changed. When the date of a regular meeting falls on a legal holiday, the Chair of the Board shall designate the date for the next regular meeting.

Section 3. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the same time of the regular meeting in April of each year.

Section 4. The agenda of the Board meeting shall be drawn up by the Chair in consultation with the Library Director. The order of business for regular meetings shall include, but not be limited to the following items:

- I. Approval of general agenda
- II. Public comments
- III. Approval of consent agenda (minutes, finance, circulation)
- IV. Library Director's report
- V. Unfinished business
- VI. New business
- VII. Miscellaneous business
- VIII. Adjournment

Section 5. Special meetings may be called at any time by the Chair or at the request of a majority of the members. Unless waived, written notice stating time, place and purpose for which the special meeting is being called shall be given to each member of the Board at least 48 hours in advance of such meeting, and no business other than that stated in the notice shall be transacted.

Section 6. A quorum for the transaction of business at any meeting shall consist of a majority of appointed Board members plus any ex-officio members (5). If a quorum is not present, the Board shall not conduct any business.

Section 7. Because of the necessity of obtaining a quorum in order to conduct business, Board members are expected to attend all meeting unless prevented from doing so by a valid reason. Board members who cannot attend a meeting shall notify the Chair or Library Director as soon as possible. A Board member who misses three consecutive, unexcused meetings shall be asked to resign from the Board. The Board will submit a name(s) to the City Council to fill the vacancy within 30 days of the removal action.

Section 8. The rules contained in the latest revised edition of Robert's Rules of Order shall govern the parliamentary procedure of all meetings unless such rules conflict with these bylaws or with any state law.

Section 9. The Board shall comply with the provisions of the Kansas Open Meetings Act (K.S.A. 75-4317 et seq.).

Article IV – Committees

Section 1. There are no standing committees. The Chair may appoint a committee to serve for a short-term, specific purpose.

Section 2. All special committees shall make a progress report to the Board at each of its meetings. No committee shall have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.

Article V – Library Director

Section 1. The Board shall appoint a qualified Library Director who shall be the executive and administrative officer of the Library on behalf of the Board and under the Board's review and direction. The attached "Duties and Responsibilities of the Library Board and the Library Director" is an incorporate part of this document and defines the relationship between the Board and Director.

Section 2. The Library Director is delegated the authority for appointment, promotion, and dismissal of other employees, shall specify their duties and shall be held responsible for the proper direction and supervision of the staff.

Section 3. The Library Director shall be responsible for the care and maintenance of library property, for an adequate and proper selection of books, materials, and technologies in keeping with the stated policy of the Board, for efficiency of library services to the public, for the appropriate use by the public of library facilities, and for financial operations within the limitations of the budgeted appropriations.

Section 4. The Library Director will attend all regular and special meetings of the Board unless excused by the Chair.

Section 5. In the event of the absence or illness of the Director, the Board may designate an acting Director to fill that position on a temporary basis.

Article VI – General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The Chair may vote upon and may move or second a proposal before the Board.

Section 2. The By-laws may be amended by the majority vote of all members of the Board present at any regular meeting provided written notice of the proposed amendment shall have been provided to all members at least thirty days prior to the meeting at which such action is proposed to be taken.

Section 3. Any rule or resolution of the Board, whether contained in these By-laws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two thirds of the members of the Board may be present and two thirds of those present shall so approve.

Section 4. A person may not serve on the Eureka Public Library Board of Trustees if an immediate family member (spouse, parent, child, sibling, or in-law) is employed by the Library.

Section 5. A Library Board Trustee may not be a paid member of the Library staff

Section 6. In accordance with Kansas Open Meetings legislation, Board meetings shall be open to the public, media shall be informed of board meetings, a public notice of Board meetings shall be posted on the Library web site, and minutes shall be available to the public. All records, except those excluded by the Kansas Open Records Act (K.S.A. 45-221) shall be open to the inspection of any taxpayer during business hours. The circulation and registration records are considered private and open to inspection only upon Court Order.

Related Statutes

K.S.A. 12-1222

K.S.A. 12-1223

K.S.A. 12-1224

K.S.A. 12-1225

K.S.A. 12-1226

K.S.A. 12-1227

K.S.A. 12-1228

K.S.A. 45-221

K.S.A. 75-4317 et seq.

Date

6/16/1992; 12/17/2001; 6/17/2008; 4/26/2019; 3/26/2021.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – March 25, 2022

Duties and Responsibilities of the Library Board and Library Director

Library Board	Library Director
1. Employ a competent and qualified Library Director. 2. Determine and adopt written policies to govern the operation and program of the Library. 3. Determine the purpose of the Library and secure adequate funds to carry on the Library's programs. 4. Know the program and needs of the Library in relation to the community, keep abreast of standards and library trends, plan and carry out the Library program. 5. Establish, support and participate in a planned public relations program. 6. Assist in the preparation of the annual budget. 7. Know local and state laws; actively support library legislation in the state and nation. 8. Establish among the Library policies those dealing with book and material selection. 9. Attend all Board meetings and see that accurate records are kept on file at the Library. 10. Attend regional, state and national trustee meetings and workshops, and affiliate with the appropriate professional organizations. 11. Be aware of the services of the State Library. 12. Report regularly to the Library Board, officials of local government and the general public.	1. Act as technical advisor to the Board; recommend needed policies for Board action; employment of all personnel and supervision of their work 2. Carry out the policies of the Library as adopted by the Board. 3. Suggest and carry out plans for extending the library's services. 4. Prepare regular reports showing the Library's current progress and defining future needs; cooperate with the Board to plan and carry out Library programs. 5. Maintain an active program of public relations. 6. Prepare an annual budget for the Library in consultation with the Board and give a current report of expenditures against the budget at each meeting. 7. Know local and state laws; actively support Library legislation in the state and nation. 8. Select and order all books and other Library materials. 9. Attend all Board other than those in which the Director's own salary or tenure are under discussion; serve as the Assistant Secretary-Treasurer of the Board. 10. Affiliate with state and national organizations and attend professional meetings and workshops. 11. Make use of the services and consultants of the State Library. 12. Report regularly to the Board, officials of local government and the general public.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – April 22, 2022

Bulletin Board/Public Notice Policy

Bulletin board materials/public notices may be submitted for posting by non-profit organizations for civic, educational, cultural, or recreational purposes. Limited space generally allows for only short-term notices. When space is limited, preference will be given to organizations and agencies in the Eureka area. Library staff must approve all postings and may prohibit postings which do not meet policy standards. Each item posted must be signed and dated by library staff. Any item posted without following this procedure will be removed.

Explicitly excluded from display are commercial notices (including but not limited to) merchandise/services for sale by individuals, rental announcements, and notices of sales and other related events sponsored by for-profit organizations.

The display of political advertising is prohibited.

Distribution or posting of materials on the public bulletin board does not indicate the Library's endorsement of the issues, events, or activities promoted by those materials.

Date

12/3/2010; 4/26/2019; 4/22/2022.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – August 2, 2024

Customer Registration

A library card will be issued to any individual filling out an application form and who agrees to abide by the circulation policies of the Library. Applicants must provide 1) a valid photo ID (this can be in the form of any state driver's license, state issued ID, passport, military ID, or student ID) and 2) proof of current address (this may include an ID with the current address, a piece of postmarked mail such as a bill, a lease agreement, a check, a pay stub, a change of address letter from the post office, or an e-bill – the applicant's name or applicant's guardian's name must appear on the proof of address). Minors will be issued cards after obtaining the signature of a custodial parent or legal guardian agreeing to be financially responsible for materials checked out on the card. A computer use permission slip shall be signed by a parent or guardian in order for minors to use the Internet computers.

Library cards are free. A customer may have only one active patron card number at a time. A card may be issued to an organization/group that provides a written request. Organizations/groups must agree to be responsible for all items borrowed on their agency's account. Guest cards are on file at the circulation desk and may be used for computer services only. Cards expire every 12 months and may be renewed if the customer is in good standing with the Library. A copy of the Library's rules and regulations for material circulation and computer use will be given to each card applicant. A signature on the library card indicates acceptance of the rules and regulations.

Related Forms

Appendix: Patron Card Application/Computer Access for Minors

Date

6/16/1992; 12/17/2001; 10/23/2009; 9/22/2016; 4/26/2019; 3/26/2021; 8/2/2024.

Change of Information

Library customers are required to make updates to their card application when personal information (address, phone, etc.) changes.

Date

10/23/2009.

First Time Card Users

First time users are limited to checking out two items on their first visit. After those items are returned, they may check out the number of materials they need within established limits.

Date

6/16/1992; 12/17/2001; 10/23/2009.

Circulation of Materials

Eureka is a member of the SEKnFind consortium. Library materials may be checked out by anyone with a card from any SEKnFind library in good standing. Customers assume responsibility for all items checked out on their card. Misuse of library accounts by not returning or damaging library materials may result in the loss of borrowing privileges. In the case of lost cards, customers will be held responsible for all items charged to their account until the card is reported lost.

To check out materials, customers must present their library card. If customers do not have their card, they may show some form of identification in order to check out their items. This requirement may be waived if the patron is known to on-duty staff.

Customers are in "good standing" when there are no items more than 15 days overdue on their account.

No member of the staff will determine what may be checked out by a patron. Parents or legal guardians may place restrictions on their minor child's account.

Date

6/16/1992; 12/17/2001; 10/23/2009; 9/22/2016; 3/26/2021; 8/2/2024.

Circulation Parameters

Item Type	Loan Period	Renewal	Charge Limit	Default Cost
Audio CD	21 days	21 days	none	\$20.00 abridged/\$40.00 unabridged
DVD must be 14 to checkout/17 or older for R rated	7 days	7 days	10 titles	\$25.00 single/\$50.00 set
21 day item	21 days	21 days	5 titles- juvenile/ none- adults	\$15.00 - paperback/ \$30.00 -- hardback/ \$20.00 -- cake pan
7 day item	7 days	7 days	none	\$5.00
1 day item	1 day	1 day	none	\$5.00

Reference	In-house/none	NA	NA	NA
ILL (interlibrary loan)	Varies*	Varies*	3 titles	Varies*
Internet	In-house/ see Internet policy	NA	NA	NA
Equipment	In-house	NA	NA	NA

* Varies according to the lending library's stipulations.

The Eureka Public Library will no longer charge fines on overdue items with the exception of interlibrary loan items if charged by the loaning library. This ensures that all people have access to library books and materials which is an important part of the mission of the library.

Patrons of the library are expected to return all items undamaged and on time so that they will be available for other patrons. Although there is no charge for items returned late, library cardholders are responsible for returning or renewing items to prevent their library card from being blocked.

Materials are considered late one day after they are due at the library. Notices are sent as a courtesy to remind patrons of overdue items. Patrons may be notified of overdue items by email, phone, or mail. Non-receipt of a notice does not negate the patron's responsibility for returning library materials.

If an item is not returned by 30 days past its due date, the library considers it lost and the patron is charged the cost of replacement. The patron's account is blocked until the matter is resolved. The patron may resolve the issue by returning the item, paying for the item, or by negotiating a payment plan to pay for the item.

At 60 days overdue, unresolved accounts with charges of \$20 or more will be sent to the Kansas Set-Off program.

Every attempt will be made to work with individual patrons in reaching a mutually satisfactory resolution to any problems arising from the late return of materials. Lost items will be charged to the patron at the lowest price available for exact, new items on Amazon. If no price is available, there will be a default charge based on item type. Replacements with an exact, new copy of a lost library item may be accepted, provided it meets library standards, e.g. if the damaged item is a hard cover then the replacement must be the same.

When patrons claim they have returned or never checked out material that the library system shows on their account, that item will be marked "claims returned" and no charges assessed. A patron may claim the return of items only twice; thereafter, items will be considered lost. "Claims returned" will remain in the patron's record and will alert staff in cases of future misuse of library material.

Patrons who locate material they have paid for may return the item and will receive a refund for the cost of the item if it is returned within 90 days of the payment.

OVERDUE NOTICE SCHEDULE	
1 day late	Considered overdue
8 days late	First overdue notice
15 days late	Second overdue notice
22 days late	Third overdue notice
30 days late	Billing notice/card blocked
60 days late	Sent to Kansas Set-Off program if item value over \$20

If a person's home has been damaged by fire or natural disaster and such incident is properly documented, the patron is not required to pay for library materials lost or damaged in the disaster.

If library materials are stolen from a patron's home or automobile, the patron will not be held responsible for the items provided a copy of the police report is submitted to the Library.

Customers who do not return items after being notified by library staff will be considered in violation of Eureka City Code 12-412 and K.S.A. 12-1227 and K.S.A. 12-1228.

Related Codes and Statutes

Eureka City Code 12-412

K.S.A. 12-1227

K.S.A. 12-1228

Date

6/16/1992; 12/17/2001; 10/23/2009; 3/26/2021; 12/2/2022; 8/2/2024.

Circulation of Reference Materials

Reference materials do not circulate. Rare exceptions may be granted at the discretion of the library director to loan materials for no more than 48 hours. Consideration will be given to:

- Older editions, when newer editions are owned.
- Materials that can be replaced.
- Materials of modest monetary value.

Date

10/23/2009.

Holds

Holds for catalogued library materials may be made by telephone, mail, email, on the web site or in person. The Library will notify customers when their holds are available. The customer must pick up the item within 72 hours unless other arrangements are made with the library staff. Holds cannot be guaranteed on non-catalogued items.

Date

6/16/1992; 12/17/2001; 10/23/2009.

Renewals

All items except may be renewed up to three times unless a hold has been placed on that item. Renewals made by telephone, mail, email, on web site or in person.

Date

6/16/1992; 12/17/2001; 10/23/2009; 3/26/2021; 12/2/2022; 8/2/2024.

Damaged Items

Customers who return material that is damaged may be charged for that damage. If the material is damaged beyond repair, the customer is charged for the replacement cost of the item. An additional \$5.00 processing fee for Eureka Public Library materials or a \$25.00 processing fee for interlibrary loan materials will be charged to offset costs related to item replacement and fees assessed by lending libraries.

The customer may keep the damaged items owned by the Eureka Public Library if they pay all the costs; lending libraries shall determine if customers may keep damaged interlibrary loan materials if customers have paid all costs.

Related Codes

Eureka City Code 12-411

Date

10/23/2009.

Lost/Damaged Items Fee Schedule

Non-returned items	See previous Circulation Parameters chart
Lost/damaged audio CD	\$5.00
Lost/damaged DVD case	\$3.00
Damaged periodical	\$3.00
Book damage (interior): Up to 5 pages – per page	\$0.25
More than 5 pages	**
Book damage (exterior)	**
Lost/damaged book jacket	\$1.00
Lost/damaged book bar code	\$1.00
Lost/damaged labels	\$0.50

Damaged audio CD	**
Damaged DVD	**
** To be determined by the library director	

Date

10/23/2009; 12/2/2022; 8/2/2024.

