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ADA Policy

Effective Date: 03/09/2022

The Wolfe County Public Library is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with physical or mental disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential functions of the position.

The Library will make reasonable accommodation(s) for the known physical or mental limitations of qualified applicants or employees to enable them to perform the essential job duties, unless such accommodation(s) would impose an undue hardship on the operation of the Library.

The Library Director shall be designated as the ADA coordinator. All complaints in regard to ADA violations shall be referred to her/him. The Director shall make reasonable accommodation(s) and advise the Board when such has been done. If accommodation cannot be provided or poses extreme financial considerations; the Director shall advise the Board of such, with the reasons and/or estimates for cost.

Staff Development Policy

Effective Date: 03/09/2022

In-service training

Orientation and training are provided for all new staff members. At least one all-day, all staff, in house training will take place annually in the fall of each year. Additional in-service training will be provided as needed throughout the year. All staff are expected to attend these in-service trainings unless they are attending classes or working at outside employment at the time of the trainings. Proof of such other employment or classes may be required.

Communications

E-mail, memos, the Library's website, bulletin boards, staff meetings, and verbal communications are utilized to keep staff members informed of Library and department events, enhancements to services, and other important information.

Continuing education

Further education is encouraged at all levels. State certification is required for outreach specialist, professional staff and those staff members who work mainly with the public. Within limitations of the budget and the guidelines of the Education Assistance Policy (page 25-29), the library will pay for workshops and classes, especially as they apply to certification.

Professional activities

Membership by staff in the Kentucky Library Association and other professional organizations is encouraged. Time with pay may be allowed for staff members to attend meetings and conferences sponsored by professional library or library-related organizations of which they are members. The Library provides paid membership in the Kentucky Library Association, Public Library Association, and/or American Library Association for some staff based on position.

Substance Abuse Policy

Effective Date: 03/09/2022

The Library commits itself to every lawful means to establish and maintain a drug-free workplace. As such, we prohibit the abuse of prescription, the use of non-prescribed or illegal drugs, and the use of alcohol, during work hours. If an employee appears to be impaired by drugs or alcohol or is found to have used drugs or alcohol during work time, the employee shall be referred for testing and upon confirmation of drug or alcohol use shall be disciplined in accordance with Library policy, up to and including termination.

The Library's policy is intended to comply with all state and federal laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

As a condition of employment, all current and prospective employees must agree to abide by the Library's drug testing policy. Prospective employees will only be asked to submit to a test once a conditional offer of employment has been extended and accepted. An offer of employment by the Library is conditioned on the prospective employee passing a drug test.

Current employees shall only be required to submit to drug testing in case of an on the job accident or when other reasonable suspicion exists to believe that the employee may be using drugs or alcohol. When required to submit to a drug test, the employee shall receive written notice of the request, and the reason for the action. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of the policy and employee's rights. Requiring an employee to submit to drug testing is not considered a disciplinary action and is not negatively indicated in the employee's personnel record.

Any drug testing required or requested by the Library shall be conducted by a laboratory chosen by the Library and which is licensed by the state. All expenses related to the test shall be incurred by the Library. The employee shall be furnished the name and location of the laboratory which shall analyze the employee's test sample by the Library administration. The Library shall set the time and date for the drug testing to take place. This testing appointment shall be coordinated with the employee insofar as possible, and shall be during normal work hours. Failure of the employee to appear for the testing as directed may constitute insubordination and may be reason for disciplinary action.

If the Library receives notice that the employee's test results were confirmed positive, the employee shall be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a licensed laboratory of the employee's choosing at the employee's expense.

If there is reason to suspect that the employee is impaired by the abuse of drugs or alcohol during work hours the employee may be suspended, with pay, until the results of a drug and alcohol test are made available to the Library by the testing laboratory. This action is at the discretion of the Library Director or their representative and is not considered a disciplinary action and is not negatively indicated in the employee's personnel record.

All testing results shall remain confidential. Test results may be used in arbitration, administrative hearings and court cases arising as a result of the employee's drug testing. Results shall be sent to law enforcement agencies if required by law.

