



Library Board Meeting Agenda
Library Large Meeting Room – 4:30 p.m.
November 10, 2021

- I. Welcome and Call to Order
- II. Approve Agenda - **(Action Item)**
- III. Public Comment
- IV. Approve Consent Agenda - **(Action Item)**
 - a. Minutes of October 14, 2021 meeting
 - b. Administrative, Committee and Representative Reports
- V. Treasurer's Report
 - a. Financials for October 2021 – **(Action Item)**
- VI. Unfinished Business
 - a. Strategic Plan – **(In Committee)**
 - b. Sign contract with city – **(Action Item)**
 - c. City of Emporia Maintenance Agreement - **(In Committee)**
- VII. New Business
 - a. 2022 Board Resolutions – **(Action Item)**
 - b. Library Code of Conduct Policy – **(Action Item)**
 - c. Internet and Computer Use Policy – **(Action Item)**
 - d. Kansas Open Meeting Act – emails – **(Information Only)**
- VIII. Friends Report
- IX. Board Comment
- X. Adjournment

**NOTE: NEXT BOARD MEETING WILL BE THURSDAY, DECEMBER 9, 2021
AT 4:30 P.M. IN THE LIBRARY LARGE MEETING ROOM**



The October 14, 2021, meeting of the Emporia Public Library Board of Directors was called to order at 4:30 p.m. by Andrew Smith, Board Chair. Those present were board members Scott Capes, Melinda Chiroy, Dawn Moews, Andrew Smith, Steve Younger; Robin Newell, Library Director; and Brenda Mawdsley, FOL liaison.

The board approved the agenda. (MSP Capes/Chiroy 5/0)

Public Comment

None

The board approved the minutes of the September 8, 2021, meeting. (MSP Capes/Chiroy 5/0)

The board approved the Building and Grounds Committee reports. (MSP Capes/Chiroy 5/0)

Treasurer's Report

Steve Younger presented the September 2021 treasurer's report. The board approved the treasurer's report and payment of the September bills. (MSP Younger/ Capes 5/0)

Unfinished Business

The Strategic Plan remains in committee.

New Business

The board approved the Capital Improvement Fund policy. (MSP Moews/Capes 5/0)

Newell presented information regarding the Cincinnati Insurance Company Claim #3784377—water damage in the library basement. The claim was denied. Newell will forward this to the city so that they will be aware of the rationale for denial.

Sheetrock replacement in the basement is scheduled to begin on October 15, 2021.

The board voted to not accept the Sign Agreement with the city under advice of counsel, specifically regarding Items 9 and 10 of the agreement, and directed Newell to inform the city of this decision and that the board is open to further negotiation. (MSP Capes/Younger 5/0)

The board approved the draft City of Emporia Maintenance Agreement with changes to Addendum 1 as indicated in the draft version presented to the board. Draft agreement will go to the city for their review. (MSP Younger/Capes 5/0)

Friends of the Library Report

Brenda Mawdsley reported that the current membership is 100. Brenda reported on the successful book sale held in September. There will be another book sale in November. Match Day is 2016 and the FOL is raising funds for a Charlie Cart, a portable cooking cart, to be used for STEAM presentations. The FOL has made their annual donation of \$10,000.00 to the library. They were not able to do this in 2020 due to COVID restrictions.

Board Comment

Newell reported that the library had over a dozen applications for the assistant director position as of October 14.

The meeting was adjourned by Smith at 5:43 p.m.

The next board meeting will be held on Wednesday, November 10, 2021, at 4:30 p.m.

(Board Chair)

(Board Secretary)

DIRECTOR'S REPORT TO THE LIBRARY BOARD OF TRUSTEES

Prepared by Robin Newell

November 10, 2021

Management

Attended staff meeting

Received revised sign contract from city attorney, placed on November board agenda

Reviewed assistant director applications, directed business manager to call references and set up interviews

Took over purchasing until assistant director is hired

Finances

Presented KVOE radio interview re: Humanities Kansas grant

Contacted auditor re: encumber funds for sign project

Facility

Worked with drapery company to install new blinds

Continued to work through process for sign purchase and installation.

Received revised maintenance contract from city attorney, sent to building and grounds committee for their review.

Tested security protocols

Public Relations/Marketing/Advocacy

Attended Friends of the Library meeting

Met with Friends president re: booksale, ECF Match Day

Programming

Rode in library van in Día de la Muertos parade

Professional Development

Attended webinar - Body Odor: How to talk about odor without awkwardness

Attended Association of Rural and Small Libraries Conference, presented program "*Retirement – Time to ease on down, ease on down the road.*"

Attended Kansas Library Association Conference. Presented program "*Retirement – Time to ease on down, ease on down the road.*", twice, "*Policy in a Pandemic*" with Andrew Smith, "*This is the way, pathways to improved health and well being of library staff*" with Margie Sheppard, National Network of the Libraries of Medicine. Attended Kansas Library Association executive board meeting.