Replacement of Damaged Items

A copy of the identical title and edition in excellent or new condition may be presented in exchange for the charges of replacing a damaged item. Any replacement copy must first be approved by the Library Director.

The processing fee still applies to all accepted replacement items. The replacement copy becomes the property of the Library and is not returned to the customer in the event a lost item is found.

Interlibrary loan materials are not owned by the Eureka Public Library and are not eligible for this alternative.

Date

10/23/2009; 3/26/2021.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – March 25, 2022

Material Selection Policy

Public libraries are authorized by K.S.A. 12-1225 to acquire books and other materials by purchase, gift or exchange. The Library seeks to provide informational, educational, and recreational materials for users of all ages. The Board of Trustees of Eureka Public Library delegates responsibility for material selection to the Library Director, and to those staff members to whom the Director delegates the responsibility.

Eureka Public Library endorses the Library Bill of Rights and the Freedom to Read/View statements adopted by the American Library Association. All are included in this library policy manual.

The Library recognizes that many items are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of collections and to serving the interests of patrons. Materials are evaluated as a whole and not on the basis of a particular passage or passages. Standard selection tools will be used in the acquisition of materials.

Responsibility for the reading/viewing/hearing of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that adult items may inadvertently come into the possession of children. Children's items will be selected with the age and educational level of the children in mind.

The following general criteria are considered in selecting materials:

1. Strength of the existing collection in particular areas.
2. Reputation of the author, publisher, or producer.
3. Reviews of the item.
4. Suitability of subject, style and reading/viewing/hearing level for the intended audience.
5. Current appeal and popular demand.
6. Value of materials in relationship to durability.

Recommendations from the public are welcome but do not guarantee addition to the collection.

Date

6/16/1992

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – March 25, 2022

Evaluation and Withdrawal of Materials

The Library monitors and evaluates materials regularly to determine if the needs of customers are being met. An up-to-date, attractive and useful collection is maintained by renewing essential materials. Works that are damaged, worn, outdated, of little historical significance, or no longer in demand are removed from the collection on a systematic and continuous basis and disposed of according to the Surplus Property policy.

Date

9/22/2016, 3/25/2022.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – October 13, 2023

Request for Reconsideration of Materials

In the event a patron requests that a specific work which is in the collection be removed from the library, the following action will be taken:

1. The Library Director and the patron will discuss the patron's reasons for the request, and the Library Director will explain the library materials selection policy. If the patron wishes to pursue the matter, he/she will be provided a copy of this policy and a "Request for Reconsideration" form. This form may be found in the appendix at the back of this policy.
2. The patron will fill out the reconsideration form in full.
3. One book may be challenged at a time. Curated lists of books to be challenged will not be accepted as a valid challenge.
4. The person asking for reconsideration or removal must have read the title in its entirety.
5. Persons asking for an item to be reconsidered or removed must live in one of the taxing counties belonging to the Southeast Kansas Library System (Allen, Anderson, Bourbon, Chautauqua, Cherokee, Crawford, Elk, Greenwood, Labette, Linn, Montgomery, Neosho, Wilson, Woodson).
6. Upon receipt of the signed form, the Library Director will examine the material in question, the issues raised, and the circumstances involved. He/she will then make a decision to remove or retain the material in question.
7. The Library Director will respond in writing to the patron submitting the "Request for Reconsideration" and notify the patron of the Library Director's decision.
8. If the patron does not agree with the decision of the Library Director, he/she may request a hearing by the Board of Trustees of Eureka Public Library on the fate of the material in question.
9. If the patron desires a board hearing, the "Request for Reconsideration" form and other relevant materials will be presented to the Board of Trustees at its next regular meeting.
10. The Board of Trustees will review the material in question, the reconsideration form listing the patron's objections, and any other pertinent information. Final resolution of the matter will be made by the Board of Trustees of Eureka Public Library with the guidelines for selection in mind.
11. Once the final decision is made and if retained, the same material may not be challenged for the next three (3) years.

Materials will remain in the collection and in circulation while under challenge until a decision is made to remove them from the collection.

Date

6/16/1992; 12/17/2001; 10/13/2023.

Related Statutes

K.S.A. 12-1225

Related Forms

Appendix: Request for Reconsideration Form

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – October 13, 2023

CUSTOMER RIGHTS AND RESPONSIBILITIES

Customer Code of Conduct

The Eureka Public Library enforces a code of conduct in order to provide a safe and pleasant environment for its customers. This code is applicable to all Eureka Public Library property.

Serious Offenses

No persons shall engage in any conduct that violates federal/state statutes or local ordinances or that creates a safety threat to other people, including but not restricted to the following:

- Threatening, physically harming, or interfering with Library staff or customers
- Stealing Library materials
- Damaging, defacing or destroying Library property, or disrupting Library services
- Unauthorized carrying of a weapon, explosive, or dangerous biological or chemical agent into the Library
- Illegal use of controlled substances and possession of controlled substances, paraphernalia or simulated controlled substances on Library property
- Consumption of alcoholic beverages on Library property
- Express gross behavior in public.
- Engaging in disruptive or disorderly behavior
- Trespassing, refusing to leave the Library when ordered to do so by Library staff
- Leaving a child age seven or under unattended in the Library without the supervision of an adult (not Library staff)
- Smoking or tobacco use in the Library building

When a customer is observed engaging in illegal conduct, the police will be contacted. In addition to any court-imposed penalty, the customer will be permanently banned.

Date

6/16/1992; 12/17/2001; 4/22/2011.

Unacceptable Behavior

The following behavior is not allowed in the Library building as it disrupts the smooth and proper functioning of the Library:

- Talking loudly enough to disturb others

- Prolonged or chronic sleeping
- Remaining in the Library proper or restrooms after regular closing time
- Playing audio equipment so that others can hear it
- Eating and drinking in the Library other than in designated areas
- Bringing animals or vehicles into the Library, except as required by persons with special needs or for a Library-sponsored program approved by the Library Director
- Bringing bicycles into the Library
- Interfering with others' use of the Library through poor personal hygiene.
- Campaigning, petitioning, interviewing, canvassing, or surveying Library customers or staff
- Failing to wear a shirt or shoes
- Using skateboards, roller blades, or wheelies inside the Library building
- Interfering with, obstructing or blocking free passage on Library premises
- Failing to keep personal belongings to oneself (The Library is not responsible for lost or stolen property.)
- Using offensive, threatening, harassing or abusive language or gestures
- Soliciting or panhandling in the Library or on Library property
- Monopolizing staff time.
- Any behavior or activity which disrupts the operation of the Library

Customers observed behaving in ways identified as unacceptable in this code of conduct will be instructed to cease the behavior or to leave the Library. Failure to observe these rules by refusing to change conduct when asked will result in the loss of Library privileges, including the right to visit Library facilities and grounds. Banning will vary from a single day, a week, or for a month. Permanent banning for unacceptable behavior must be authorized by the Library Director or his/her designee and will be used when repeated attempts to correct unacceptable behavior have failed or serious offenses have occurred. Law enforcement will be called if the offender fails to respond to the Library employee's request.

Date

6/16/1992; 12/17/2001; 4/22/2011; 3/24/2023; 10/13/2023.

Reinstatement of Library Privileges

Customers who have been permanently banned from the Library may request a re-evaluation of the banning and reinstatement of their library privileges.

Requests must be submitted in writing to the Library Director and should include a statement demonstrating an understanding of why the behavior that resulted in the loss of privileges.

Factors to be considered during the re-evaluation include the details of the incident that led to the banning; the length of time since the banning; the status of the customer's Library account; completion of any requirements imposed by the Court.

The Library Director will make decisions about reinstatement of privileges in all cases except those based upon threats of physical harm to another person or possession of a weapon on Library premises. Decisions of the Library Director may be appealed to the Library Board.

Decisions to reinstate privilege of customers banned due to possession of a weapon on Library premises or because of threats or physical harm to another person will be made by the Library Board of Directors.

Date

4/22/2011.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – May 27, 2022

Donations

Monetary

Eureka Public Library encourages donors to make their monetary gifts either to the Library or the Friends of the Eureka Public Library.

Monetary gifts may be unrestricted or designated as memorials. Donors of funds may suggest specific furniture, equipment, artwork, programming, or services, as well as subjects or titles of collection materials to be acquired with their donation; however, the Library reserves the right of final selection in order to meet utilization and space criteria of the Collection Management policy. Library staff will place selected materials in relation to other materials in the collection for the best use of the public.

Any monetary gifts/funding offered with restrictions must be discussed and approved for acceptance by the Board of Trustees of Eureka Public Library.

Date

9/22/2016

Gifts of Books and Other Materials

Gifts of books and other materials may be made directly to Eureka Public Library and to the Friends of the Eureka Public library. The Library will not accept materials that are not outright gifts. All gifts must be in usable physical condition. Certain items (including but not limited to: encyclopedias, Reader's Digest Condensed Books, textbooks, and National Geographic magazines) cannot be accepted. In addition, the Library reserves the right to accept or discard, at its discretion, any materials given to the Library that do not meet the collection selection criteria.

Items offered for donation other than money or standard collection items (examples are but not limited to: personal property, art objects, antiques, other museum pieces, plants/landscaping, real estate, etc.) must be approved by the Board of Trustees of the Eureka Public Library before they can be accepted.

Because of wear, theft, mutilation, etc., the permanence of gifts cannot be guaranteed.

Because of IRS regulations, the library staff will not appraise the value of donated book or other items. On request, the Library will issue an acknowledgement of any gift items received, listing where appropriate the names of gifts items, the number of gift items, and the condition of gift items.

Date

9/22/2016

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – April 25, 2025

EMERGENCY POLICY AND PROCEDURES

Eureka Public Library's first priority in an emergency situation is the safety of patrons and staff and secondarily to minimize damage to property. Emergency procedures of Eureka Public Library shall be reviewed annually with staff and are listed in this document. As a public service institution, the Library will make every effort to remain open during regularly scheduled hours, but may close when conditions warrant. Decisions to close or alter Library hours due to emergency conditions are the responsibility of the Library Director, or in the Director's absence, the staff member in charge with approval of the Board of Trustees President if available and/or appropriate.

1. Active Shooters
2. Bomb Threat
3. Bomb Threat Checklist
4. Building Explosion
5. Evacuations
6. Fire
7. Flooding and Water Damage
8. Hazardous Materials Release
9. Medical Emergencies
10. Power Failure
11. Tornadoes
12. Winter Weather

Active Shooters

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area. Victims are selected at random and events are unpredictable and evolve quickly. In the library, patrons may look to staff to assist them and ensure their safety.

If a staff member is alerted to an active shooter event (visually or by noise, alarm, or camera), he/she should attempt to communicate the immediate vicinity of the occurrence to others in the building if it can be done safely.

If you are in the path of an active shooter, act immediately. The main priority in such an event is to prevent harm to victims. Ready.gov outlines the following response:

Run to Safety

- **SEEK SAFETY.** Getting away from the attacker is the top priority.
- Leave belongings behind and get away.
- Call 9-1-1 when you are safe and describe the attacker, location, and weapons.

Cover and Hide

- Cover and hide if you can't evacuate. Find a place to hide out of view of the attacker and put a solid barrier between yourself and the threat if possible.
- Lock and block doors, close blinds, and turn off lights.
- Keep silent.

Defend, Disrupt, Fight

- **FIGHT ONLY AS A LAST RESORT.** When you can't run or cover, attempt to disrupt the attack or disable the attacker.
- Recruit others to ambush the attacker with makeshift weapons such as chairs, fire extinguishers, scissors, books, etc.
- Be prepared to cause severe or lethal injury to the attacker.

Help the Wounded

- Take care of yourself first and then, if you are able, help the wounded to get to safety and provide immediate care. Call 9-1-1 when it is safe for you to do so.

When Law Enforcement Arrives

- Remain calm and follow instructions.
- Keep hands visible and empty.
- Report to designated areas to provide information and get help.
- **FOLLOW LAW ENFORCEMENT'S INSTRUCTIONS** and evacuate in the direction they tell you to go. Listen to law enforcement for information about the situation. Share updates as you can with family and friends.

The majority of active shooter events last less than fifteen minutes. Police/first responders on the scene will focus their attention on containing and disarming the threat. Additional teams will then assist with medical attention, secondary evacuation, and questioning and interviewing witnesses.

Do not vacate the scene or area of an event until instructed to do so by local authorities.

Date

4/25/2025.

Bomb Threat

A bomb threat is a telephone call, note, or verbal message that indicates that a bomb has been placed in or near the library building. All bomb threats should be taken seriously.

If the bomb threat is made by telephone:

- Stay calm.
- Keep the caller on the phone.
- Try to elicit as much information as possible.
 1. Exact location of the bomb.
 2. When the bomb is supposed to explode.
 3. Type of bomb.
 4. What will cause the bomb to explode.
 5. Listen for clues about the caller, including their accent and any background noise.
 6. Use the Bomb Threat Checklist (located on the next page).
 7. **SIGNAL OR SEND A SILENT MESSAGE TO SOMEONE TELLING THEM TO CALL LAW ENFORCEMENT.**

If you receive a written threat or suspicious package or if you find a suspicious object anywhere on the premises:

- Stay calm.
- Keep anyone from handling or going near it.
- Notify the staff person in charge immediately.
- **CALL LAW ENFORCEMENT.**
- Promptly write down everything you can remember about receiving the package or letter or finding the object. Law enforcement may need this information.
- If evacuation is ordered, go to a designated area.

After receiving a threat:

- Contact the library director.
- Evacuate the building.
- Instruct people to move at least 300 feet away from the building.
- **DO NOT USE CELL PHONES OR WALKIE-TALKIES. THEY MAY DETONATE THE BOMB.**
- Do not search for the bomb; do not risk your life or that of others.

Date

4/25/2025.

Bomb Threat Checklist

If you receive a bomb threat by telephone, this form can be used as a guide to document the call. Get as much information as possible.