The Library Director shall have authority to take appropriate disciplinary action based upon the results of the drug test and the level of cooperation of the employee. Such action may range from administrative suspension to allow the employee to complete a rehabilitation program (at the expense of the employee), to employee termination, depending upon the employee's job position, drug being abused, and other considerations. If the employee is suspended it may be either with or without pay and the length of the suspension shall be at the discretion of the Library Director, who shall also make final determination of the suitability of the employee's eventual return to work. Any suspension without pay exceeding 10 days is subject to automatic review by the Library Board of Trustees. In no case will a suspension with pay exceed 90 days without Board approval.

Any employee has the right to file a written appeal to the Library Board of Trustees for any action, including a request for testing, initiated under this policy. The Library Board may consider the appeal at their next regular meeting or may convene a special meeting, at the discretion of the Board president. A pending appeal to the library board shall not constitute justification for failure to appear for drug testing, and such failure may result in disciplinary action.

Any employee may also request a public hearing before the board of directors, but only for disciplinary action taken against them based upon this policy. The library board may hear the oral appeal at their next regular meeting or may convene a special meeting, at the discretion of the Board President. The hearing may be conducted as a public meeting if requested by the employee, or may be conducted as a closed session if satisfactory to the employee and allowed by KRS61.810(c) or 61.810(f).

In all instances of appeal, the decision of the Library Board of Trustees shall be final.

Equal Opportunity Employment Policy

Approved 3/09/2022

The Wolfe County Public Library is an Equal Opportunity Employer.

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, religion, sex, national origin, or any other characteristic protected by law. The Wolfe County Public Library will provide equal employment and advancement opportunities to all individuals.

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. The Wolfe County Public Library will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor or the Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Evaluation Policy

Effective Date: 03/09/2022

Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the Introductory Period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisor and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Quarterly meetings with immediate supervisor will be documented. Continuing Education Learning Activity Reports will be used to track progress on goals and projects as needed.

Performance evaluations are scheduled in June every year.

Open Door Policy

Effective Date: 03/09/2022

Grievance Procedures

This policy has been established to encourage open communication, feedback and discussion about any matter of importance to an employee. If any area of your work is causing you concern, you have a responsibility to address your concern with your manager. Whether you have a problem, a complaint, a suggestion, or an observation, the Library wants to hear from you. By listening to you, the Library is able to improve, to address complaints, and to foster employee understanding of the rationale for practices, processes, and decisions. If your issue involves your manager, please contact the Library Director. If the Library Director is your manager, please contact the Board of Trustees President.

Most problems can and should be solved in discussion with your immediate supervisor; this is encouraged as your first effort to solve a problem. But, an open-door policy means that you may also discuss your issues and concerns with the next level of management. No matter how you approach your problem, complaint, or suggestion, you will find managers willing to listen and to help bring about a solution or a clarification.

By helping to solve problems, managers benefit by gaining valuable insight into possible problems with existing methods, procedures, and approaches. While there may not be an easy answer or solution to every concern, WCPL employees have the opportunity at all times, through the open-door policy, to be heard. The open door policy includes the assurances that an individual employee who pursues his or her rights to talk to management will experience no retaliation or interference from the employee's immediate manager. The manager should be included in the discussion as needed.

Harassment Policy

Effective Date: 03/09/2022

The Wolfe County Public Library strives to provide a friendly workplace free from harassment and does not tolerate harassment based on race, color, religion, marital status, gender, age, national origin, ancestry, orientation, disability, or any other characteristic protected by law. All employees must act to make sure that the workplace is harassment free. Violation of this policy will subject an employee to disciplinary action up to and including immediate termination.

It is the Library's policy that all employees are responsible for assuring that the workplace is free from harassment. Because of the Library's strong disapproval of offensive or inappropriate behavior at work, all employees must avoid any action or conduct which could be viewed as harassment, including:

- Unwelcome sexual advances
- Requests for sexual acts or favors
- Granting or denying job benefits based on receptivity to sexual advances
- Other verbal or physical conduct of a harassing nature based on a protected category that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who has a complaint of harassment at work by anyone, including supervisors, vendors, co-workers, or visitors must bring the problem, preferably in writing, to the attention of their supervisor or, if necessary, the Library's Executive Director. All complaints will be promptly and carefully investigated and all employees are assured they will be free of any and all reprisal or retaliation from filing good faith complaints.