Public Services Report

Molly Chenault, Public Services Librarian

October 2021

Programming

A team of staff participated in the Dia de los Muertos block party. There was a great turnout, and we gave away all of our crafts.

Genealogy Workshop

We co-hosted a workshop on genealogy basics at the Lyon County History Center. Although attendance was low (possibly due to homecoming), we plan on offering another one in the spring at perhaps a different day/time. There is a strong interest in the topic locally.

Random Acts of Poetry Day

We gave out Grab & Go kits and encouraged people to share poetry or songs around town.

Book Clubs

October's books were *The Searcher* by Tana French and *Where the Lost Wander* by Amy Harmon.

Quilts of Gratitude

We were once again able to host the Quilts of Gratitude from the local quilting guilds. They will hang in the atrium until November 10th.

Collection Development

We are continuing to withdraw damaged items from the collection. I am working on weeding the adult Spanish nonfiction collection so that I can add more up to date materials that will appeal more to our community. We are considering moving Spanish DVDs to be with the rest of the Spanish materials upstairs. I am also working on weeding the Young Adult area.

Marketing

The marketing team (myself and Erin Livingston) has grown our online audience through consistency and variety with our online posting. We have a presence on: Facebook, Instagram, Twitter, Youtube, Pinterest, Goodreads, etc. While some platforms are certainly more popular

than others, we are able to reach people on all of them. The guessing jars we post weekly on Facebook for the Youth Services department are especially popular right now.

I will be taking over SelectReads and editing the website in lieu of Mckenzie Gulick.

**Youth Services Report
October 2021
Submitted by Lori Heller**

Programming

Craft Week

- A Craft Week, featuring fall themed projects, was held during the week of October 12th - 15th. More than 24 children and 21 adults participated throughout the week.

In-Person Storytimes

- Pat-A-Cake Club and Mother Goose Time themes for the month of October were: “Hands Clap & Feet Stomp”, “Peek-a-Boo / Hide & Seek”, and “Happy Halloween!”.

Pat-A-Cake Club (infants up to 18 months)

Date:	Time:	Attendance, children:	Attendance, adults:
Thursday, 10-7-21	9:15 a.m.	0	0
Thursday, 10-14-21	9:15 a.m.	Craft Week	Craft Week
Thursday, 10-21-21	9:15 a.m.	0	0
Thursday, 10-28-21	9:15 a.m.	0	0
Total October attendance:		0	0
Average October attendance:		0	0

Mother Goose Time (toddlers up to 36 months)

Date:	Time:	Attendance, children:	Attendance, adults:
Monday, 10-4-21	9:45 a.m.	14	7
Thursday, 10-7-21	9:45 a.m.	2	2
Monday, 10-11-21	9:45 a.m.	Library closed - Staff Development	Library closed - Staff Development
Thursday, 10-14-21	9:45 a.m.	Craft Week	Craft Week
Monday, 10-18-21	9:45 a.m.	13	7
Thursday, 10-21-21	9:45 a.m.	2	2
Monday, 10-25-21	9:45 a.m.	8	4
Thursday, 10-28-21	9:45 a.m.	3	3
Total October attendance:		42	25
Average October attendance:		7	4

- Preschool Storytime themes for the month of October were: “Out of This World!”, “Ahoy Pirates!”, and “Happy Halloween”.

Preschool Storytime (3-5 years)

Date:	Time:	Attendance, children:	Attendance, adults:
Monday, 10-4-21	10:30 a.m.	17	5
Tuesday, 10-5-21	10:30 a.m.	6	5
Thursday, 10-7-21	10:30 a.m.	2	1
Monday, 10-11-21	10:30 a.m.	Library closed - Staff Development	Library closed - Staff Development
Tuesday, 10-12-21	10:30 a.m.	Craft Week	Craft Week
Thursday, 10-14-21	10:30 a.m.	Craft Week	Craft Week
Monday, 10-18-21	10:30 a.m.	11	6
Tuesday, 10-19-21	10:30 a.m.	3	3
Thursday, 10-21-21	10:30 a.m.	5	3
Monday, 10-25-21	10:30 a.m.	10	5
Tuesday, 10-26-21	10:30 a.m.	6	4
Thursday, 10-28-21	10:30 a.m.	1	1
Total October attendance:		61	33
Average October attendance:		7	4

- The theme for October’s Bilingual Storytime was “¡Vamonos! Let’s Go!”.