DO NOT HANG UP ON THE PERSON MAKING THE CALL	CALLER'S VOICE (circle):																								
QUESTIONS TO ASK: 1. When is the bomb going to explode? 2. Where is the bomb? 3. What does it look like? 4. What kind of bomb is it? 5. What will cause it to explode? 6. Did you place the bomb? 7. Why? 8. Where are you calling from? 9. What is your address? 10. What is your name?	<table><tr><td>calm</td><td>nasal</td></tr><tr><td>angry</td><td>stutter</td></tr><tr><td>excited</td><td>lisp</td></tr><tr><td>slow</td><td>raspy</td></tr><tr><td>rapid</td><td>deep</td></tr><tr><td>soft</td><td>ragged</td></tr><tr><td>loud</td><td>clearing throat</td></tr><tr><td>laughter</td><td>deep breathing</td></tr><tr><td>crying</td><td>voice disguised</td></tr><tr><td>normal</td><td>distinct</td></tr><tr><td>slurred</td><td>accent</td></tr><tr><td>familiar</td><td></td></tr></table>	calm	nasal	angry	stutter	excited	lisp	slow	raspy	rapid	deep	soft	ragged	loud	clearing throat	laughter	deep breathing	crying	voice disguised	normal	distinct	slurred	accent	familiar	
calm	nasal																								
angry	stutter																								
excited	lisp																								
slow	raspy																								
rapid	deep																								
soft	ragged																								
loud	clearing throat																								
laughter	deep breathing																								
crying	voice disguised																								
normal	distinct																								
slurred	accent																								
familiar																									
EXACT WORDING OF THE THREAT: 	If the voice is familiar, whom does it sound like? BACKGROUND NOISES (circle): <table><tr><td>street noises</td><td>machinery</td></tr><tr><td>dishes</td><td>animals (type?)</td></tr><tr><td>static</td><td>PA system</td></tr><tr><td>local</td><td>house noises</td></tr><tr><td>music</td><td>other (what?)</td></tr></table>	street noises	machinery	dishes	animals (type?)	static	PA system	local	house noises	music	other (what?)														
street noises	machinery																								
dishes	animals (type?)																								
static	PA system																								
local	house noises																								
music	other (what?)																								
Sex of the caller: Age: Time: Date: Length of call: Caller ID (if available):	THREAT (CIRCLE): <table><tr><td>well-spoken</td><td>taped</td></tr><tr><td>incoherent</td><td>irrational</td></tr><tr><td>foul</td><td>message read</td></tr></table> ADDITIONAL INFO THAT MAY HELP:	well-spoken	taped	incoherent	irrational	foul	message read																		
well-spoken	taped																								
incoherent	irrational																								
foul	message read																								

Building Explosion

An explosion is a release of energy in a sudden, loud, and often violent manner with the generation of high temperature and usually with the release of gases. Because the cause of a major explosion often cannot be determined immediately, it is best to take the same precautions as for a fire.

If there is an explosion in the library:

- Remain calm.
- Call 911 and give them as much information as you can.
- If necessary, take cover under something sturdy such as a table or desk.
- Be prepared for possible further explosions.
- Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases, etc.
- Evacuate the building to the designated area which should be at least 300 feet away from the building.
- Do not move seriously injured persons unless they are in immediate danger.
- Open doors carefully.
- Watch for falling objects and flying debris.
- Do not light matches or lighters in case there is explosive gas present.
- Do not re-enter the affected area until directed by emergency preparedness personnel.

Date

4/25/2025.

Evacuations

Evacuation of the library means everyone in the building must leave, usually because of a dangerous situation. Each staff member and volunteer should understand the library's evacuation plan and know at least two ways out of the building from his/her regular work space. Evacuations will be announced by voice and/or bullhorn.

When you are told to evacuate the building:

- Remain calm.
- Stop what you are doing.
- Leave quickly.
- If it doesn't put you in any danger, take with you:
 - Car keys
 - Purse
 - Briefcase/tote bag
- The staff member in charge is responsible for announcing the evacuation and making sure all employees and patrons evacuate the area (as the person in charge exits, he/she should quickly check the work spaces, the library floor space, restrooms, and meeting room).
- Accompany and help any people who appear to need direction or assistance.
- Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke, and water.
- Proceed as quickly as possible but in an orderly manner – do not push or shove.
- Once out of the building, move away – across the street to the west if possible unless directed elsewhere by first responders.

Date

4/25/2025.

Fire

If you discover a fire in the building:

- Remain calm.
- Evacuate any patrons and staff, closing doors and windows behind you to confine the fire.
- Notify the staff person in charge of the location and extent of the fire.
- Do not return to the area until cleared by emergency personnel.

Fight the fire only if:

- The fire is small.
- The fire is contained to the area where it started.
- You have a way out and can keep your back to the exit.
- You have the right type of extinguisher and know how to operate it effectively.

DO NOT FIGHT THE FIRE IF:

- The fire is large.
- You have doubts about your ability to fight it.
- The fire is spreading beyond the area where it started.
- The fire could block your escape route.

Date

4/25/2025.

Flooding and Water Damage

There are many causes of flooding including broken pipes, roof damage, etc.

- Remain calm.
- Find the source of the flooding.
- Notify the staff person in charge. Give as much information as possible, including location, severity, and damage.
- Standing water may be electrified so do not walk in it.
- Use extreme caution when near electrical outlets/appliances that are by the leak.
- Evacuate the area.
- If you know where the leak is coming from and are confident of your ability to stop it, do so cautiously. If not, call the proper person/group to come and stop the leak.
- Be prepared to help as directed in protecting collection materials that are in jeopardy. Take only those steps needed to avoid or reduce immediate water damage: cover shelf ranges with plastic sheeting; carefully move materials out of the emergency area. Do not remove already wet books from shelves.

Date

4/25/2025.

Hazardous Materials Release

In the library:

- Evacuate the area.
- Call 911 and give them as much information as possible.
- Do not re-enter the affected area until directed to do so by the proper authorities.

Outside the library:

Follow instructions from the radio, television, phone, warning systems, etc. If there is a cloud of hazardous materials in the area but not close:

- Only evacuate when you receive notification from the staff person in charge.
- Drive perpendicular to the wind direction and away from the release area.
- Keep car windows and vents closed.
- Keep your car air conditioning turned off.

If there is a cloud of hazardous materials close:

- Do not evacuate (unless directed to by the proper authorities).
- Turn off heating, ventilation, and air conditioning.
- Close and seal all doors and windows using tape.
- Notify the staff member in charge of any strange and abnormal odors (almond, ammonia, garlic, mustard, rotten eggs).
- Remove and discard any clothing exposed to the hazard.
- Do not touch any residue.

Date

4/25/2025.

Medical Emergencies

If someone is seriously ill or injured in the library:

- Stay calm.
- Notify the staff person in charge immediately.
- Only help with minor emergencies and only with the consent of the victim.
- Do not attempt to move a person who has fallen and who appears to be in pain.
- Avoid unnecessary conversation with or about the ill or injured person or members of his/her party. You might add to the person's distress or fears, increasing the risk of medical shock. Limit your conversation to quiet reassurances.
- Do not offer food or drink unless directed by 911.
- Do not move or lift unless directed by 911.
- Use gloves and face mask when blood or bodily fluids are present.
- For major medical emergencies, call 911 and give the dispatcher the following information:
 1. Your name and location.
 2. Brief description of the problem.
 3. Victim's age group.
 4. Victim's sex.

If the seriously ill or injured person is a patron:

- Do not discuss the possible causes of an accident or any conditions that may have contributed to the cause.
- Under no circumstances should an employee or volunteer discuss any insurance information with members of the public.
- Identify yourself by name and offer assistance.
- Offer to notify family or friends of the victim.
- Fill out an accident report, completing as much of the form as possible, including names and addresses of the individual and witnesses, if appropriate.

If the seriously ill or injured person is a child:

- Offer first aid supplies to his/her parent.
- Call a parent if there isn't one present.

If the injured person is a staff member or volunteer:

- He/she needs to complete an accident report, stating how the injury occurred.
- He/she may need a doctor to fill out a return-to-work form prior to returning.

Date

4/25/2025.

Power Failure

If there is a power failure:

- Remain calm.
- Provide assistance to patrons and staff, dealing with any anxiety issues.
- With a flashlight or other portable light source, check all areas of the library to locate all patrons and staff.
- Using a cell phone, report the outage.
- Using a cell phone, check the power company website for an estimated time frame for service to be restored.
- If the time to restore the power is anticipated to be more than one hour, the staff member in charge may close the library for the period of time the power is expected to be off. If the power is not expected to be restored until after 4:00 pm, staff may decide to keep the library closed after consulting with the library board chair.
- Double-check to make sure all patrons and staff are out of the building before closing.
- Secure the building from vandalism, intrusion, and fire.
- If at any point there are instructions to evacuate due to the power failure, go to the designated area.

Date

4/25/2025.

Tornadoes

Tornado Watch Definition

The weather conditions are considered favorable for creating a tornado. If a tornado watch is issued, listen to the weather radio and keep an eye on the weather. Plan to take shelter if a tornado is sighted.

Tornado Warning Definition

A tornado has been sighted in the area and everyone should take shelter immediately. The city's tornado sirens will be activated. Staff members are urged to sign up for Greenwood County Alerts as an additional source of information.

During a Tornado Warning:

- Patrons will be alerted and then escorted to the public restrooms (FEMA designed and designated storm shelter).
- The staff member in charge should check the building to make sure all patrons and staff are notified of the tornado warning.
- **No one will be allowed to stay in any part of the library building during a tornado warning except the storm shelters. Patrons will be advised they should seek safety off the library premises if they do not intend to move to the storm shelters.**
- No one may return to any other part of the library until the all clear is given.

After a tornado:

- Remain calm.
- Check for possible injuries.
- Recheck that everyone is accounted for.
- Assess the area for:
 1. Water leaks
 2. Power outages
 3. Phones that are out
 4. Other problems (building damage, etc.)
 5. Follow procedures for evacuation, fire, flooding and water damage, medical emergencies, and power failures if necessary.

Date

4/25/2025.

Winter Weather

Winter weather hazards may include dangerous wind chills, ice, and snow. Some of these hazards may necessitate not opening the library in order to keep library staff and patrons safe.

It is at the discretion of the library director in conjunction with the library board president to decide whether or not to postpone the opening of the library or to stay totally closed for the day.

If the weather becomes dangerous while the library is open, the library director (again in consultation with the library board president) may decide to close the library early so everyone can get home safely.

If the City of Eureka office either doesn't open or closes early, the library director may skip consultation with the library board president and follow the city's actions.

If there is a change to the library's operating hours due to weather:

- Alerts should be put on social media.
- A sign should be placed on the front door.
- Double-check any meeting room reservations and call the person with the reservation to notify them of the change.

Date

4/25/2025.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – April 25, 2025

FINANCIAL POLICY

The following policies serve as the guiding principles for Eureka Public Library's financial management.

Income

All income that is not direct deposit shall go through the cash register for tracking purposes with the exception of: tax allotments from the City of Eureka for general operating purposes and the quarterly grant allocation from the Southeast Kansas Library System. In a case where the City of Eureka includes additional funds in a tax allotment check (setoff payments, reimbursements) those funds should be clearly noted in the memo line of the accounting software.

Expenses

All bills must be approved at a meeting of the Board of Trustees of Eureka Public Library before being paid with the exception of payroll or items that have a deadline which will incur a penalty for late payment (utilities, credit card, payroll taxes, and retirement contributions).

Payments

Any check issued by Eureka Public Library requires 3 (three) signatures of board members. One signature must be original with facsimile signatures sufficing for the other 2 (two). The facsimile stamps will be kept locked in the office safe when not in use. The Library Director will not be a checking account signatory.

Credit Card

The credit card issued to the Library Director will be used only for the purchase of goods and services for the official business of the Eureka Public Library. The limit on the credit card shall be no more than \$2,500. Prior to initial receipt of the credit card, the Library Director must agree to and sign the Credit Card Responsibility and Use Procedures. Cash advances are not allowed. The credit card will be kept locked in the office safe when not in use. The Library Director is responsible for the protection of the credit card and will immediately notify the financial institution issuing the credit card and the President and Treasurer of the Board of Trustees if the card is lost or stolen or fraudulent charges appear on the account. The credit card

bill will be paid in full each month after a Library Trustee who is a signatory on the checking account compares charges with receipts/documentation for each charge. Any reward points on the credit card will be converted back into purchases benefitting the library and documentation will be submitted for those purchases annually. The Library Director must immediately surrender the credit card when leaving the employ of Eureka Public Library.

Petty Cash

Eureka Public Library will maintain a petty cash fund for small local purchases that cannot be charged to a store account or where use of the library credit card is not an option. All purchases through petty cash must have an accompanying receipt and be logged on a ledger sheet. The maximum amount allowed in the petty cash account is \$100. The petty cash fund can be replenished by submitting a written request to be approved by the Board of Trustees during review of bills at a monthly meeting.

Purchasing Policy

The Library Board of Trustees and the Library Director are committed to operating and maintaining the library in a fiscally responsible manner. This includes the purchase of services, supplies, materials, and equipment for the library in a manner to obtain the best value for public and private funds, balanced with issues of quality, availability, and delivery time.

The "Purchasing Agent" of the Eureka Public Library is the Director of the Library. The Director may also assign on an "as needed" basis the authority for any staff member to make one-time purchases for the library.

The Purchasing Agent may purchase individual supplies or authorize work orders in amounts up to \$1500. Any amounts above \$1500, but less than \$3000 are acceptable for emergency purposes only when done in separate consultation with at least 2 board officers (President and Treasurer if available). Any supplies or orders costing above \$3000 require the approval of the Eureka Public Library Board of Trustees.

All purchases under \$10,000 will be made on the open market. Purchases between \$10,000 and \$25,000 will be made only after inviting three quotes from persons known to deal in the lines or classes of supplies to be purchased. All items above \$25,000 will be purchased only after undertaking a competitive bidding process following any guidelines required by state statute or the guidelines of the appropriate state agency.

The Purchasing Agent or the Board of Trustees will purchase services on the basis of provisions of the contract, cost, experience of the offer or any other factor deemed appropriate to the services being purchased.

Any library materials such as books, periodicals, audiovisual items, and other such materials intended for patron use will be purchased from vendors offering volume discounts or contract pricing programs, if available.

In the event of a serious emergency that threatens safety or the ability of the library to stay open to the public, the Purchasing Agent is authorized to take necessary action, the cost of which shall not exceed \$10,000, if calling an emergency meeting of the Board of Trustees beforehand is not practical.

Investments

Withdrawals from any investment accounts may only be made after an affirmative vote of the Eureka Public Library Board of Trustees at a regular or special meeting.

Audit

An annual audit will be performed each year by an outside source.

Miscellaneous

Eureka Public Library's fiscal year is from January 1 to December 31.

Eureka Public Library shall incur no debt exceeding the cash balance on hand.

Records documenting all financial transactions (including but not limited to: bank records, paid bills, payroll expenditures, contract and grant awards) will be maintained in accordance with the Records Retention Schedule.