The Library takes all complaints of harassment and discrimination very seriously and does not tolerate unlawful harassment or discrimination of any kind. Whenever the Library is made aware of a situation which may violate its prohibited harassment and nondiscrimination policies, the Library will conduct an immediate, thorough and objective investigation of such complaints. If the alleged harassment or other discrimination involves the individuals who would ordinarily conduct the investigation, an alternate means of investigation will be designated. To the extent possible, the confidentiality of the person making the complaint and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. The Library will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of the investigation. If the Library determines a policy has been violated or other inappropriate conduct of a sexual, discriminatory or retaliatory nature has occurred, the Library will take appropriate disciplinary action up to and including termination of employment. An employee who knowingly submits any misleading or

false reports or complaints that are not made in good faith, may be subject to discipline, including termination of employment. "Good faith" means that you have a reasonably held belief that the complaint being made is true and is not being made for personal gain or other ulterior motive.

The Library forbids retaliation of any kind against any employee who complains in good faith about alleged harassment, or who participates in an investigation of alleged harassment. The Library will take disciplinary action against anyone who attempts to retaliate regardless of the outcome of the original harassment complaint. Employees who believe they are being retaliated against for complaining of harassment, or for participating in an investigation of alleged harassment, should report the retaliation promptly to the Director.

It should never be assumed that the Library is aware when harassment has occurred. Every employee has the responsibility to bring complaints or concerns to the Library's attention so that that situation can be addressed.

Hiring Policy

Effective Date: 05/11/2022

Equal Opportunity

The Wolfe County Public Library is an equal opportunity employer. No person will be denied employment on the basis of race, color, age, sex, religion, ethnicity, sexual orientation, national origin or handicap.

Applications and resumes

Applications and resumes are accepted as positions become available. Applicants are encouraged to file for specific openings. Applications for candidates who are interviewed will be retained for one year. All other applications will be held for 90 days. Advertising Openings will be advertised as necessary. Jobs will remain posted until the position is filled.

Eligibility Immediate family members of present employees are not eligible for employment. Current members of the Board of Trustees and their immediate family members are not eligible for employment. (Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, or immediate in-laws and any others as defined by law or Attorney General Opinion.)

Interviewing

All applications on file will be reviewed for job openings and selections made for interviewing. Candidates will be selected and interviewed based on qualifications that are deemed appropriate for the position. References will be solicited and checked. Candidates who are interviewed but not selected will be notified of the Library's decision. All written materials relating to hiring decisions will be retained according to the Local Government General Records Schedule.

Hiring

The Director will be interviewed and hired by the Library Board of Trustees. The Director, or his/her designee, will hire all other employees. After an employee has been hired, a packet for the employee needs to be completed:

- W-4 (Federal Withholding authorization)
- K-4 (Kentucky Withholding authorization)
- I-9 (proof of citizenship)
- Applicable benefits forms (insurance, etc)
- Orientation checklist
- Personal Information Sheet

These forms should be returned to the Business Office along with a copy of supporting documentation required for the form I-9. No paycheck will be issued until all documentation has been returned to the

Business Office. At Will Employment All employees are considered “at will.” The employee may terminate his/her employment at any time and the Library may do the same.

Background and Reference Checks

The Library appreciates barriers that may prevent qualified candidates for employment from successful careers. A criminal conviction record is one such barrier that may prevent individuals from opportunities regardless of their positive efforts. Therefore, a criminal conviction is not an absolute bar to employment at the Library; all qualified candidates will be considered for employment. The following factors will be considered in evaluating the suitability of the candidate for the job applied for at the Library:

- Number of convictions & length of time since the conviction
- Circumstances of the offense
- Applicant’s age at time of conviction or release from prison
- Applicant’s employment record since the conviction
- Rehabilitation (when conviction concerns court ordered rehabilitation)
- Nature of the job applied for
- Employment & character references or other information regarding fitness for job

These are the factors allowed to be considered under EEOC guidelines. If a background check reveals criminal conviction(s), the candidate will be given an opportunity to review the criminal background check results and submit an explanation to the Library within five (5) business days.

Background checks may include verification of any information on the applicant’s resume or application form. The Library also reserves the right to conduct a background check for current employees at any time.

Accordingly, when applying for a job with the Library, candidates must disclose all felony convictions on their records and consent to a background check by the Library. As part of the application process, a criminal background check will be conducted by an outside agency to document any criminal convictions. If a candidate has any convictions or pending convictions, the Library will follow the EEOC guidelines to review the conviction record and will make a determination of the candidate’s eligibility for employment for the position.

Any candidate found to have falsified any information regarding conviction history will not be considered for employment.