Bilingual Storytime (3-5 years)

Date:	Time:	Attendance, children:	Attendance, adults:
Saturday, 10-16-21	3:00 p.m.	3	0

Storytimes Online

- Several of the 2020, as well as the 2021, recorded storytimes, with COVID-19 copyright permissions extended by publishers, are remaining posted until December 31st, 2021. Some publishers are beginning to extend copyright permission through March 31st, 2022. The following statistics reflect the storytimes recorded in 2021 and the cumulative number of views (as of October 31st), but not the number of children and adults in the room watching each video.

Mother Goose Time (toddlers up to 36 months)

Date & Time made available for viewing:	Theme:	Number of views:
Thursday, 3-18-21, 9:30 a.m.	“Button, Button!”	15
Thursday, 4-15-21, 9:30 a.m.	“Just Ducky”	36
Thursday, 6-10-21, 9:30 a.m.	“Barnyard Tails & Tales”	16
Thursday, 7-22-21, 9:30 a.m.	“Baby Animal Tails & Tales”	9
Total number of views:		76
Average number of views:		19

Preschool Storytime (3-5 year olds)

Date & Time made available for viewing:	Theme:	Number of views:
Thursday, 2-4-21, 10:30 a.m.	“Mustache Mania!”	13
Thursday, 3-4-21, 10:30 a.m.	“Windy Weather”	44
Thursday, 4-29-21, 10:30 a.m.	“Balloons!”	23
Thursday, 5-20-21, 10:30 a.m.	“Gnome, Sweet Gnome”	43
Total number of views:		123
Average number of views:		31

Spanish Storytime (3-5 year olds)

Date & Time made available for viewing:	Theme:	Number of views:
Tuesday, 1-12-21, 10:00 a.m.	“Abrazo Fuerte”	27
Tuesday, 1-26-21, 10:00 a.m.	“Araña Pequeñita”	30
Tuesday, 2-9-21, 10:00 a.m.	“¡Que Frio!”	16
Tuesday, 2-23-21, 10:00 a.m.	“¡Nam Ñam!”	27
Tuesday, 3-23-21, 10:00 a.m.	“Reto”	19
Tuesday, 4-20-21, 10:00 a.m.	“Búho Espera”	11
Tuesday, 6-29-21, 10:00 a.m.	“Adventuras en la Bosque”	14
Thursday, 7-27-21, 10:00 a.m.	¡Vivan Los Animales!	9
Total number of views:		153
Average number of views:		19

WAWA Book Club (grades 3-5)

- Weekly read-aloud and book discussion sessions featuring the 3rd -5th grade William Allen White Children's Book Award Nominees for the 2021-2022 school year are being held. Plans are to continue the sessions through the conclusion of the WAWA voting on April 15th, 2022.

Date & Time	Book:	Attendance, children:	Attendance, adults:
Wednesday, 10-6-21, 4:30 p.m.	"Bernice Buttman, Model Citizen"	10	0
Wednesday, 10-13-21, 4:30 p.m.	"Bernice Buttman, Model Citizen"	13	0
Wednesday, 10-20-21, 4:30 p.m.	"Bernice Buttman, Model Citizen"	8	0
Wednesday, 10-27-21, 4:30 p.m.	"Bernice Buttman, Model Citizen"	10	0
Total number of participants:		41	0
Average number of participants:		10	0

Middle Grade Connect (grades 5-8)

- Middle Grade Connect, being held bi-weekly, is a chance for tweens to voice their interests, have snacks, discuss possible programming, and play some games.

Date & Time:	Participants:
Monday, 10-18-21, 4:30 p.m.	0

Mad Science Hour (grades K-5th)

- At his month's Mad Science Hour, participants made glow-in-the-dark slime and decorated a jack-o-lantern, ghost, or monster slime container.

Date & Time	Theme:	Attendance, children:	Attendance, adults:
Tuesday, 10-19-21, 4:30 p.m.	Frankenslime	13	7

LEGO Master Builders

Date & Time	Attendance, children:	Attendance, adults:
Friday, 10-8-21, 2:00 p.m.	19	8
Friday, 10-15-21, 2:00 p.m.	19	8

Spooky Science

- We worked with Claudia Aguirre-Mendez, ESU Assistant Professor of Chemistry, on our annual Spooky Science program. ESU science students are excited to be able to offer the program in-person this year. The event was held on Tuesday evening, October 26th with 16-17 different stations. 39 children and 20 adults in addition to the 30 presenters participated!

Grab & Go Kits

- Grab & Go Kits, designed for children ages 3-8, are continuing to be made available each week. A new kit is available each Monday. Participants are encouraged to share their work by posting pictures on social media using the social media tag #EPLGrabAndGo, or sending pictures of their work to the email epl@emporialibrary.org.