Date

4/25/2025.

Related Forms

Appendix: Credit Card Use Agreement

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – April 22, 2022

Handouts/Community Information Policy

It is the policy of Eureka Public Library, as part of its information mission, to provide access to free material/community information through the distribution of handouts. Such materials are limited to those of a civic, cultural, educational, and/or recreational nature. Materials from for-profit groups and/or individuals will not be accepted. Handouts must be approved by the library staff before being placed in the community information kiosk and specific placement of items will be left to the discretion of library staff. Any handouts left at the library without following this procedure will be removed. Library staff will remove and dispose of outdated information. If space is limited in the community information kiosk, preference will be given to items of a timely nature and to local organizations or groups that have not recently distributed items. Handouts may also be removed or relocated at the discretion of library staff in order to suit library needs.

No political handouts will be distributed.

All handouts must be free of charge.

Distribution of handouts does not indicate the Library's endorsement of the issues, events, or activities promoted by those materials.

Date

12/3/2010; 4/26/2019; 4/22/2022.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – April 25, 2025

INCIDENT REPORT POLICY

ALL accidents or incidents involving patrons or staff during working hours or while on Eureka Public Library property, and all other incidents in which the Library or its property are involved directly or indirectly, are to be reported immediately to the Library Director or person-in-charge.

Procedures

- When an incident occurs at Eureka Public Library, staff will fill out a report form and bring it to the attention of the Library Director.
- The Library Director shall place the Incident Report Form in the Incident Report Binder.
- All incidents shall be brought to the attention of the Eureka Public Library Board of Trustees President.
- Sample of incidents:
 - a) Anything of a sexual nature
 - b) Theft of anyone's belongings
 - c) Assault, if anyone hits someone else
 - d) Unreasonable, irrational or argumentative behavior
 - e) Destruction of library property
 - f) Anything you feel is of a criminal nature
 - g) Fainting
 - h) Excessive bleeding
 - i) Appearance of a heart attack or stroke
 - j) Choking
 - k) Falls/slips
 - l) Severe injuries
- Unsafe conditions are to be reported immediately to the Library Director or staff member in charge.
- Using their discretion, the Library Director or staff member in charge may call 911.

Date

4/25/2025.

Related Forms

Appendix: Incident Report Form

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – March 25, 2022

Library Bill of Rights

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

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all the people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Date

Adopted 6/19/1939, by the ALA Council; amended 10/14/1944; 6/18/1948; 2/2/1961; 6/27/67; 1/23/1980; inclusion of "age" reaffirmed 1/23/1996 by the ALA Council. 6/17/2008.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – March 25, 2022

The Freedom to Read

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

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

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

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

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

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

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

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

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

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

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

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

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

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

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

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

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

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

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

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

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best of what has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the

principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

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

Date

Originally issued in 5/1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted 6/25/1953 by the ALA Council and the AAP Freedom to Read Committee; amended 1/28/1972; 1/16/1991; 7/12/2000; 6/30/2004. 6/17/2008.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – March 25, 2022

The Freedom to View

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment of the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisuals materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Date

Originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in 2/1979. Updated and approved by the AFVA Board of Directors in 1989. 6/17/2008.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – February 24, 2023

Internet Policy

Eureka Public Library offers free public access to the Internet. To use public computer stations provided by the library, a customer must have a specific computer assigned to him/her by staff at the circulation desk. Visitors may have a computer checked out to them by using a guest card (available at the front desk). Eureka Public Library also offers free wireless network access. Wireless networks are not secure.

Use of the library's Internet computers is on a first come-first served basis. As a condition of use, customers must agree that if another person needs computer access, they (the original customer) will make the computer available within 20 minutes of being notified by library staff that another person is waiting.

Although Eureka Public Library uses a virus checker, library computers are not guaranteed to be virus-free. If customers put information on a storage device or connect other peripherals to library computers, they do so at their own risk. Eureka Public Library is not responsible for damage to a customer's storage devices or other equipment/accessories, or for any loss of data, damage, or liability that may occur from customer use of library computers.

Library computers, Internet access, and the wireless network should be used in a responsible manner. This means avoiding physical or other damage to the computer or Internet sites and not using the computers, Internet, or wireless network in an illegal or unacceptable manner. This use includes but is not limited to sending threatening, obscene, abusive, harassing or spam messages and hacking; not accessing or exhibiting visual depictions that are child pornography, harmful to minors, or obscene as defined by the Kansas Children's Internet Protection Act; violating individual privacy rights, including unauthorized disclosure, use, and dissemination of personal information regarding minors; violating copyright laws and software licensing agreements; accessing or attempting to access secure data in an authorized manner; and interfering with system operations, integrity, or security. Misuse of the library's computers, Internet connection, or wireless network may result in temporary or permanent loss of computer privileges. Additionally, misuse of the computers, Internet, or wireless network may result in notification of appropriate law enforcement officials.

Eureka Public Library is concerned for the safety and security of users who access online information and has instituted the following Internet safety policy.

Internet Safety Policy

Developed under the direction of the Board of Trustees of Eureka Public Library, the Internet Safety Policy was discussed and adopted during an open meeting of the Library Board on 9/22/2016. This policy supersedes all previous Internet Safety Policy statements of Eureka Public Library and is effective on 9/22/2016.

Public access to the Internet and online services has become an integral part of Eureka Public Library's programs and services. The intent of this policy is to meet the provisions of the Kansas Children's Internet Protection Act, as well as provide guidelines for patrons and staff regarding online computer use of Internet accessible computers.

The purpose of the Internet Safety Policy of Eureka Public Library is to implement and enforce technology protection measures to: ensure that no minor has access to visual depictions that are child pornography, harmful to minors, or obscene; and ensure that no person has access to visual depictions that are child pornography or obscene while using a public access computer.

This policy document will be reviewed by the Eureka Public Library Board at least every three years. (Last reviewed 4/25/2025)

Legal Requirements

The Eureka Public Library's Internet Safety Policy complies with the applicable requirements of subsection (b) and L. 2013, ch. 98, sec. 1, and amendments thereto, commonly known as the Kansas Children's Internet Protection Act.

Eureka Public Library has in place a policy of Internet safety for minors, including the operation of a technology protection measure or other process that blocks or filters online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1.

Supervision and Monitoring

Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purpose.

It shall be the responsibility of all members of the Eureka Public Library staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act.

Patrons who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked may submit a complaint. This should be given in writing to the library director and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site and determine whether it should be blocked or unblocked. If the

technology protection measure being used is a regional service, the information and recommendation shall be forwarded to the appropriate regional staff.

Complaints about enforcement of this policy or observed patron behavior which violate this policy shall also be submitted in writing to the library director providing as much detail as possible.

The library shall inform patrons of the provisions of this policy, including the standards used and procedures for complaint, by making the policy available on the library's web site and in print at the circulation desk.

Parents and guardians, NOT the library or its staff, are responsible for the Internet information selected and/or accessed by the children. A permission slip must be signed by the custodial parent or legal guardian before a minor can use an Internet computer. Eureka Public Library shall use a DNS-based filter and such filter will be configured as nearly as possible to prevent access to items detailed in CIPA/KS-CIPA.

Library staff will be happy to help with basic Internet instruction for those unfamiliar with its use; however, staff cannot provide in depth training in using the Internet or other software programs. In addition, staff members will not physically enter any personal information (included but not limited to names, addresses, phone numbers, social security numbers, credit card numbers, etc.) for customers.

Related Codes and Statutes

Section 1460, Title 18, U.S. Code

Section 2256, Title 18, U.S. Code

K.S.A. 21-4301c

Date

6/16/1992; 12/17/2001; 10/23/2009; 1/24/2014; 9/22/2016.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – April 28, 2023

Makerspace

Eureka Public Library's Makerspace is a service to help patrons develop their creativity and explore technology. We want you to have a fun, successful, and safe experience while using the Makerspace equipment.

PATRON REQUIREMENTS

1. All makers must have an EPL library card in good standing.
2. Makers must read all policies and sign a Makerspace waiver.
3. Makers must sign in at the front desk to use equipment and then sign out at the front desk when they are done, also returning any accessory kit that has been used to the front desk.
4. EPL will supply the basic equipment at no charge. Makers may generally bring their own supplies but they must be approved by library staff before using to make sure they are compatible with our equipment. Certain equipment must be used with library provided supplies only. EPL will have limited supplies on hand that may be purchased at cost.
5. Patrons agree to never modify or alter any Makerspace equipment.
6. Patrons using the Makerspace machines WILL NOT profit from or run a business out of the Makerspace or by use of the machines. Violation of this policy will result in withholding the patron's use of the Makerspace for one year.
7. EPL cannot guarantee the success of any project.
8. When using supplies provided by EPL for a project, no charge will be made if the project fails. If a patron wishes to try the project again, they will be responsible for the costs of supplies even if the project is not successful.
9. EPL is not liable for any damaged materials or media belonging to patrons utilizing the Makerspace equipment or facilities.
10. Patrons must be at least 8 years old to be in the Makerspace area. Exceptions may occur in cases of library-staff led programming. Patrons age 8 through 13 may use the Makerspace if supervised by a trained/certified parent or guardian at all times. Patrons age 14 through 17 may use the Makerspace alone after having a parent or guardian sign a waiver for them.
11. 3D printing projects may not be started if the build time exceeds the library's operating hours for that day.
12. Makers agree to pick up after themselves and clean the area they used.
13. EPL is not a storage facility. All projects must be taken home when the Maker is finished using the equipment.
14. All equipment used in the Makerspace is to be returned in the same condition as when issued, normal wear and tear is expected. Patrons agree to pay for the loss of or damage to any items and further agree to accept the library staff's assessment of

fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total. This restitution amount could equal as much as the replacement cost of the item.

PATRON RESERVATIONS

1. Patrons can make reservations in person or over the phone.
2. Patrons are limited to one registration per device, per day.
3. Reservations are held for 15 minutes. If you fail to show up, a walk-in can claim that reservation time.
4. Walk-ins are welcome on a first come, first serve basis. Advance registrations take priority.

COMPUTER USE POLICIES

1. Patrons agree to abide by EPL computer policies while using Makerspace computers.
2. Patrons agree to accept responsibility for the security of information they give on the web, such as personal information and credit card numbers.
3. Patrons agree not to modify any hardware or software on the Makerspace computers.
4. The library's computers do not store individual work or projects. When creating digital content with the library's equipment, please bring a storage device (flash drive), purchase one at the circulation desk, or store work via an online cloud service. The library is not responsible for lost or deleted information.
5. Only EPL computers may be connected to Makerspace equipment.

SAFETY

1. Every patron must complete any safety and operational training required for each device. Library staff will guide you through equipment specific, hands-on safety, operational and design software training. Patrons may be required to watch training videos and/or answer questions before being allowed to use equipment.
2. Patrons may know how to use a tool and have undergone training in another makerspace, workplace or at home. Training completed elsewhere does not count as training/certification at EPL.
3. Headphones, ear buds and cell phone use is prohibited while operating equipment. It is not safe to work with dangling cords and without proper hearing ability.
4. Certain equipment may require safety gear as specified in training/certification. The appropriate safety gear must be worn at all times if required for a piece of equipment. EPL will provide all safety equipment needed to safely operate each device.
5. Patrons agree to report any accident or incident that occurs in the Makerspace area to a staff member. Failure to report an accident or incident may lead to loss of Makerspace privileges.

6. Patrons agree that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify EPL staff.
7. Shut-off items when finished.

MAKERSPACE LEGALITY

All Makerspace equipment shall be used only for lawful purposes. No one will be permitted to use Makerspace equipment to create material that is:

- Prohibited by local, state, or federal law.
- Unsafe, harmful, dangerous, or poses an immediate threat to the well-being of others. (Such use may violate the terms of use of the manufacturer.)
- In violation of another's intellectual property rights. For example, using devices to replicate someone else's designs or articles of manufacture that may infringe copyright, patent, or trademark protection. Patrons using EPL Makerspace equipment are liable for any legal costs resulting from their violation of intellectual property rights.
- Deemed to be offensive or inappropriate in a public setting, as determined by staff.
- EPL reserves the right to refuse any Makerspace project.
- EPL is not responsible if a project is destroyed, does not print/burn/cut correctly, or does not work.
- Patrons understand that EPL is not responsible for any manufacturing defects or the quality of workmanship of any of the tools, materials, or equipment supplied by EPL.
- Patrons acknowledge the inherent risks in the use of Makerspace equipment and that their voluntary participation in using such equipment may result in injury or damage to themselves or their personal property. Patrons fully assume these risks and release Eureka Public Library of the City of Eureka from any liability.

Date:
4/28/2023.

Related Forms
Appendix: Makerspace Waiver

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – October 13, 2023

Meeting Room

The Eureka Public Library welcomes the use of the meeting room at no charge on a reserved-only basis by government agencies, non-profit organizations, individuals and groups engaged in educational, civic, cultural, intellectual, social and charitable activities.

The meeting room is not available for commercial purposes with the exception of library sponsored events. No fee, admission charge or donation is permitted for entrance into any event. Fees may be charged to cover only the actual expense of materials/supplies used during an event. No products or services may be advertised, solicited, or sold.

The Library Director or other designee will review all requests for meeting room use and determine eligibility prior to granting approval. In the event that a question may arise as to the eligibility of any organization, group, or individual requesting the use of the meeting room, the Library Director will be consulted, and if necessary, the Library Board. The Library Board shall be the final authority in granting or refusing permission to use the Library's meeting room. Appeals for exceptions to these policies must be made in writing to the Library Board. Exceptions to the policies stated in this document may only be approved by the Library Board.

That a group is permitted to use the Library meeting room does not in any way constitute an endorsement by the Library Board or Library staff of the group's policies or beliefs, and no claim to that effect nor claim to Library sponsorship may be used, explicitly or implicitly, in advertising. Neither the name nor address of the Library may be used as the official address or headquarters for an organization or group using the Library's meeting room.