Jury Duty Policy

Effective Date: 03/09/2022

Jury Duty is recognized as a civic responsibility and staff members are encouraged to fulfill this obligation. Full-Time Employees will be granted time off (regular work schedule) with pay to serve on a jury or as a witness when subpoenaed. Part-time employees will be granted time off to serve on a jury or as a witness when subpoenaed but will not be paid for their time away from work.

The Library Director may request a copy of the notice of report for jury duty before leave is granted. If jury or court appearance does not require a full workday, the employee is expected to return to work for the remainder of their regular work schedule. Staff members will be permitted to retain the jury compensation. Court appearances by employees of a personal business nature are not eligible for this type of leave but will require employees to use vacation, compensatory, or unpaid leave.

Military Leave Policy

Effective Date: 03/09/2022

Any full-time employee who is a member of the National Guard, Naval Militia, Air National Guard, or a reserve component of the US Armed Forces and is required to engage in field training shall be granted a paid military leave of absence for the period of such training as is authorized by law and provided that he or she does not voluntarily extend such service. Part-time employees who have been employed for at least six consecutive months and who average at least 20 hours per week are also eligible for paid leave. Part-time employees who have been employed less than six consecutive months or who average fewer than 20 hours per week will be granted time off but will not be paid for their time away from work. Eligible part-time employees will only be compensated for time they would normally be scheduled to work.

The Library will pay the difference between what an employee earns from the government for military service and what the employee would have earned from normal straight time pay on the job. This difference will be paid for up to two weeks per calendar year. In the case of eligible part-time employees, if the military pay is more than the employee would have earned while working at the library during the same time period, no additional compensation will be paid to the employee.

An unpaid military leave of absence will be granted to full-time employees called to active duty or inducted into the uniformed services of the United States for a period of up to five years. Employees who perform and return from service will be reinstated in accordance with applicable state and federal law.

The library will not maintain a continuation of health insurance benefits for employees called to active duty who will subsequently be covered by military health insurance benefits. For purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights, employees who return to the job after military service will be treated as though they were continuously employed.

Requests for a military leave of absence should be submitted in writing to the Director at least 30 days prior to the start of the leave and any extension period. When the need for leave or an extension is not foreseeable, employees should give as much notice as is practicable.

Overtime Policy

Effective Date: 03/09/2022

Non-Exempt Employees

Employees who are determined to be non-exempt according to the Fair Labor Standards Act guidelines will receive overtime pay for any time worked over and above 40 hours in one work week (Sunday through Saturday). Employees will not be asked to work more than 40 hours per work week unless there is an emergency situation. No employee may work more than 40 hours per work week unless the time over 40 hours is specifically pre-approved, requested, and/or authorized by the Director. If paid overtime is approved, overtime will be paid at the rate of 1.5 times the employee's hourly rate for any hours worked over 40 hours per work week. Hours worked over 35 but less than 40 will be compensated at the employee's usual rate of pay.

Each work week is considered separately in computing overtime. It is not considered overtime if an employee should work over 8 hours in one day until the employee has worked over 40 hours in that work week. Paid hours not actually worked (e.g., vacations, holidays, sick time, compensatory time, etc.) will not be counted when determining if an employee exceeds 40 hours worked in a single work week.

If an employee works a longer than usual schedule on a single day or combination of days which would result in over 40 hours worked in a work week, equivalent time off during that same work week must be arranged at the mutual convenience of the library and the employee so that unnecessary overtime is avoided.

Employees who work unauthorized overtime due to failure to secure proper pre-authorization or because they fail to properly take off the necessary time in a work week will be paid for the overtime earned but will be subject to disciplinary actions up to and including dismissal.

Exempt Employees

Exempt employees are not eligible for overtime pay.

Retirement Policy

Effective Date: 03/09/2022

Employee Benefits

The Library will provide the following benefits to employees. Unless specified, benefits are restricted to full-time employees working 35 hours per week. This list does not include any benefit that is mandated by law.

1. Retirement Plan - The library participates in the Kentucky Retirement System (KRS). All employees who average at least 100 hours per month are required to participate in this plan. The library will pay a percentage of each employee's compensation into this plan each month. This rate is set by KRS and changes each year. Employees who began participating in KRS prior to 09/01/2008 pay 5% of their compensation into this plan each month. Employees who began participating in KRS after 9/1/08 pay 6% of their compensation into this plan each month. The additional 1% is used to defray health insurance costs and is not refundable should employees cease their participation in KRS. Deductions for these contributions are automatically withheld from each paycheck on a pre-tax basis.