Available for pick-up:	Theme:	Kits made:	Kits picked up:
Monday, 10-4-21	Messy Hair, Don't Care	80	80
Tuesday, 10-12-21	Candy Corn Character	80	80
Monday, 10-18-21	Pumpkin Design	80	80
Monday, 10-25-21	Ghost Friend	100	100

Guessing Jars

- A Guessing Jar Contest continues to be posted on EPL's Facebook page each week. The participant with the closest guess wins a prize. The guessing jar is also now available at the Youth Services desk for in-person guesses.

Date & Time made available for viewing:	Theme:	Participants -Facebook / In-person:
Monday, 10-4-21, 12:00 p.m.	Push Pins	39 / 7
Monday, 10-11-21, 12:00 p.m.	Mandarins	130 / 7
Monday, 10-18-21, 12:00 p.m.	Bubble Gum	60 / 40
Monday, 10-25-21, 12:00 p.m.	Candy Pumpkins	82 / 29

Downtown Storywalk®

- A Storywalk® featuring the picture book, “The Little Old Lady Who Was Not Afraid of Anything” by Linda Williams and illustrated by Megan Lloyd was placed in business windows on both sides of Commercial St. between 6th and 12th Avenues throughout the month of October.
- The November Downtown Storywalk® featuring “Bunny Money” written and illustrated by Rosemary Wells was prepared this month.

Outreach

Preschool Outreach Visits

- Monthly in-person outreach visits to the following preschool sites continued this month. The theme for this month’s visits was “Doughnuts”. Beginning in November, our monthly preschool outreach visits are being extended to Crosswind Therapeutic Preschool. I will visit Crosswinds for Kansas Reads to Preschoolers and Gloria will make the visits for the remainder of the school year.

Date & Time:	Location (# of sessions)	Attendance:
Wednesday, 10-20-21 10:00 a.m.	ECKAN Head Start (4)	76 children / 12 adults
Wednesday, 10-20-21	Emporia Community Day Care (1)	19 children / 7 adults
Friday, 10-22-21	Maynard Early Childhood Center (8)	200 children / 24 adults
Total:	3 locations / 13 sessions	295 children / 43 adults

Safari Edventure Days

- Youth Services was one of the presenters for the annual David Traylor Zoo of Emporia’s Safari Edventure Days on Wednesday, October 6th and Thursday, October 7th. “What Do They Do With All That Poo in the Zoo?” was EPL’s featured book for this year. 11 presentations were made to 179 children and 27 adults.
- Youth Services participated in the Hispanic Heritage Month Event at ESU on Thursday, October 7th.

Hispanic Heritage Month Celebration

- Youth Services participated in the Hispanic Heritage Month Celebration at ESU on Thursday, October 7th.

Dia de los Muertos / Day of the Dead

- Youth Services assisted with Dia de los Muertos / Day of the Dead activities on Saturday, October 30th.

Kansas Reads to Preschoolers - “Grumpy Bird”

- Plans are underway for this year’s Kansas Reads to Preschoolers program. This year’s title is “Grumpy Bird” by Jeremy Tankard. The book will be featured in all of our storytimes during the week of November 19th. It will also be featured in the November virtual outreach visits to Lyon County child care centers and preschools. Each classroom will receive a paperback copy of the book.
- Kansas Reads to Preschoolers outreach visits to child care centers and preschools in Lyon County were scheduled this month for the 2nd and 3rd weeks of November.
- On Tuesday, October 12th, Gloria and I met with interested members of the Lyon County Family Resource Council to plan the Family Literacy Night featuring this year’s Kansas Reads to Preschoolers title scheduled for Tuesday evening, November 16th.

Tours & Other Group Visits

- On Friday, October 22nd, 31 2nd graders and 6 adults from William Allen White Elementary visited Youth Services for a tour, a special storytime and a craft activity.

Marketing & Advocacy

- On Wednesday, October 6th, Gloria and I recorded promotional radio segments with Carl Atwell from My Country 99.5.
- On Friday, October 8th, I attended a Mobilizing Literacy Advisory Council Meeting via Zoom.

Professional Development

- Gloria and I attended the William Allen White 2021 Children’s Book Award: A Virtual Celebration. We attended the “Fireside Chat with the Authors” on Friday evening, October 1st and the “Virtual Ceremony” on Saturday morning, October 2nd.

- Gloria and I attended staff meetings on Tuesday, October 5th and 19th.
- On Monday, October 11th, Gloria and I participated in the Staff Development Day.
- On October 6th, Gloria viewed the Niche Academy webinars, “Soft Skills: The Tools Every Librarian Should Have”, Creativebug”, and New Services for Patrons with Intellectual Disabilities”.
- Gloria attended the Kansas Library Association Conference in Wichita on October 27th – 29th where she received the KLA Library Personnel Award!
- I read “Storytime and Beyond: Having Fun with Early Literacy by Kathy Barco and Melanie Borski-Howard, Libraries Unlimited, 2018.
- On Thursday, October 28th, I attended the Beanstack User Group Webinar.