Meeting Room Availability

1. Reservations for the meeting room will be scheduled in order of request. Library sponsored programs will have priority.
2. Applications must be made in writing using the Library's Meeting Room Reservation Application form. At that time, applicants will be given a copy of the meeting room policy and clean-up sheet.
3. Persons under the age of 18 may reserve the room; however, if the reservation is for a time outside of regular library operating hours, someone over the age of 18 must sign the application form and be present during the event.
4. Persons not in good standing with the library (overdue items not returned, lost items not paid for) may not reserve the meeting room.
5. Community groups (for ex. civic clubs) using the meeting room on a standing basis need only fill out one meeting room reservation application a year. Contact information on this form should be updated as needed and a new application should be filled out at the start of each calendar year. It is the responsibility of

- the reserving group to be aware of any changes in the meeting room policies made during the year. Individuals must fill out an application for each event.
6. Groups, organizations, or persons who have a change of plans and no longer need the Library meeting room for a specific time/date must call and cancel their reservation. Failure to notify the Library of a cancellation may result in denial of future meeting room privileges.
 7. The Library Director and the Library Board reserve the right to cancel any meeting should conditions or situations warrant such action.
 8. When the Library closes because of an electrical or heating/cooling equipment failure or a weather-related emergency, all efforts will be made to notify anyone scheduled to use the meeting room. During adverse conditions, anyone with a meeting room reservation should check with the Library or listen to the local radio station for closing information.

Basic Rules of Use

1. Occupancy of the room may not exceed 76 persons.
2. Meetings may be held between the hours of 8:00 a.m. to 11:00 p.m.
3. The only animals allowed are service animals.
4. No alcohol on the library premises.
5. No open flames in the meeting room (for insurance purposes).
6. Do not use tape on the walls, doors, or window cornice. Do not pin or nail anything to the walls.
7. No sales events. This also includes events (for example) such as bridal/wedding showers where household/personal items are ordered, etc. If you have questions about your event, please check with library staff at the front desk.
8. It is the responsibility of the person who signs the room use agreement to make sure that doors are unlocked/locked appropriately. Call out of off-duty library staff for a key emergency will result in a \$40 fee.

Meeting Room Set-up and Equipment Use

1. Set-ups and special arrangements are the responsibility of the user. The Library will provide no special room set-ups.
2. No tacks, nails or adhesive tape are to be placed in or on doors, walls, windows, furniture, or fixtures.
3. Lighted candles or flames are not to be used within the meeting room.
4. A variety of audio-visual equipment is available for use in the meeting room. Users must go through a short training session in order to use the equipment. Library staff members are generally not available to assist with the operation of the equipment. Any damage due to misuse of the audiovisual equipment is the responsibility of the group, organization, or person reserving the room, as is any loss of theft of the equipment.

Refreshments

1. Refreshments may be served in the meeting room. A small kitchen is available for use in serving coffee, tea, or light refreshments. All appliances and/or equipment needed for refreshments are the responsibility of the user, including table service and ice.
2. Prepared food and coffee/tea preparation is allowed, but food preparation on the Library premises is not allowed.
3. Intoxicating liquors or cereal malt beverages may not be dispensed or consumed on the Library premises or grounds. Smoking is not allowed on the premises.

Maintaining Order

1. Groups and organizations using the meeting room are responsible for maintaining order. Appropriate conduct is expected as a condition of room use. The Eureka Public Library will ban groups, organizations, and/or persons from future use of the meeting room for inappropriate conduct. At least one adult must be present and responsible for any event involving children under the age of 18.
2. The Eureka Public Library shall bear no responsibility whatever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organizations, its members, affiliated persons, guests, invitees, or licenses.
3. The Eureka Public Library is unable to provide childcare services. People attending meetings at the Library must make arrangements for childcare. The Library cannot assume responsibility for caring for children left alone.

Clean Up and Damages

1. Groups and individuals using the meeting room are responsible for basic clean up and returning the room to order. Tables and chairs are to be wiped down, stacked, and returned to the correct storage closet. The floor is to be swept. Trash is to be placed in the outside dumpster. Cleaning supplies will be provided.
2. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The Library is not responsible for lost or stolen items.
3. Damages to the premises, equipment, or furnishings as a result of use will be charged to the group, organization or persons signing the Meeting Room Application form. The using groups, organizations, or persons shall bear full responsibility for loss of, or injury or damage to, any property of the Eureka Public Library as shall be caused or inflicted by the using group, organization, or persons, its members, affiliated persons, guests, invitees or licensees.

4. Prior to locking up, the sponsoring group, organization or persons must check to see that no one remains in the meeting room or in the restrooms.
5. If the meeting concludes during library hours, the key is to be returned to staff at the circulation desk. If the meeting concludes after the library closes, the key is to be placed in the drop box at the front of the building.
6. If the group or individual fails to return the meeting room key, the cost to re-key or replace the lock will be charged to the responsible group or individual.

Non-Compliance With This Policy

Failure to comply with this policy may result in denial of future use of the Library meeting room, financial liability for damages, and/or immediate removal from the meeting room.

Related Forms

Appendix: Library Meeting Room Use application

Appendix: Meeting Room Clean Up Instructions

Date

2/2007; 12/3/2010; 1/24/2014; 9/22/2016; 4/26/2019; 4/22/2022; 10/13/2023.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – August 26, 2022

Open Meetings

All regular board meetings, special board meetings, and emergency board meetings of Eureka Public Library shall be open to the public as designated by K.S.A. 75-4317. The dates of such meetings will be posted on the library's web site. In addition, notice of such meetings will be provided to anyone who has requested it.

The Board of Trustees of Eureka Public Library may go into closed or executive session only in certain circumstances (K.S.A. 75-4319) and only by following a prescribed procedure:

Upon formal motion made, seconded and carried, all public bodies and agencies subject to the open meetings act may recess but not adjourn open meetings for closed or executive meetings. Any motion to recess for a closed or executive meeting shall include:

1. A statement describing the subjects to be discussed during the closed or executive meeting.
2. The justification for closing the meeting (approved justification may be found in K.S.A. 75-4319, Subsection B).
3. The time and the place at which the open meeting shall resume.

The complete motion shall be recorded in the minutes of the meeting and shall be maintained as a part of the permanent records of the library. Discussion during the closed or executive meeting shall be limited to those subjects stated in the motion. No binding action shall be taken during closed or executive recesses (K.S.A. 75-4319 c).

Public Comment During Open Board Meetings

Although the Kansas Open Meetings Act does not require that the public be allowed to speak at such meetings, the Board of Trustees of Eureka Public Library has set aside a public comment time at each meeting. If the pressure of business or other circumstances dictate, the board President may decide to curtail this practice.

Individuals wishing to address the board must have signed in at least five minutes prior to the start of the meeting. The sign-up sheets will be available near the entry of the meeting room. An individual must list name, home address, and topic to be discussed.

At the beginning of the board meeting, comments may be accepted from those individuals who signed in prior to the start of the meeting.

Upon recognition by the board President, the individual should state name, address, and the reason for wishing to speak. Each person will be given three minutes to address the board with comments related to the business of the board. If an organization wishes to address the board on a topic, they must designate one representative from their group as the speaker. A maximum of thirty minutes will be set aside for public comment. If there are more speakers registered to comment than time allows, they will be permitted to speak in the order in which they registered until the public comment time has expired.

Interruptions or interference with the orderly business of the board will not be allowed. The presiding officer may terminate a speaker's privilege to speak if, after being called to order, the speaker persists in improper conduct or remarks.

Related Statutes

K.S.A. 75-4317

K.S.A. 75-4319

8/26/2022

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – June 24, 2022

Kansas Open Records Act/Confidentiality of Library Records

The Kansas Open Records Act, Kansas Statutes Annotated (K.S.A. 45-215, et seq.) declares that it is the public policy of the state of Kansas that public records shall be open for inspection by any person. Subject to the exceptions listed in this section and also set forth in the Kansas Open Records Act, all public records of the Eureka Public Library shall be open for inspection by any person.

Definitions

Public Record – A “public record” means any recorded information, regardless of form or characteristics, which is made, maintained, kept by or is in the possession of the Library, but not shall not include records which are owned by a private person or entity and are not related to functions, activities, programs or operations funded by public funds, or records which are made, maintained, or kept by an individual who is a member of the Board of Trustees of The Eureka Public Library.

Custodian – The Administrative Office (Library Director) of the Eureka Public Library shall be the official custodian of all library records and the person responsible for carrying out the duties of custodian for the purposes of the Kansas Open Records Act. Eureka Public Library, 606 N. Main, Eureka, Kansas, shall be the custodian’s official address.

Availability

Records may be inspected during the regular business hours of the Library on any day other than a Saturday, Sunday or day designated as a holiday by the Congress of the United States, by the Kansas legislature or governor, or by the City of Eureka.

Procedure for Access

The person requesting access to public records will furnish a written request with the following:

- 1) Name of requestor
- 2) Address of the requestor, and
- 3) Information sufficient to fill the request.

The written request shall be submitted to the custodian who shall then also forward a copy of the request to the City Administrator for placement in the city files.

Reply Deadline/Delay/Denial

Each request for access to a public record shall be acted on as soon as possible, but not later than the end of the third business day following the date that the request is received. If access to the public record is not granted immediately, the custodian shall give a detailed explanation of the cause for further delay and the place and earliest time and date that the record will be available for inspection. If the request for access is denied, the custodian shall provide, upon request, a written statement of the grounds for denial. Such statement shall cite the specific provision of law under which access is denied and shall be furnished to the requestor no later than the end of the third business day following the date the request for the statement is received.

Compliance with Americans with Disabilities Act

Reasonable accommodation will be made for individuals with disabilities, as defined in the Americans with Disabilities Act (ADA), in accessing the public records of Eureka Public Library. Persons needing interpretive services and other accommodations should make their request for these services at the time the application to access the records is made.

Restrictions on Access

The protection of public records from damage or disorganization and the prevention of excess disruption to the Library's essential functions shall be paramount. The custodian may refuse to provide access to or to permit inspection of a public record if a request places an unreasonable burden in producing public records or if the custodian has reason to believe that repeated requests are intended to disrupt other essential functions of the Library. No person shall remove original copies of public records from the office of the Library without the written permission of the custodian.

Fees

The cost for photocopying shall be \$.10 per page unless otherwise provided for by law. The cost for staff time for reproduction, review and redaction of public records shall be \$10.00 per hour.

Exemptions on Access

The Kansas Open Records Act places certain restrictions on open access. In K.S.A. 45-221, the Act defines what records are not required to be disclosed at the request of citizens or public officials.

Records which libraries are NOT required to disclose include but are not limited to:

- 1) Customer registration records and circulation or loan records which pertain to identifiable individuals.
- 2) Records the disclosure of which is specifically prohibited or restricted by federal law, state statute or rule of the Kansas Supreme Court or the disclosure of which

- is prohibited or restricted pursuant to specific authorization of federal law, state statute or rule of the Kansas Supreme Court to restrict or prohibit disclosure.
- 3) Personnel records, performance ratings or individually identifiable records pertaining to employees or applicants for employment, except that this exemption shall not apply to the names, positions, salaries and lengths of service of officers and employees of the Library once they are employed as such.
 - 4) Letters of reference or recommendation pertaining to the character or qualifications of an identifiable individual.
 - 5) Library, archive and museum materials contributed by private persons, to the extent of any limitations imposed as conditions of the contribution.
 - 6) Information which would reveal the identity of an individual who lawfully makes a donation to the Library, if anonymity of the donor is a condition of the donation.
 - 7) Records of the Library involved in administrative adjudication or civil litigation, compiled in the process of detecting or investigating violations of civil law or administrative rules and regulations, if disclosure would interfere with a prospective administrative adjudication or civil litigation.
 - 8) Records of emergency or security information or procedures of the Library, or plans, drawings, specifications or related information for the Library which is used for purposes requiring security measures in or around the Library or which is used for the generation or transmission of power, water, fuels or communications, if disclosure would jeopardize security of the library facility.
 - 9) The contents of appraisals or engineering or feasibility estimates or evaluations made by or for the Library relative to the acquisition of property, prior to the award or formal contracts therefore.
 - 10) Correspondence between the Library and a private individual, other than correspondence which is intended to give notice of an action, policy, or determination relating to any regulatory, supervisory or enforcement responsibility of the Library or which is widely distributed to the public by the Library and is not specifically in response to communications from such a private individual.
 - 11) Records pertaining to employer-employee negotiations, if disclosure reveal information discussed in a lawful executive session under K.S.A. 75-4319 and amendments thereto.
 - 12) Software programs for electronic data processing and documentation thereof, but the Library shall maintain a register, open to the public, that describes:
 - A) The information the Library maintains on computer facilities and
 - B) The form in which the information can be made available using existing computer programs.
 - 13) Plans, designs, drawing or specification which are prepared by a person other than an employee of the Library or records which are the property of a private person.
 - 14) Notes, preliminary drafts, research data in the process of analysis, unfunded grant proposals, memoranda, recommendations or other records in which opinions are expressed or policies or actions are proposed, except that this exemption shall not apply when such records are publicly cited or identified in an open meeting or in an agenda of an open meeting.
 - 15) Records which represent and constitute the work product of an attorney.

- 16) Specifications for competitive bidding, until the specifications are officially approved by the Library Board of Trustees
- 17) Sealed bids and related documents, until a bid is accepted or all bids rejected.
- 18) Public records containing information of a personal nature where the public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy.
- 19) Engineering and architectural estimates made by or for the Library relative to public improvements.
- 20) Financial information submitted by contractors in qualification statements to the Library.

It is the policy of Eureka Public Library that all circulation records and other records identifying the names of library users are confidential. These records will be made available if they can be redacted to eliminate individually identifying references. Library staff may require advance payment (see Fees) for reproductions costs, including estimated staff time for reproduction, review and redaction of the records requested, before the records are provided. These records will not be made available in original form to individuals (other than the card holder), groups or businesses. These records will not be made available in original form to any local, state or federal agency except pursuant to a subpoena or warrant as may be authorized under the authority of and pursuant to federal, state, and local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. The Eureka Public Library will resist the enforcement of any such order, subpoena or warrant lacking facial validity.

Requests to examine or obtain information relating to circulation or registration records will immediately be referred to the Person-In-Charge who will explain the confidentiality policy.

Upon the receipt of an order, subpoena or warrant, the Library Director shall consult with the appropriate legal office (City Attorney) to determine if the subpoena is facially valid, requiring adherence.

Related Statutes

K.S.A. 45-215
K.S.A. 45-216
K.S.A. 45-217
K.S.A. 45-218
K.S.A. 45-219
K.S.A. 45-220
K.S.A. 45, 221, a-f

Related Forms

Appendix: Kansas Open Records Act Request Form

Date

10/23/2009.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – May 30, 2025

PERSONNEL POLICY

Introduction

This handbook will acquaint you with the policies, rules and benefits which apply to all employees at Eureka Public Library. It is your responsibility to read and be familiar with the contents of this handbook. It is presented as a matter of information only and its contents should not be interpreted as a contract with any employee.

THIS HANDBOOK IS NOT INTENDED TO AND DOES NOT CONSTITUTE ANY SORT OF CONTRACT OF EMPLOYMENT, EITHER EXPRESSED OR IMPLIED.