Sick Leave Policy

Effective Date: 03/09/2022

Eligibility

All full-time employees are eligible for paid sick leave. Part-time employees are not eligible for paid sick leave but may request unpaid leave.

Accrual

Full-time employees earn sick leave at the rate of one day per month. Sick leave may be accumulated for a total of not more than thirty (30) days.

Sick leave will be credited to employees on the last day of each month for the month ending on that date.

New full-time employees who start work on or prior to the 15th day of a month will be entitled to earn sick time for that month. Employees who separate from employment on or prior to the 15th of the month will not receive sick leave for that month. An employee who begins an unpaid leave on or prior to the 15th of the month or who returns to paid status after the 15th of the month will not receive sick leave for that month. Sick leave shall continue to be earned and accrued during all periods of leave except periods of leave without pay. No sick leave will be earned by employees who are on continuing unpaid leave status. Employees are encouraged to accumulate sick leave to cover an extended illness, injury, or emergency situation.

Use of Sick Leave

Sick leave may be used for the following reasons:

- Personal illness or injury sustained by the employee
- Accident or illness in the immediate family (Immediate family is defined as spouse, child, parent, sibling, grandparent, grandchild, immediate in-laws, or any other relative or significant other who regularly resides with the employee)
- Pregnancy or childbirth
- Medical or dental appointments for employee or member of the immediate family

Limitations on Accrual and Use of Sick Leave

For full-time employees, sick leave will accrue but may not be used during the first three months of employment.

Full-time employees may accumulate no more than one hundred thirty (30) working days of sick leave. If any employee reaches this maximum accumulation point, no additional sick leave time shall be credited to their account until the total hours accumulated falls below the maximum allowable amount. Under no circumstances will employees be paid for or otherwise compensated for sick leave that cannot be credited because they are at the maximum allowable limit.

Sick leave will not be advanced. An employee may not show a negative balance on his/her leave record. Should an employee take time off for illness or injury without having accrued the necessary hours of leave, such leave shall be deducted from available vacation or compensatory time. Should an employee not have any available leave time on their record, their leave will be considered to have been converted to an unpaid leave status.

Notification, Documentation, and Abuse of Sick Leave

All absences due to illness and/or injury must be reported to the director and/or employee's direct supervisor prior to the start of the work period if not earlier. Reporting an illness or injury upon return to work is not acceptable.

The Library reserves the right to require a physician's statement, medical certificate, or other acceptable evidence from the employee to support the use of sick leave exceeding 3 days. Such supporting documentation may be requested for illness or injury by the employee or for illness or injury to an immediate family member of the employee. Failure to provide such medical certification when requested may result in the denial of paid sick leave for the time missed from work.

The Library is not required to provide sick leave by the state or federal government. Sick leave is provided as a benefit and a privilege. Abuse of sick leave can lead to the loss of some or all accumulated leave, loss of ability to continue accumulating leave, loss of employment or other disciplinary action.

Payment of Sick Leave

The Library will continue to pay an employee who is absent because of illness or injury until all sick leave, compensatory leave, and vacation leave, in that order, have been used. No payment for time missed after all categories of paid leave have been exhausted shall be made. If an employee misses time due to injury or illness after all categories of paid leave have been exhausted, such continued absence will be considered an unpaid leave and the employee's paycheck will be adjusted to reflect this unpaid status.

Employees will not be compensated for any unused, accumulated sick leave.

Suspension of Sick Leave

The use of sick leave will be suspended without proper authorization by a medical practitioner when an employee has given the Library notice of intent to resign or retire. The use of sick leave will also be suspended without proper authorization by a medical practitioner when an employee has been notified of separation or termination.

Sick Leave and Worker's Compensation

Worker's compensation insurance provides salary compensation to employees who are injured while performing their work duties after the employee has missed seven consecutive, calendar days of work. An employee so injured may choose to use sick leave until worker's compensation benefits begin.

Social Media Policy

Effective Date: 03/09/2022

Employee Internet Media

The Library's internet media presence is an extension of its presence in the community. As such, representation of the Library to the community to further its mission needs to be done in a unified and controlled manner as designated by the public relations team.