Collection Development

- Ordering of new children’s materials is ongoing and the arrival of new children’s books from Baker & Taylor has picked up.
- Weeding of old and/or damaged materials continues.

iPad Usage (3)

- There were 246 iPad usages recorded this month.

Other

- The 2022 Collaborative Summer Reading Program order for materials available through the State Library was submitted this month.

Outreach Report

Alex Mosakowski, Outreach Specialist

October, 2021

Library on the Go!

Due to scheduling conflicts for professional development and Presbyterian Manor being on lockdown, there were only 5 Library on the Go visits in October. Library on the Go had 23 visitors, 23 books checked-out, and 1 new library card.

Deposit Libraries

The outreach van made 4 deliveries to deposit library locations, where books are swapped out monthly or bi-weekly. 106 library books were circulated at Broadview Towers, Horizon Plaza, Newman Regional Health and Flint Hills Health Center. In addition, 80 donated books in English and Spanish were delivered to Hopkins Manufacturing.

Outreach Events

Hispanic Heritage Festival: Emporia Public Library had an information booth and an activity to fold paper hand fans. Our booth had 57 visitors and issued 9 new library cards.

Día de los Muertos: The EPL van was fully decorated and on display at the parade. Afterwards, our booth at the festival proved to be popular with families and trick-or-treaters. Over 500 people visited our booth to paint skulls and we gave out 300 skulls. After running out of skulls, we made paper hand fans, offered coloring sheets, and handed out sunglasses and other swag.

Professional Development

Leadership Emporia: I am continuing to attend Leadership Emporia Academy every other Thursday, which will end in December.

Association of Bookmobiles and Outreach Services: I attended the 2021 ABOS Annual Conference which was all virtual this year. I toured other bookmobiles through livestream and recordings. I particularly enjoyed the presentations that provided programming ideas with a bookmobile or pop-up library.

Kansas Library Association: I attended my first in-person conference since the pandemic started, which was a nice change from virtual conferences and a chance to network. I attended presentations on social media, outreach, and pop-up libraries. I also had the opportunity to tour Wichita Public Library's new branch and Advanced Learning Library.

SIGN AGREEMENT

This Agreement made this 15th day of ~~November~~ September, 2021, by and between City of Emporia, Kansas, a municipal corporation, hereinafter referred to as "City", and the Board of Directors of the City of Emporia Library, a body corporate and politic under the laws of the State of Kansas, hereinafter referred to as "Library" delineates the agreement of the parties regarding an electronic messaging board sign, to be installed at 110 E. 6th Avenue in the City of Emporia, Kansas., hereinafter referred to as "Property".

WITNESETH:

WHEREAS, the City owns the Property; and the Library occupies a building on the Property; and

WHEREAS, the Library desires to install an electronic messaging board sign on the southwest corner of the Property, and to relocate the existing flag pole to the courtyard.

NOW, THEREFORE the parties agree as follows:

1. City agrees to allow Library to install an electronic messaging board sign and relocate the flag pole at Library's expense. The sign will remain the property of the Library.
2. Library will apply for and obtain a sign permit prior to sign installation and will meet all zoning requirements.
3. Library will engage a licensed contractor or contractors to install the sign and relocate the flag pole at Library's expense.
4. Library will engage a licensed electrician to run power to the sign and flagpole at Library's expense.

5. Library shall maintain exclusive control of the sign. Library will be solely responsible for expenses associated with installing, operating, maintaining, and repairing the sign.

~~5.6.~~ Library agrees to keep the sign in good working condition.

~~6.7.~~ Library will be solely responsible for the messaging content of the sign.

~~7.8.~~ City shall not be liable for any damage or injury that occurs occurring to persons or property arising from installation and use of the sign. ~~to the sign from public use of the Property.~~

~~8.9.~~ Library will provide written notice to the City Manager at least thirty (30) days in advance of any intent to modify, replace or remove the sign. Should Library elect to remove the sign, Library will restore the property to the condition existing prior to

sign installation. Library will not relocate the sign without the written consent of the City.

9.10. City may, for good cause, request relocation of the sign. Such request shall be made in writing to the Library director and will include a relocation cost share proposal. The Library shall respond to the request within thirty (30) days of receipt of the request and shall not unreasonably withhold consent. City, in its sole discretion, may require that the Library deactivate, remove, or relocate the sign at any time, for any reason, at Library's expense. If the City exercises this option, City will give a minimum of sixty (60) days notice to the Library; except in the case of an emergency, in which case City will give notice as soon as practicable.