Eureka Public Library expressly reserves the right to change any policies without prior notice, including those covered here, at any time. You will be notified of changes by appropriate means. Amendments or new policies will be effective on the date determined by the Eureka Public Library Board of Trustees, and you may not rely on previous policies that have since been amended or deleted.

NO ONE OTHER THAN THE EUREKA PUBLIC LIBRARY BOARD OF TRUSTEES HAS ANY AUTHORITY TO CHANGE ANY POLICY.

This employee handbook supersedes all previous personnel policies and management memos which may have been issued on the subjects covered herein. If you are uncertain about any policy or procedure, please check with the Library Director.

Date

12/9/2011.

Employment Policies

Employment Relationship

Employees of the Eureka Public Library are "employees-at-will." Either Eureka Public Library or the employee may terminate the employment relationship at any time, either with or without cause, and also with or without notice.

NO REPRESENTATIVE OR EMPLOYEE OF EUREKA PUBLIC LIBRARY HAS ANY AUTHORITY TO ENTER INTO ANY CONTRACT OR AGREEMENT WITH YOU CONCERNING YOUR EMPLOYMENT EXCEPT THE LIBRARY DIRECTOR OR THE EUREKA PUBLIC LIBRARY BOARD OF TRUSTEES.

Date

12/9/2011.

Employment Policies

Equal Employment

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

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

Date

6/16/1992; 12/17/2001; 12/9/2011.

United States Citizenship

Eureka Public Library intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship as requested or proof of a United States work permit before he/she can receive his/her first paycheck.

Date

12/9/2011.

Background Check

New employees will be hired pending the successful completion of a background check.

Date

9/23/2011; 12/9/2011.

Immediate Family

Immediate family in this policy shall be defined as spouses, children, grandchildren, parents, grandparents, brothers, sisters, aunts, uncles, or other relatives living in the same household.

Date

12/9/2011.

No Smoking

Public libraries in Kansas are legally designated as no-smoking institutions under K.S.A. 21-4009. Smoking is prohibited on library premises.

Related Statutes

K.S.A. 21-4009.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Alcohol and Drugs

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or intoxicants or controlled substances at any time on library premises is prohibited. If the Library Board or Library Director has reason to believe that an employee is in violation of this policy, the Library Director reserves the right to test such employee(s). Any employee who violates this policy or refuses to submit to a test will be subject to discipline, including termination.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Non-Harassment Policy

Eureka Public Library will not tolerate the harassment of one employee by another. The following employment practices are a part of our non-harassment policy:

It is the Library's policy to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex, age, national origin, or disability. Any such incident should be reported promptly to the Library Director for investigation and resolution.

No employee shall engage in comments, jokes, or name calling that is vulgar, offensive, or profane, or that may insult someone's religion, race, sex, color, disability, age, or national origin. Any employee who violates this policy will be subject to discipline, up to and including termination of employment.

No employee, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

1. Touching or making improper or proposition advances;
2. Abusive, vulgar language of a sexual nature;
3. Suggestive jokes or comments about an employee's body or wearing apparel;
and

4. Display of sexually suggestive cartoons, pictures, or photographs.

Any employee who believes the actions or comments of another employee constitute unwelcome harassment may report the situation to the Library Director. In its efforts to prevent discrimination or harassment of any kind, the Library will maintain an open-door policy. All complaints will be promptly and confidentially investigated. The employee filing the complaint will be advised of the result of the investigation.

Any employee, supervisory or non-supervisory, found to have engaged in harassment or discrimination towards another employee will be subject to discipline, up to and including termination of employment.

The discipline to be taken is wholly at the discretion of the Eureka Public Library Board of Trustees or Director. Nothing in these guidelines should be taken in any way as a limitation on the powers of the Library to decide what discipline is appropriate under given circumstances.

Date

12/9/2011.

Injuries

Any injury, however slight, occurring in the job must promptly be reported to the Library Director. This is for the employee's protection under Kansas Worker's Compensation regulations and a requirement under the Occupational Safety and Health Act Regulations.

Date

12/9/2011.

Weather Conditions/Mechanical Failures

In the event the Library is closed for weather conditions or mechanical failures, the Director will notify all employees. All employees will be paid for the hours they would have worked. In the event the library is open and an employee can't get to work due to weather, the employee may choose to take a day of vacation, make the time up, or to take a day of unpaid leave.

Date

12/9/2011; 9/22/2016.

Continuing Education and Travel

It is the policy of the library to encourage continuing education and professional involvement for employees. Employees will be paid for the work day and reasonable expenses if approved by the Library Director.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Standard of Conduct and Corrective Action

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to the Library and to co-workers.

The Library strives to take a constructive approach to disciplinary matters to insure that actions which would interfere with operations or an employee's job are not continued.

Violations of proper conduct will result in one of the following forms of corrective action: oral warning, written warning, suspension, discharge. In arriving at a decision of proper action, the following will be considered:

1. The seriousness of the infraction;
2. The past record of the employee;
3. The circumstances surrounding the matter.

An employee may be required at any time to submit to a medical exam, at the Library's expense and the Library's selection of physician, to determine if the employee is physically and mentally fit for the job he/she performed or is to perform.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Personnel Records/Job Evaluations

Important events in each employee's history with the Library will be recorded and kept in the employee's personnel file. Change of status records, commendations, corrective action warnings, and education attainment records are examples of records maintained.

Employees are responsible for notifying the Library Director of changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.) as income tax status and group insurance may be affected by these changes. The up-to-date information will enable the Library to keep accurate personnel records. This responsibility includes employees on leaves of absence.

The Library Director will be evaluated annually (in November) by the Eureka Public Library Board of Trustees.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Work Week/Time Sheets/Pay Periods

The work week is defined as Monday through Saturday.

Employees are required to maintain an accurate time sheet noting hours worked, vacation and other leave, and compensatory time earned and taken.

Pay periods shall be from the first day of the month to the last day of the month. Payday will be on the last day of the month.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Employee Benefits

Hourly employees (under 30 hours average per week) shall receive Social Security, Medicare, Worker's Compensation, KPERS (subject to eligibility requirements), vacation time, and sick leave. Employees working more than 30 hours per week shall also receive paid holidays.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Holidays

Regular paid holidays for full-time staff are: New Year's Day; Martin Luther King Jr. Day; Presidents' Day; Memorial Day; Fourth of July; Labor Day; Veterans' Day; Thanksgiving; Christmas Eve; Christmas; and New Year's Eve.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Vacation Time

Vacation time must be earned before it can be taken. Hourly employees (under 30 hours average per week) shall receive paid vacation time as follows: one day of vacation (6.5 hours) for each 200 hours worked. Hourly employees working more than 30 hours a week shall receive paid vacation time as follows: one week after 1 year, two weeks after 2 years, three weeks after 5 years, and four weeks after 10 years, five weeks after 20 years. The Library Director will receive paid vacation time as follows: two weeks after 1 year, three weeks after 5 years, four weeks after 10 years, five weeks after 20 years. The Library Director may use vacation time after 6 months. Vacation time may accrue up to 30 (30 x 6.5 hours) days. No unused vacation time will be paid out at the end of employment. Vacation time will be scheduled at the approval of the Library Director.

Date

6/16/1992; 12/17/2001; 12/9/2011; 9/22/2016; 5/30/2025.

Sick Leave

Sick leave must be earned before it can be taken. Each employee shall receive one hour of sick leave for each 20 hours worked. Sick leave may accrue up to 90 (90 x 6.5 hours) days.

Sick leave is granted for personal illness, bodily injury, or to keep doctor or dental appointments. Sick leave may also be used for an illness in an employee's immediate family.

No sick leave allowance will be paid out at the end of employment. Sick leave is not to be considered as vacation pay.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Other Leave

Funeral Leave – Employees suffering a death in the immediate family as defined previously may take up to three days leave with pay. One day is given for other family members. For spouses, children, or family members for whom the employee is either the caregiver or next of kin, five days are given. At the Library Director's discretion, employees may also attend without loss of pay funerals for fellow employees, former employees, or immediate family of employees.

Jury Duty – Employees shall be granted leave with pay when required to be absent to serve as a court witness and/or jury duty. Any employee on a jury panel or serving as a court witness shall return to work for the balance of the day when excused by the court from further attendance.

Maternity Leave – An employee who is pregnant shall, upon the employee's request, be granted Maternity Leave without pay; however, the employee may elect to utilize any accrued vacation time or sick leave if, and to the extent such leave is available. All privileges and benefits shall be available to an employee on Maternity Leave, without pay status. The employee shall be expected to return to work within a reasonable time after the end of the pregnancy, which shall normally be for a period not to exceed six weeks. The leave may be extended beyond this period based on medical necessity. Employees who have been on leave are required to furnish a statement of fitness to return to work from their physician. This policy shall be interpreted to treat employees on Maternity leave no less favorably (concerning commencement and duration of leave, extensions, reinstatement, benefits and privileges, etc.) as employees on leave for sickness or temporary disability.

Military Leave – Employees called to military service in the Reserves (Army, Navy, Marine Corps, Air Force, Coast Guard) or National Guard will receive up to 30 days leave with pay.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Leave of Absence

An employee who has exhausted both sick leave and vacation time may be granted a leave of absence without pay for up to 3 months upon approval by the Library Director. Health

insurance, if any, will continue to be provided as usual during this period at the expense of the employee.

Date

12/9/2011.

Health Insurance

Full-time Eureka Public Library employees are eligible for health insurance benefits to be determined on an annual basis. The Library participates in the City of Eureka health insurance plan under the terms determined by the City.

The Library Director will have coverage through the City of Eureka's health insurance plan with the library paying for a single membership or will receive a monthly health stipend (amount to be determined) based on the preference of the Library Director.

Date

12/9/2011; 1/27/2023; 5/30/2025.

Social Security/Medicare

The Library pays at least an amount equal to what an employee pays into the Federal Social Security programs. This provides for benefits under the Social Security Act, such as retirement, disability and death benefits.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Worker's Compensation

The cost of Worker's Compensation insurance is paid entirely by the Library. If an employee is injured in their job, he/she must report immediately to the Library Director, both for treatment and to protect the benefits which may be paid under Worker's Compensation insurance. Report all accidents and injuries no matter how small. Should an employee fail to notify the Library of an on-the-job accident and later suffer complications from the accident, he/she may lose their benefits.

Date

12/9/2011.

Kansas Public Employees Retirement System

Employees whose regular work schedule exceeds 1000 hours annually must participate in KPERS. Employee and employer contributions, benefits, policies, and procedures are determined by KPERS.

Date

6/16/1992; 12/17/2001; 12/9/2011.

Dress Code

Staff must wear clean and well-maintained attire appropriate to the type of work they do. Shoes are required. Nothing should be worn that has sexual innuendos, political messages, obscene language, etc.

Acceptable attire includes:

- Jeans/jeans skirts are permitted but must be appropriate for a work environment.
- Slacks, chinos, walking shorts of appropriate length, Capri pants.
- Skirts or dresses of an appropriate length.
- Sleeveless blouses that do not expose undergarments.
- Comfortable shoes/sandals.

The following are examples of unacceptable attire:

- Torn, patched/excessively faded clothing.
- Halter tops, tube tops or tank tops.
- No clothing that shows a bare midriff.
- Muscle shirts.
- Drooping pants that expose undergarments or that require constant repositioning.
- Underwear may not be worn as outerwear, nor should it be showing at any time
- Strapless sundresses.
- Sweat suits or worm up suits, sweat pants.
- Shirts with obscene or inappropriate slogans.
- Shower shoes or rubber flip flops.
- No wrist, neck or waistbands which have raised spikes or studs.
- Jewelry should not restrict work or be dangerous in job performance.
- Except for religious, health reasons or when necessary for a Library program, caps, hats, hoods, do-rags, bandanas, headbands, sweatbands, or beanies may not be worn.
- Visible extreme body art forms such as hairstyles, tooth caps, studs or body piercings that would be distracting to library users.
- Tattoos that are vulgar, obscene or intentionally offensive in content must be covered.

Date

9/22/2016.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – May 26, 2023

Proctoring Policy

Purpose

Eureka Public Library will offer proctoring services based on the availability of personnel, facilities, and the technology to do so.

Fees

There are no fees for proctoring services.

Availability

Exams must be scheduled with library staff at least 48 hours in advance and during the library's regular operating hours. Exams must be completed 15 minutes before the library closes.

Guidelines

- Students are encouraged to schedule the exam as soon as they are able.
- The student will be required to present a valid picture I.D. at the time of the exams.
- Proctors will not monitor a student continuously during an exam. Examinations that require a proctor to remain with the student at all times cannot be accommodated by the library. The use of cell phones or visiting with others during the exam is prohibited. Any perceived violation of the posted rules for the exam will be reported to the educational institution.
- Prior contact between the examining institution and the proctor is required so that credibility and examination requirements can be verified.
- Staff cannot proctor exams that students bring in for themselves.
- Staff will not sign a proctoring verification that attests to more than the staff member has been asked to do.
- Eureka Public Library will not be responsible if exams arrive late or damaged, nor for any completed exams once they leave the library's possession and have been returned to the educational institution.
- Eureka Public Library will not be responsible for exams that are interrupted by library emergencies, power failures, or computer hardware or software failures.
- The library reserves the right to substitute a proctor in case of the original proctor's absence.

Responsibilities of the Student

- Schedule the exam with the proctor.
- Your school may have specific requirements for proctoring. Check with the proctor to make sure the library can meet all of the requirements.

- Call prior to your exam to make sure the exam and/or login information has arrived. The proctor does not contact you when the exam arrives.
- Arrive promptly at the agreed-upon time, prepared with the items required for taking the exam. Only items listed in the instructions will be allowed in the exam area. You are responsible for securing personal items before the exam begins.
- Exams not taken by the date on which they were to be completed are either discarded or returned to the educational institution.