Definitions:

Internet media consists of all forms of online representation of the Library. This include the library's website, social media accounts (Facebook, Twitter, Instagram, Youtube, etc.), and all online activity which can be perceived as representing the Library.

Guidelines for Staff Members:

The public relations team will have sole control of all Library owned internet media. As such, suggestions to add, post, modify, or delete content must be made to a member of the team in a timely manner.

However, the following guidelines need to be followed for all personal actions done online by staff members, even on personal pages. Failure to follow these guidelines may result in disciplinary action and/or termination of employment following consultation of Library Director with the Board of Trustees.

- **Represent Yourself and not the Library** - The public relations team is responsible for representing the Library to the public at large. Online activity made by staff members may reflect that they work for the Library, but may not represent the Library, which includes using the Library's logo. An example of what is allowable: "While I do not represent the views of the Wolfe Public Library, I do work there and I believe that...."
- **Be responsible** - All staff members actions, whether public or private, ultimately reflect on the perceived public image of the Library. If online activity, even in a personal setting, may be considered obscene, racist, threatening, defamatory, libelous, attacking, etc., then this activity may hurt the public character of the Library. Restrain from these forms of activity.
- **State the Facts Only** - Working at the Library creates an informal relationship between staff and how the library is represented to the public. Questions directed personally to staff members may arise about Library events or available services from members of the public. If the answer can be found on any of the Library's online presences, then the question may be answered directly by just stating the fact without opinion. Along with the answer, include a link to that site or page. However, if the answer is not listed, direct the person asking the question to a member of the public relations team.
- **Keep Eyes Open** - All staff members should notify a member of the public relations team as soon as possible whenever any negative online content about the Library is spotted.
- **Social Media at Work** – Do not use personal social media accounts and other internet resources for personal use while clocked in at the library. These resources may be used during breaks.

Termination Policy

Effective Date: 05/11/2022

Employment with Wolfe County Public Library is based on mutual consent. Both the employee and the Library have the right to terminate employment “at will,” with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law. All accrued, vested benefits that are due and payable at termination will be paid.

Upon any termination of employment, regardless of reason, the director shall report the termination action to the Library Board at the next regularly scheduled board meeting. If the employee feels the grounds for dismissal are unfair or unjustified, the employee may file a grievance with the Library Board.

Resignation

Resignation of an employee should be submitted in writing to the director at least fourteen (14) calendar days before the final working day. Resignation of the director should be submitted in writing to the Library Board at least thirty (30) calendar days before the final working day. All resignations must be in writing and shall include the announcement of intention to resign and the date of the last day to be worked. A copy of the resignation will be placed in the employee’s personnel file. Any employee who resigns and then later returns to the library staff will do so as a new employee. Salary, benefits, leave, etc., will be determined by the position accepted and not by those granted during the period of previous employment.

Dismissal

Dismissal of an employee may be for any legal reason. An employee can be terminated “at will” as long as there is no violation of applicable federal and state law. A written notice specifying the reason for dismissal will be provided to the employee. Serious cases of insubordination or misbehavior may be cause for immediate dismissal at the discretion of the director. Causes for termination generally relate to incompetence; negligence; inefficient performance of duties; violation of rules and regulations, including those related to health and safety; violation of personnel policies; failure to follow reasonable direction given by the supervisor or director; insubordination; misuse of library funds or property; a pattern of absenteeism or tardiness, or other similar cause. The following is a retention/dismissal process:

- 1) Coaching and counseling
- 2) Written warning
- 3) Three (3) days suspension without pay
- 4) Involuntary termination

Absenteeism and Tardiness

All employees are expected to be present and ready to begin working at their scheduled start time. Punctuality and reliable attendance are essential functions for continued employment at the Library. Employees should arrive at the Library in time to be at their stations ready for work by the time indicated on their schedules. Tardiness and absenteeism place a burden on other employees and the

public we serve. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they shall notify the Director and/or supervisor as soon as possible in advance of the anticipated tardiness or absence. Habitual tardiness or excessive absences are cause for disciplinary action up to and including termination.