10. Library agrees to indemnify and hold harmless City, its officers, agents, and employees from any liability to any person or property due to the installation and use of the sign, including the cost of any attorney's fees incurred in the defense of any legal action associated with such use; and further to indemnify City against any other costs and expenses it may incur due to the installation and use of the sign.

11. Nothing in this agreement shall limit the rights of the parties under the Kansas Tort Claims Act and other local, state, and federal law.

IN WITNESS WHEREOF, the parties have executed this agreement as of the date and year first written above.

City of Emporia, Kansas

Library Board of Directors

Robert F. Gilligan, Mayor

Attest:

Kerry Sull, City Clerk

2022

Pay Period**Pay Date**

13-Dec - 26-Dec	December, 31, 2021
27-Dec - 9-Jan	January 14, 2022
10-Jan - 23-Jan	January 28, 2022
24-Jan - 6-Feb	February 11, 2022
7-Feb - 20-Feb	February 25, 2022
21-Feb - 6-Mar	March 11, 2022
7-Mar - 20-Mar	March 25, 2022
21-Mar - 3-Apr	April 8, 2022
4-Apr - 17-Apr	April 22, 2022
18-Apr - 1-May	May 6, 2022
2-May - 15-May	May 20, 2022
16-May - 29-May	June 3, 2022
30-May - 12-Jun	June 17, 2022
13-Jun - 26-Jun	July 1, 2022
27-Jun - 10-Jul	July 15, 2022
11-Jul - 24-Jul	July 29, 2022
25-Jul - 7-Aug	August 12, 2022
8-Aug - 21-Aug	August 26, 2022
22-Aug - 4-Sep	September 9, 2022
5-Sep - 18-Sep	September 23, 2022
19-Sep - 2-Oct	October 7, 2022
3-Oct - 16-Oct	October 21, 2022
17-Oct - 30-Oct	November 4, 2022
31-Oct - 13-Nov	November 18, 2022
14-Nov - 27-Nov	December 2, 2022
28-Nov - 11-Dec	December 16, 2022
12-Dec - 25-Dec	December 30, 2022

Board Meetings

January 13, 2022
February 10, 2022
March 10, 2022
April 14, 2022
May 12, 2022
June 9, 2022
July 14, 2022
August 11, 2022
September 8, 2022
October 13, 2022
November 10, 2022
December 8, 2022

Holidays - Library Closed

New Year's Day	Saturday & Sunday, January 1 & 2, 2022
Martin Luther King Jr. Day	Sunday & Monday, January 16 & 17 2022
President's Day	Sunday & Monday, February 20 & 21, 2022
Easter Sunday	Sunday, April 17, 2022
Memorial Day	Sunday & Monday, May 29 & 30, 2022
Juneteenth	Sunday & Monday, June 19 & 20, 2022
Independence Day	Sunday & Monday, July 3 & 4, 2022
Labor Day	Sunday & Monday, September 4 & 5, 2022
Columbus Day (Closed to the public, staff dev.)	Monday October 10, 2022
Veterans Day	Friday, November 11, 2022
Thanksgiving	Thursday & Friday November 24 & 25, 2022
Christmas Eve	Saturday, December & 24, 2022
Christmas	Sunday & Monday, December 25 & 26, 2022

Emporia Public Library

Code of Conduct Policy

Approved by the Library Board ~~October 11, 2018~~XXXXXXXXXX

Emporia Public Library is committed to providing high quality service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access (a person's right to use a library should not be denied or abridged because of origin, age, background, or views); and accurate, unbiased, and courteous responses to all requests.

This code extends to the users of the library themselves. All share a responsibility as well to honor a highly principled code of conduct toward fellow library users and toward the employees and volunteers providing these vital services to the community.

Our library seeks to serve its function as a place of education, information, recreation and quiet reflection within the community while also functioning as a workplace for library employees. Activities and behaviors that are disruptive, that unreasonably interfere with another patron's use and enjoyment of the library, and that are detrimental to the health, safety and welfare of patrons and staff and to the efficient operations of the library for the benefit of its patrons are not permitted. The following code of conduct has been adopted for the comfort and protection of the rights of all those using and working at the Emporia Public Library.

Levels of Enforcement. Without limitation, various prohibited activities and behaviors are delineated in the attached table. Any library staff member is authorized to issue informal warnings regarding such conduct. The executive director or delegated library supervisors are authorized to enforce this code and will do so in a reasonable, courteous but firm manner in one of two ways.