Date

5/26/2023.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – April 22, 2022

Records Retention Schedule

LOCATION	FILE NAME	CONF	RETENTION	DISPOSITION
	Accidents of employees – exposure to hazardous materials	Y	Until employment ends + 30 yrs.	Destroy
	Accidents of employees – non-exposure to hazardous materials	Y	Year of event + 7 yrs.	Destroy
	Accidents of patrons	Y	Current year + 7 yrs.	Destroy
Policy manual	Board – by-laws	N	Retain while useful	Archive
Current – office safe Archived - upstairs	Board – minutes and meeting materials	N	Retain while useful	Archive
Building notebooks – back room	Building – hazardous material safety data sheets	N	While used in library + 50 years	Destroy
	Building – inspection reports	N	Current year + 5 years or until not owned	Destroy
	Building – plans/blueprints/final specifications	N	Retain for use of building	Archive
Notebooks – staff office/back room/ILS	Circulation – overdue notices	Y	Until item returned or written off/max 7 yrs.	Destroy
Throughout building	Collections	N	Retain while useful	Dispose of per Surplus Property policy
	Computers – use schedules	Y	End of day	Destroy
Office file cabinet	Correspondence, general	N	Current year + 2 yrs.	Destroy
Office file cabinet	Courier statistics	N	Current + 5 years	Destroy

	Donors – money	N	While item purchased is owned + 5 yrs.	Destroy/Evaluate for archive
	Donors - property	N	While item is owned + 5 yrs.	Destroy/Evaluate for archive
Current – office safe Archived - upstairs	Finances – annual financial report/audit	N	Retain while useful	Archive
Current – office safe Archived - upstairs	Finances – balance sheets, profit and loss statements	N	Retain while useful	Archive
Current – office safe Archived - upstairs	Finances – bank statements and reconciliations	N	Fiscal year + 7 yrs.	Destroy
	Finances – bids, proposals and RFPs	N	Contract close + 5 yrs.	Destroy
Office file cabinet	Finances - budget	N	Fiscal year + 10 yrs.	Destroy
	Finances – capital improvements projects	N	Retain while useful	Archive
Cash register & office safe	Finances – cash receipts	N	Fiscal year + 7 yrs.	Destroy
	Finances – contracts and leases	N	Expiration + 5 yrs. or court settlement + 5 yrs.	Destroy
Office and upstairs	Finances – employer contributions to retirement (KPERs)	Y	Fiscal year + 5 yrs.	Destroy
Office file cabinet/eRate Solutions	Finances – E-rate	N	Until grant closes + 5 yrs.	Destroy
Office file cabinet and upstairs	Finances – financial reports (monthly, quarterly, annual)	N	Fiscal year + 7 yrs.	Archive
Office file cabinet	Finances – grants and foundations	N	Until grant closes + 5 yrs., unfunded grants no longer than useful	Destroy/Evaluate for archive
Office safe and upstairs	Finances - investments	N	Fiscal year + 7 yrs.	Destroy

Office and upstairs	Finances - invoices	N	Fiscal year + 7 yrs.	Destroy
Office and upstairs	Finances – journal entries/general ledger/Quick Books	N	Fiscal year + 7 yrs.	Archive
Office and QB	Finances – payroll adjustments records	N	Fiscal year +3 yrs.	Destroy
Office and upstairs, QB	Finances – payroll deductions	Y	Fiscal year +7 yrs.	Destroy
Office and upstairs, QB	Finances – payroll summaries	N	Fiscal year +7 yrs.	Destroy
Office file cabinet	Finances – payroll withholding forms (Fed, SS/Medicare/State)	Y	Fiscal year +7 yrs.	Destroy
Office safe	Finances – petty cash vouchers	N	Fiscal year + 3 yrs.	Destroy
	Finances – purchase orders	N	Fiscal year + 3 yrs.	Destroy
Office and upstairs	Finances – state and federal tax returns (941, W2, W3, 1099, 1096, KW5, KW3)	N	Fiscal year + 7 yrs.	Destroy
Office file cabinet	Finances - tax exemption	N	Retain until superseded	Destroy
Office	Finances - unemployment	Y	Fiscal year + 7 yrs.	Destroy
	Forms	N	End of use	Destroy
	Forms – contest entries	Y	End of contest + 30 days	Destroy
	Forms – equipment use agreements	Y	End of use + 30 days	Destroy
Back room	Forms – Internet use agreements	Y	Until patron's card expires	Destroy
Back room	Forms – patron registration	Y	While patron is active	Destroy
	Forms – registration for programs	Y	Until event is over	Destroy
Front desk	Forms – meeting room use	Y	Until use is over	Destroy
	History of library	N	Retain while useful	Archive
Office and back room	ILL – monthly borrowing statistics	N	Current year + 1 yr.	Destroy
Office and back room	ILL – monthly lending statistics	N	Current year + 1 yr.	Destroy
Office	ILL – periodical requests	Y	Current year + 3 yrs.	Destroy
Office	ILL - requests	Y	Until items are returned + 90 days	Destroy

Office	ILL – transaction log	Y	Current year + 1 yr.	Destroy
	Insurance - policies	N	Expiration + 6 yrs.	Archive
	Insurance – unemployment insurance claims	Y	Claim settled + 3 yrs.	Destroy
	Insurance – workers disability claims	Y	Claim settled + 30 yrs.	Destroy
Succession notebook	Legal - laws	N	Until superseded	Destroy
Office file cabinet	Legal – licenses and permits	N	Expiration + 1 yr.	Destroy or evaluate for archive
	Legal – litigation	N	Until closed + 5 yrs.	Destroy
	Legal - opinions	N	Permanent unless superseded, keep superseded 5 yrs.	Destroy
	Mailing lists	Y	Retain until superseded	Destroy
	Memberships of library	N	Retain while library is member	Destroy
Office file cabinet	Open records requests	Y	Retain while useful/7 years	Destroy
Office file cabinet	Patrons - compliments/complaints/suggestions	N	Action + 1 year	Destroy
Office file cabinet	Patrons – incidents and disciplinary actions	Y	Current + 7 years	Destroy
	Planners and calendars	N	Current	Destroy
Front desk	Policies	N	Current	Destroy
Staff office	Procedures	N	Current	Destroy
	Programming	N	Current + 1 year	Destroy
Safety deposit box	Property – deeds of real estate	N	Retain until no longer owned	Archive
Office file cabinet	Property – equipment inventory	N	Retain while owned	Destroy
Office file cabinet	Property – equipment operation	N	Retain while owned	Transfer to new owner or destroy
	Property – expendable property	N	Fiscal year + 3 years	Destroy
Office file cabinet	Property – furniture inventory	N	Retain while owned	Destroy

Office file cabinet	Property – miscellaneous inventory	N	Retain while owned	Destroy
	Property – non-expendable property	N	Fiscal year + 3 years	Destroy
	Property – non-expendable property disposition	N	3 years	Destroy
	Publicity – presentations and speeches	N	Retain until superseded	Destroy
	Publicity - printed	N	Retain while useful	Destroy, evaluate for archive
Office file cabinet	Reconsiderations of library materials	N	Completion + 7 years	Destroy
	Reference - statistics	N	Retain while useful	Destroy
Office file cabinet	Reports of director	N	Current + 2 years	Destroy
Office file cabinet	Reports to the Board &/or Municipality	N	Retain while useful	Archive
Office file cabinet	Reports to the State Library	N	Retain while useful	Archive
Office file cabinet	Reports to the regional Library System	N	Retain while useful	Archive
Office file cabinet	Staff – applications (open)	Y	Application + 180 days	Destroy
Office file cabinet	Staff - grievances	Y	Resolution of case + 5 years	Destroy
Office file cabinet	Staff – job descriptions	N	Retain until superseded + 1 year	Destroy
	Staff - memberships	N	Retain while member of organization	Destroy
	Staff – personnel files	Y	Until employment ends + 5 years	Destroy
Office file cabinet	Staff – time sheets	N	5 years	Destroy
Office file cabinet	Strategic plans	N	Keep until superseded	Archive

Date

4/22/2022.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – July 22, 2022

Social Media Policy

Eureka Public Library uses social media in many forms. Library social media is intended to create a welcoming online space where library users will find helpful and entertaining information and opportunities to interact with staff and other users.

Eureka Public Library's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but rather a limited public forum for these purposes. Comments, posts, and messages are allowed on the library's social media sites as long as they conform to the library's social media policy. All interactions will be regularly monitored and reviewed for content and relevance. Eureka Public Library reserves the right to refrain from posting user submissions or comments or to remove or edit them at any time. Eureka Public Library also retains the right to reproduce comments, posts, and messages in other public venues.

In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law.

Eureka Public Library does not endorse the advertisements promoted on any social media site. These advertisements are displayed by vendors and do not express Eureka Public Library's views or positions.

Patron Use of Library Social Media

By commenting and posting on Eureka Public Library social media sites, users agree to Eureka Public Library's social media policy. All content posted to sites maintained by the library is subject to Eureka Public Library's Customer Code of Conduct. Individuals who violate the library's social media policy may be banned from Eureka Public Library's social media sites and/or authorities may be contacted.

- Stay on topic. Comments and posts should be library related.
- Duplicate posts from the same individual will be deleted.
- Don't include personal information about yourself or others.
- The library is not responsible for user-generated content. A posted comment is the opinion of the user only. Publication of a comment does not imply endorsement or agreement by Eureka Public Library.
- Spam and commercial content will be removed. Eureka Public Library will remove posts or comments used for campaigns, political, religious or commercial purposes or for soliciting funds. Gratuitous links to sites are viewed as spam and will result in removal of the comment.

- Individuals should not post anything that they do not have the right to post. Eureka Public Library follows a notice-and-takedown procedure for complaints of copyright violation under the Digital Millennium Copyright Act.
- Posts containing offensive, obscene, threatening, or abusive language or hate speech are strictly prohibited and will be deleted. Individuals are fully responsible for libelous or defamatory comments.
- No harassing, stalking, abusive, or unlawful behavior will be tolerated.
- Users may report concerns. Administrators will respond to those concerns as soon as possible.
- By submitting content to Eureka Public Library's social media sites, the participant is granting permission for Eureka Public Library to use their name, photo, or any content contained within the post without compensation or liability on the part of the library. This permission ends when the owner removes their post or submits a written request for Eureka Public Library to delete the post.
- Be aware of copyrighted and trademarked materials. Do not post information, intellectual property, logos, trademarks, or photos protected by copyright and trademark laws without permission of the owner.

Staff Use of Social Media

Library employees may post information on Eureka Public Library social media sites which conforms to the purposes of the library's social media accounts. Posts should be identified as being from Eureka Public Library, not the individual. In cases where "I" or other personal pronouns may be appropriate, the poster's name should be added following the post.

Employees may comment on, like, or otherwise respond to posts on Eureka Public Library's social media as individuals from their own social media accounts if such posts are otherwise within these guidelines.

Confidential work-related matters, or any information which is not designed to be shared with the public should not be discussed through social media whether Eureka Public Library social media or personal social media accounts. Posts should not reference library patrons without their consent.

Employees should present content in a professional manner and should check facts, cite sources, avoid copyright infringement, present balanced views, acknowledge and correct errors, and check grammar and spelling before posting.

Employees should not represent their personal statements on social media as reflective of official library policy or position. When commenting on library matters or in any way identifying themselves as a library employee, a disclaimer should be added such as "Views expressed are mine and not the library's."

Library posts may be shared on personal social media accounts. Library logos may not be used in any other way without express permission of the library director. Employees should not establish an online presence and represent it as a library sponsored or affiliated entity.

7/22/2022.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – March 25, 2022

Surplus Property

Library materials that are obsolete, damaged, or no longer serve their original purpose in the collection are regularly removed from the collection as part of the normal collection maintenance process. Other items originally purchased by the library in support of its operations including furniture and equipment, as well as items donated to the library may also be surplus to current requirements and will be disposed of according to the guidelines below.

Disposal Policy

Library materials that are withdrawn and in good condition may be placed on the Friends of the Library sale shelf. Items not suitable for the Friends sale shelf may be discarded or directed to a recycling center.

Any property (i.e., office and computer equipment, furniture or other tangible property) having an individual current value of less than \$250, may at the discretion of the Library Director, be:

- Advertised for sale, at a price determined by the Library Director, through the State of Kansas Library listserv, on social media, by newspaper advertisement, or any combination of these at the discretion of the Library Director
- Given away at no charge to other not-for-profit educational or charitable institutions

If property is determined by the Library Director to be severely damaged or obsolete, or of little or no intrinsic value, it may be discarded.

Any property having an individual current value of more than \$250 shall be sold only with Board authorization.

3/25/2022

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – April 22, 2022

Unattended Children

Eureka Public Library welcomes children and their families to use its facilities and services. However, the responsibility for supervising minor children's behavior and assuring their safety while at the library, which is a public building, rests solely with the parents, guardians or assigned chaperones of those children at all times, not with library personnel.

The Eureka Public Library is not responsible or liable for any minors left unattended on library premises.

1. Children under the age of seven may not be left unattended in the library and should be accompanied by their care provider (age 14 or older) at all times.
2. Children seven years of age and older may use the library unattended, subject to the rules and regulations of Eureka Public Library. Such children are subject to the same rules of conduct as other patrons and the same consequences, including being asked to leave the library. This possibility should be taken into account when deciding whether to leave a child unattended in the library.
3. Children left unattended in violation of this policy may be considered a child in need of care, and the matter referred to the police or the Department of Children and Families.
4. Parents and caregivers are responsible for ensuring that children under the age of 14 are not left at the library at closing time without a way home.
5. When children are left unattended at closing time, library staff will wait with the child and assist them to contact a parent or care provider. Library staff will not drive children home. After 15 minutes, the police will be contacted to take custody of the child and a letter will sent to the parent or legal guardian warning of the violation of library policy. A second incident will result in the library requiring that the child be accompanied by an adult during his or her library visits.

Date

6/16/1992; 12/17/2001; 4/22/2011; 9/22/2016; 4/22/2022.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – August 23, 2024

Volunteer Policy

Eureka Public Library may utilize the services of interested volunteers to supplement the work done by library staff but not replace employees or employee positions. A volunteer is an individual who is 12 years of age or older who contributes time, energy, and talents to support the mission of the Eureka Public Library without payment or the expectation of payment.

Eureka Public Library requires volunteers to fill out and submit a volunteer application for the purpose of volunteer screening and keeping records in accordance with library policies. Submitting a volunteer application does not guarantee that a person will be chosen for volunteer work. Persons are asked to volunteer based on their availability, skills, interest, and qualifications in relation to the needs of Eureka Public Library at any given time. If selected, volunteers will be contacted for an interview and volunteer orientation and may be subject to a background check. Volunteers must also sign that they have read, understand, and agree to abide by the Volunteer Policy and Volunteer Code of Conduct.

Volunteers are selected to serve the library without regard to race, color, religion, gender, national origin, sexual orientation, gender identity, disability, marital status, or military status. Volunteers under the age of 18 must obtain permission from their parent/legal guardian if they wish to serve in a volunteer role at Eureka Public Library.

By volunteering, a commitment is being made to staff and the public that Eureka Public Library serves. That commitment means the expectation that a volunteer will perform any agreed upon task to the best of his/her ability. Volunteers will be responsible for tracking their own volunteer service hours if documentation is needed elsewhere.

Any injuries sustained while volunteering should be reported immediately to the supervising staff member. Volunteers report to the Library Director who may assign supervisory duties to another staff member.