A. Progressive Enforcement. Certain activities and behaviors will be subject to progressive enforcement as follows:

- 1) Warning
- 2) Expulsion from all library grounds for remainder of day
- 3) Suspension from all library grounds for one month
- 4) Suspension for one year and/or permanent ban from all library grounds

B. Immediate Suspension and/or Permanent Ban. Certain activities and behaviors constitute contact with and enforcement by the Police Department or otherwise constitute an immediate and more serious threat to the welfare of the library staff and its patrons, and for which the executive director and/or delegated library supervisors are authorized to immediately impose a suspension of one month, one year or permanent ban of an individual from all library grounds.

Reporting Conduct. Any patron or staff member who witnesses or is a victim of such conduct should immediately inform staff so that this policy can be enforced by a library supervisor or, if necessary, so the police can be called. In some cases, witnesses or victims will be asked by library staff for detailed accounts and personally identifiable information, or need to be available for interviews with the police department.

Notice and Appeal. Notice of suspension from the premises (No Trespass Notice) shall be delivered to that person by personal service or by United States Mail. Notice of permanent ban shall be in the form of a written stay-away notice and shall be delivered to that person by personal service or by mail addressed to that person's last known address. Failure to abide by such notice of suspension or permanent ban shall constitute trespass.

Appeals of suspension may be made to the executive director who is authorized to reverse, modify, impose temporary restrictions, or affirm the original decision.

DRAFT

Prohibited Conduct includes but is not limited to the following:

Progressive Enforcement
Disruptive talking or other noise inconsistent with the intended use of the area
Running, pushing, shoving or throwing
Abusive or foul language
Misuse of library furnishings, elevator, equipment or materials
Sleeping on floor, furniture or grounds
Uncovered drinks. Food at a computer.
Smoking or using tobacco products, including e-cigarettes outside of the library in a designated <i>non-smoking</i> area. Littering by not using designated means of disposal for <u>of</u> butts.
Entering the library barefooted or without a shirt, or being otherwise attired so as to be disruptive to the library environment
Demonstrations, solicitations or petitions, except in designated areas and approved by the Executive <u>executive Director</u> director
Excessive public display of affection
Congregating or otherwise hindering passage in aisles, exits, entrances, stairs or high traffic areas
Abuse of computer procedures and privileges including using another patron's card for access
Leaving personal belongings unattended
Littering, bringing in articles with a foul odor, or items that cannot be placed immediately beside oneself and would impede the use of the library by others
Staring or uninvited conversations to the point of annoyance
Offensive bodily hygiene so as to constitute a nuisance to others
Using audible devices without headphones or with headphones set at a volume that disturbs others
Using cell phones and other communication devices in a manner that disturbs others
Neglecting to provide proper supervision of children. Also see library Unattended Child Policy.
<u>Bringing pets or animals, other than service animals necessary for disabilities, into the library, except as authorized. The library complies with ADA requirements that state service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Service animals must be housebroken and well behaved. Unwarranted and unprovoked violent behavior, such as uncontrolled barking, growling at other customers, jumping on other people, or running away from the owner are examples of unacceptable behavior.</u>
Roller skating, skate boarding on library property, parking bicycles in non-designated areas

Formatted: Font: 10 pt

Formatted Table

Formatted: Font: (Intl) Times New Roman

Formatted: Font: (Default) Times New Roman, 10 pt

Formatted: Font: (Default) Times New Roman

Prohibited Conduct includes but is not limited to the following:

Immediate Suspension and/or Permanent Ban
Engaging in any activity in violation of Federal, State, local or other applicable law
Fighting, physical threats or abuse to self or others
Threatening language
Destructive abuse of Library furnishings, equipment or materials
Being under the influence of alcohol/illegal drugs or selling, using, or possessing same
Intentionally causing a false fire alarm
Smoking, vaping of any kind, and using tobacco products is prohibited within the library and on library property. Tobacco is defined as any product derived from, smoked, or containing products of tobacco. This includes, but is not limited to cigarettes (cloves, bidis, kreteks), chewing tobacco (spit, spitless, smokeless, chew, snuff, and snus), cigars and cigarillos, hookah and hookah-smoked products, pipes, blunts, smokeless tobacco, and similar products. Electronic cigarettes or e-cigarettes (vaping) are prohibited with or without the use of tobacco. The use of any product simulating the previously mentioned products is also prohibited.
Bringing firearms or other weapons onto library property. Under the provisions of the Kansas Personal and Family Protection Act (Senate Substitute for House Bill 2052), licensed citizens may carry concealed handguns. Concealed handguns must be under the control of the owner at all times.
Theft and/or attempted theft of library property or the property of patrons and staff
Engaging in sexual activity, offensive touching or indecent exposure
Photographing others without their consent or as authorized
Destructive or illegal use of computers and/or Internet
Trespassing in nonpublic areas
Use of restrooms for bathing or laundry purposes
Stalking or intimidation
Panhandling
Being in the library without permission of an authorized library employee before or after library operating hours
Trespassing after previous suspension or ban

Emporia Public Library

Internet and Computer Use Policy

Approved by the Library Board ~~November 8,~~

~~2018XXXXXXXXXXXXXXXXXX~~

Purpose and Disclaimer

Emporia Public Library provides access to a broad range of information resources, including those available through the Internet. The library makes this service available as part of its mission to serve people of all ages at all levels of need.