Volunteer Code of Conduct

1. All patrons will be served in a friendly and courteous manner.
2. Volunteers must provide the highest level of service to all patrons using appropriate resources and accurate, unbiased, and courteous responses to all requests.
3. Volunteers may not discuss or reveal confidential library information to anyone, under any circumstances, except within the scope of his/her duties. Patron accounts may not be accessed except for working with the patron who is present or who is on the telephone. No list of patrons, either with card numbers or without card numbers, may be kept for any reason.

4. Volunteers are to treat staff members with the same professionalism, courtesy, and friendly manner as we expect to be given to library users.
5. If a volunteer has problems with a patron, let another staff member handle the patron. If a volunteer is frustrated, angered, or otherwise prompted to become emotional, they should remove themselves from the situation and speak to the supervising staff member. Speaking to a supervisor puts into motion the proper chain of events that may well correct the situation.
6. Personal lives of volunteers are to be left outside the library. Don't discuss personal or personnel issues in a public area of the library. Friends should not drop in to visit with a volunteer while he/she is on duty
7. Volunteers may not advance private interests at the expense of patrons or colleagues.
8. No personal information about any staff member may be furnished to non-library persons.
9. All volunteers are expected to be neat and well-groomed and to wear suitable clean, clothing, and footwear. Volunteers may not wear flip flops due to safety issues.
10. Eureka Public Library does not fulfill court mandated community service hours.
11. Volunteers shall follow all Eureka Public Library policies, be attentive to their assigned tasks, practice personal safety at all times, and respect the library's technology, property, resources, and the privacy and confidentiality of all patrons, staff, and volunteers.

With the opportunity to volunteer for Eureka Public Library, I fully and completely Release the Eureka Public Library, the library board, and library employees from any and all claims, demands, and liability of every nature and description that may arise by being allowed to volunteer for the Eureka Public Library.

I understand that failure to follow this code of conduct will result in some form of discipline ranging from written warnings up to dismissal.

Volunteer Signature_____ Date_____

Parent/Guardian Signature (if under 18)_____

Library Director Signature_____ Date _____

Date 8/23/2024.

EUREKA PUBLIC LIBRARY

LAST REVIEW/APPROVAL – April 25, 2025

CREDIT CARD USE AGREEMENT

1. The credit card issued to Eureka Public Library will only be used for the purchase of goods and services for the official business of Eureka Public Library.
2. Cash advances are not allowed.
3. Each charge must have an accompanying receipt.
4. The credit card bill will be paid each month after a Library Trustee who is a signatory on the checking account compares charges with receipts/documentation for each charge.
5. Any rewards points on the credit card will be converted back into purchases benefitting the library and documentation will be submitted for those purchases annually.
6. I am responsible for the protection of the credit card and will immediately notify the financial institution issuing the credit card and the President and Treasurer of the Board of Trustees if the card is lost or stolen or fraudulent charges appear on the account.
7. The credit card will be kept locked in the office safe when not in use.
8. I will surrender the credit card immediately on leaving the employ of Eureka Public Library.

Name _____ Date _____

4/25/2025

EUREKA PUBLIC LIBRARY INCIDENT FORM

Date _____

Time _____

Person(s) Involved in Incident & Contact Info _____

Witness(es) & Contact Info (if applicable) _____

Report Incident Type:

_____ Theft

_____ Assault

_____ Illness/Injury

_____ Vandalism

_____ Problem Patron

_____ Other _____

Brief Description of Incident: _____

Follow-up Action: _____

Additional Notes _____

Officer Name (if called) _____

Staff Reporting Incident _____

Date Director Notified _____



**KANSAS OPEN RECORDS ACT REQUEST FORM
FOR EUREKA PUBLIC LIBRARY**

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____ **PHONE:** _____

DESCRIPTION OF RECORD(S) SOUGHT:

Under the Kansas Open Records Act (KORA) § 45-215 et seq., I respectfully request copies of [or access to] the above public records. Please treat this request in accordance with K.S.A. 45-218(d), which requires that you respond "not later than the end of the third business day" after you receive this request. If you would charge a fee for copying or locating the records before providing them, you may proceed if the cost would be no more than \$_____. If the cost would exceed that amount, please notify me. If you cannot immediately provide the requested records, please provide, as KORA requires, "a detailed explanation" of the delay and state "the place and earliest time and date that the record will be available for inspection." If you cannot provide the requested records, please provide, as KORA requires in K.S.A. 45-218(d), a "written statement of the grounds for denial" and include a citation to the specific provision of law under which access is denied. I certify, in accordance with K.S.A. 45-220(c)(2), that I do not intend to, and will not: "(A) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or (B) sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person listed or to any person who resides at any address listed, except under the authority of the limited circumstances provided in K.S.A. 45-220."

SIGNATURE

DATE



Library Card Application

Please Print Clearly

Must provide at least one form of identification with current address.

Name: _____

Birthdate: _____

Driver's License/ID Card # (please list state): _____

(please use parents' ID if applicant is under 14)

Other ID: _____

(please use parents' ID if applicant is under 14)

Address: _____

City: _____ State: _____ Zipcode: _____

Home Phone: _____

Cell Phone: _____

Work phone: _____

I would like to receive courtesy & overdue notices by e-mail: ☐ Yes ☐ No

E-mail Address: _____

I agree to obey the rules and regulations of Eureka Public Library and to be responsible for all items checked out on my card and for all charges incurred for any overdue, lost, or damaged materials. In the event my card is lost or stolen, I understand I am responsible for charges on it until I notify the library that the card has been lost or stolen.

Applicant's Signature

Date: _____

Signature of parent/guardian
(required if under age 14)

Date: _____

(continued on back)

Internet permission slip for ages 17 and under.

Internet Permission Slip for Minors

Eureka Public Library is concerned for the safety and security of users who access online information. The library has no control over the content of the Internet and cannot be held responsible for what the user sees when using the Internet. Any filtering software used by the library still does not guarantee that all questionable or objectionable material will be blocked. Parents or legal guardians must assume responsibility for deciding what library materials are appropriate for their children. Restriction of a child's access to the Internet is the parent's or guardian's responsibility. Parents or guardians are responsible for letting their children know if there are materials they don't want the children to use.

I give permission for my child _____ to access the Internet using Eureka Public Library's public computer.

Printed Name of parent/guardian

Signature of parent/guardian

Date

STAFF USE ONLY BELOW

Unique Patron ID: _____		Patron Type: _____	
Barcode #: _____			
Parental Internet permission on file if under 18:	Yes	No	
14 or older for video checkout:	Yes	No	

9/22/2016

Eureka Public Library Makerspace

Use and Release of Liability Agreement

THIS AGREEMENT is made this _____ day of _____, 20____, by and between

Eureka Public Library and _____ (Maker).

In consideration for the Maker's participation in the use of the Makerspace at the Eureka Public Library, Maker agrees to the following waiver and release:

1. **CONDITIONS OF USE.** I agree that I have reviewed the Makerspace Policy and agree to its terms, which are incorporated by reference into this Agreement, and that I have been trained by Library Staff or participated in a Library workshop regarding the use of the Makerspace. I agree to comply with all Library policies, including the payment of any fees associated with the use of the Makerspace.

2. **ASSUMPTION OF RISK.** I acknowledge the inherent risks in the use of tools, equipment, devices, and hazardous materials of any kind commonly used in electronics construction, fabrication, software design and other technology related activities and that my participation in such activities and/or use of Makerspace may result in injury, illness, death, or damage to me or my personal property.

Further, such risks and dangers may be caused by myself, other guests, or other participants. Finally, such injury, illness, death, or damage to me or my personal property, may arise from foreseeable or unforeseeable causes. I hereby fully assume all such risks (known, unknown and/or unforeseen) and any others which arise in connection with the use of the Makerspace at Eureka Public Library.

3. **RELEASE OF LIABILITY.** I waive and release all claims against the Makerspace/Eureka Public Library, its officers, agents, volunteers, board members, and assigns from any and all liability whatsoever arising out of any damage, loss or injury to me or my property while participating in any activity on the premises of Eureka Public Library and/or using equipment owned by Eureka Public Library or another member or guest of Eureka Public Library regardless of whether such loss or injury is as a result of negligence of Eureka Public Library or its members, guests, agents, volunteers, and assigns or is a result of some other cause.

4. **COVENANT NOT TO SUE.** I agree that I will not, under any circumstances, initiate any legal action against Eureka Public Library, its staff, board members, volunteers, agents, and assigns nor will I assist in the prosecution of any such legal action filed by another, arising out of any injury to the person or property of myself while participating in the use of the Makerspace in the Eureka Public Library. This covenant extends to include the family, estate, heirs, executors, administrators, or assigns of myself.

5. **THIRD PARTY INDEMNIFICATION.** I indemnify, save and hold harmless The Makerspace/Eureka Public Library, its members, volunteers, agents, and assigns from any and all losses, claims, actions, or proceedings of every kind and character which may be initiated by any other persons or organizations and which arise directly or indirectly from the actions of myself while engaged in the activities at Makerspace/Eureka Public Library. I hereby acknowledge that I have carefully read all of the above provisions, fully understand, and voluntarily sign this document as a condition for using the Makerspace at Eureka Public Library.

6. **DAMAGES.** I agree to pay for any damage sustained to Eureka Public Library property as a result of participation in activities while using the Makerspace at Eureka Public Library. Payment shall be made directly to Eureka Public Library within 30 days of receipt of damage and I am responsible for all costs associated with collection.

By my signature below, I acknowledge that I have carefully read this Agreement in its entirety and understand it, and I voluntarily agree to all statements and provisions of this Agreement, including the Release of Liability and Indemnification of Section 5. I am sufficiently informed about the Makerspace activities and risks involved to decide whether to sign this Agreement.

Participant Name: (Please print legibly)	Library Card #:
Street:	City, State, Zip:
Phone:	Email:
Signature:	Date:

By my signature below, I acknowledge that I am a legal guardian or other person legally responsible for the Minor User with authority to sign this Agreement for and on behalf of the Minor User. I have carefully read this Agreement in its entirety and understand it, and I voluntarily agree to all statement and provisions of this Agreement, including the Release of Liability and Indemnification of Section 5, for and on behalf of the Minor User. I am sufficiently informed about the Makerspace activities and risks involved to decide whether to sign this Agreement for the Minor User. I attest that I am eighteen (18) years of age or older.

Responsible Party: (Please print legibly)	Library Card #:
Street:	City, State Zip:
Phone:	Email:
Signature:	Date:
Parental Consent/Responsible Party Signature:	Minor User's Name

4/28/2023



Eureka Public Library

Application for Use of Library Meeting Room

Date of Meeting _____ Expected Attendance _____

Time of Meeting _____ Expected Length of Meeting _____

Name of group or organization _____

Name of applicant _____ Position in group _____

Applicant's email address _____

Mailing address _____

Telephone(s): Cell _____ Other _____

Alternate contact person _____

Mailing address _____

Telephone(s): Cell _____ Other _____

Describe in detail the purpose and type of activity _____

Will refreshments be served? _____ Yes _____ No

Additional items requested:

_____ Projection system

_____ Speaker system

_____ DVD player

_____ Podium

_____ Markers/eraser for white board

_____ Coffee urn

(continued on back)

A custodial fee of not less than \$50 will be charged to groups who fail to return a room to its original condition.

We are happy you have chosen the library's meeting room for your event.

You received a copy of the meeting room policy when you made your reservation and/or picked up your key. In order to have a successful event:

Please make sure you unlock the south front door and the meeting room door before doing anything else. DO NOT RELY ON PROPS OR DOOR STOPS TO KEEP THE DOORS OPEN. Likewise, please check that you have all your belongings, everything is returned to its proper place, the thermostat has been adjusted, the lights are off, and that both doors are locked before putting the key in the book drop.

CALL OUT OF OFF-DUTY LIBRARY STAFF FOR A KEY EMERGENCY WILL RESULT IN A \$40 CHARGE.

Please remember the following in particular:

1. The only animals allowed are service animals.
2. No alcohol on the library premises.
3. No open flames in the meeting room (for insurance purposes).
4. Please do not use any type of tape on the walls, ceiling, doors, or window cornice. Please do not pin or nail anything to the walls.
5. No sales events. This also includes events (for example) such as bridal/wedding showers where household/personal items are ordered, etc. If you have questions about your event, please check with library staff at the front desk.

With your help, our meeting room will stay an attractive and useful place for many years to come.

I, _____, have received a copy of the Eureka Public Library Meeting Room Policy and do fully understand that I personally will be held responsible for all damages or losses.

Applicant

Date



Eureka Public Library

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Eureka Public Library and the Board of Library Trustees supports the American Library Association's Library Bill of Rights. We also value the community member's right to express their concerns regarding materials that are a part of the library's collection. If there is an objection to an item being in the Library's collection, there is an option to request that the item be re-evaluated. The requesting library patron must complete this form and submit it to the library staff.

Upon receipt of the signed form, the Library Director will examine the material in question, the issues raised, and the circumstances involved. He/she will then make a decision to remove or retain the material in question. The Library Director will respond in writing to the complainant within two weeks of receiving this "Request for Reconsideration" form and notify the patron of the Library Director's decision. If the patron does not agree with the decision of the Library Director, he/she may request a hearing by the Board of Trustees of Eureka Public Library on the fate of the material in question. If the complainant desires a board meeting, the "Request for Reconsideration" form and other relevant materials will be presented to the Board of Trustees at its next regular meeting. The Board of Trustees will review the material in question, the reconsideration form listing the patron's objections, and any other pertinent information. Final resolution of the matter will be made by the Board of Trustees of Eureka Public Library with the guidelines for selection in mind.

For a request to be considered, all fields must be completed and the form must be signed.

A. Description of the item concerned:

Check one: _____ book _____ magazine/newspaper _____ video/DVD
_____ cassette/CD _____ other (describe) _____

Author/Artist: _____

Title _____

B. Questions about the item:

What do you find objectionable and/or offensive about this item? Please give specific examples, including listing pages or sections (attach additional sheets if needed).

Did you read/view/hear the entire work? _____ yes _____ no

If not, what parts did you read/view/hear? _____

Have you read any published reviews of this item? _____ yes _____ no

If yes, please give name and date of publication: _____

What would you like the library to do about this item? _____

Do you have a recommendation for an alternative to this item? _____

C. In order to respond to your request, we need the following information:

Name: _____

Address: _____

Day Phone: _____ Evening Phone: _____

Email address: _____

Representing: _____ Self _____ Organization (name) _____

_____ Other (identify) _____

Signature _____ Date _____

9/22/2016; Last review/approval – March 25, 2022.