The Internet offers access to ideas, information and commentary from around the world that can be personally, professionally, and culturally enriching. However, not all sources on the Internet are accurate, complete, or up to date. The library does not monitor, have control over, or accept responsibility for material found on the Internet. The library uses filtering software on its networks to protect computers from malicious damage; attempts to block pornography and/or material covered under the CIPA policy; and blocks the usage of BitTorrent.

Patrons use the Internet at their own risk, and must realize they may encounter material they find offensive, that is inaccurate, or incomplete.

Times and Guidelines

Each computer user must sign in with the scheduling software before using the computer and receives an initial 60 minutes of computer time. If there are no reservations scheduled and the daily time limit has not been reached (~~four hours per day for library card users, two hours per day for guest users~~) the scheduling software will prompt the user to accept additional time in two 30-minute increments for a total of two hours per day. Computer users are encouraged but not required to have an Emporia Public Library card. A visitor may obtain a guest pass from the public service desk to use the library's computers; one pass will be given per day per person, ~~and may be used for up to two hours of computer time.~~

The computers in the Public Services area are for all patrons. The computers in the Children's Services area are reserved for Grades 5 and below. Patrons will be allowed to access all sites (such as e-mail, chat rooms, games, etc.), unless those sites contain illegal content or are restricted under the CIPA policy.

In order to log onto the library's wireless Internet access, users must agree to abide by the library's Internet and Computer Use Policy, located on the computer's splash page.

The library reserves the right to terminate a computer session at any time for any reason and/or move a user to a different computer to accommodate software needs or equipment maintenance.

Although reasonable precautions will be taken, the library does not guarantee the hard drive to be virus free and assumes no liability for virus infections if users save files to their own storage media.

DRAFT

Responsibilities of Users

Users should be aware that they are working in a public environment shared by people of all ages and sensibilities. They should refrain from the use of sounds and visuals that might disrupt the ability of other library patrons to use the library and its resources.

Supervising Children's Use

Parents/legal guardians are responsible for deciding what library materials are appropriate for their child and are responsible for supervising their children's Internet sessions. Restriction of a child's access to the Internet is the parent/guardian's responsibility.

Legal and Acceptable Uses

People may not use the library's computers for illegal purposes. Violation may result in loss of Internet or library privileges. Illegal use of computers may also be subject to prosecution by local, state, or federal authorities.

The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Copyright

U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials (including e-mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user; the library expressly disclaims any liability or responsibility resulting from such use.

B. WHEN IS A PUBLIC BODY HOLDING A MEETING?

When does a meeting subject to the KOMA take place?

A meeting of a public body subject to the KOMA has three elements; (a) An interactive discussion (NOTE: *discussion* alone triggers the KOMA, it is not necessary that action or votes be taken); (b) by and between at least a majority of the body; (c) on matters relating to the functions of that body. All three elements must be present to trigger the KOMA.

What is a "Majority"?

A "majority" means the next whole number greater than one-half of the total number of members. E.g. the "majority" of a five member body is 3; the "majority" of a nine member body is 5.

Does a meeting have to be "prearranged" for the KOMA to apply?

No. All that is required is that the three elements of a meeting occur; (a) An interactive discussion (NOTE: *discussion* alone triggers the KOMA, it is not necessary that action or votes be taken); (b) by and between at least a majority of the body; (c) on matters relating to the functions of that body. All three elements must be present to trigger the KOMA.

Can a majority of members of a public body informally discuss public matters outside of an open meeting?

No. Informal discussions before, after, or during recesses of a public meeting are subject to the KOMA.

Is it OK to privately discuss public matters as long as no action is taken?

Binding action or voting is not necessary; discussion is what triggers KOMA.

Can members of a public body subject to the KOMA use other people, the telephone, notes, or email to privately discuss public matters?

Not if it involves a majority of the public body. If an interactive discussion on the affairs of the body takes place, among the threshold minimum number of members, it is subject to the KOMA. It does not matter what method is used to conduct the discussion.

Can members privately discuss when to hold meetings?

Yes. It is not encouraged, because of the temptation to discuss other things or the appearance of impropriety, but if the only way to arrange meeting times and places is to directly contact other members of the same body, the topic alone is not considered covered by the KOMA.

Can members attend a general interest meeting of another group?

Yes, as long as they refrain from any private discussions on the affairs of their body, they may attend conferences where general topics are being presented.