The following tardiness patterns will be monitored and may result in disciplinary action including termination:

- Arriving any amount of time late for a scheduled work shift, returning late from breaks or meals, or leaving work early
- Arriving on time but not available at work station at expected starting time

The following absence patterns will be monitored and may be considered abuse of leave policies:

- Absences on weekends for which an employee is scheduled to work
- Absences the day before and/or the day after a scheduled holiday or day off
- Calling in sick as rapidly as time is accrued, especially if used one day at a time
- Coincidence of absence with desirable days off
- Absences at the beginning or end of a work week
- Numerous last-minute “emergency” absences without supporting documentation

Employees shall notify the Director and supervisor immediately when unable to report to work each day they are absent and advise when they will report back to work. If an employee fails to come to work for two consecutive days without notifying the Director, the Library will assume that the employee has resigned. The position may then be considered vacant and action can be initiated to recruit a replacement. If extenuating circumstances are later discovered and the position has not been filled, the employee may be allowed to return to work.

Layoff

In some circumstances it may be required to dissolve an employee job position (for financial reasons, or because certain programs or activities have been discontinued/curtailed, or for other reasons). In the case of the abolishment of a position, the employee will be considered a layoff. However, an attempt will be made to transfer the employee, if possible, to another position for which the employee is qualified. This may result in the layoff of a lesser qualified employee or one with less seniority. Transfers will not be possible in all cases, and in the event of situations out of the norm, layoff of one or more employees may be necessary. Every effort to provide a written indication of pending layoff will be provided to an employee with as much notice as possible. A layoff employee will receive an explanatory statement for use in seeking other employment.

Privileged information regarding involuntary termination

Termination information on individual employees must be treated with confidentiality, protected from inappropriate disclosure and not be discussed among employees. Any request for information about the terminated employee will be referred to the director/supervisor. The appropriate response to any information request is "no longer employed by the library." Any employee who inappropriately discloses dismissal information about a terminated employee will be subject to disciplinary action.

Vacation Policy

Effective Date: 03/09/2022

The purpose of vacation time is to allow employees a periodic rest from their employment so that they may return to work mentally and physically refreshed. The Library provides vacation leave to its employees and encourages employees to plan for its use in advance.

Eligibility

All full-time employees are eligible for paid vacation leave. Part-time employees are not eligible for paid vacation leave but may request unpaid leave not to exceed 10 working day.

Accrual

Full time employees earn 1 vacation day each month

Although vacation time is earned monthly in equal increments over the course of the year, for ease of record-keeping, the following rules will apply to crediting vacation time to employees:

For full-time employees, a maximum of five (5) working days of vacation leave may be carried over from one calendar year to the next. Any hours in excess of this amount as of December 31 shall be considered forfeited.

Requesting Vacation Leave

All requests for use of vacation leave must be made in advance to the director. Requests for one day of leave may be submitted one day in advance. Vacation requests for multiple days off should be submitted prior to the schedule being completed for the month during which leave is desired (generally two weeks in advance). Requests for three or more weeks at one time must be made at least one month in advance and will also require a meeting with the director to discuss work coverage for such extended absences. Requests for the use of more than three weeks leave at one time will only be considered for unusual or special circumstances and will not be granted on a regular or routine basis. All requests are approved at the discretion of the director based on the needs of the library. Exceptions to these guidelines may be made by the director in special circumstances on an individual basis without setting precedent.

Limitations on the Accrual and Use of Vacation Leave

For full-time employees, vacation leave will accrue but may not be used during the first six months of employment.

New full-time employees who start work on or prior to the 15th of a month will be entitled to earn vacation leave for that month. Employees who separate from employment on or prior to the 15th of the

month will not receive vacation leave for that month. An employee who begins an unpaid leave on or prior to the 15th of the month or who returns to paid status after the 15th of the month will not receive vacation time for that month. Vacation leave shall continue to be earned and accrued during all periods of leave except periods of leave without pay. No vacation leave will be earned by employees who are on continuing unpaid leave status.

Vacation leave will not be advanced in excess of that earned each year and credited per the schedule. An employee may not show a negative balance on his/her leave record. Should an employee take time off without having accrued the necessary hours of leave, such leave will be deducted from available compensatory time. Should an employee not have any available leave time on their record, their leave will be considered to have been converted to an unpaid leave status.

Employees who find themselves with more than the allowable maximum of five (5) working days near the end of the calendar year must still adhere to the guidelines for requesting use of vacation leave. Employees should plan for and take the bulk of their vacation leave prior to the last month of the calendar year. Failure to properly and timely request appropriate leave does not entitle an employee to automatic use of accumulated leave. Employees who fail to properly plan for use of their leave may be forced to forgo leave and/or forfeit accumulated leave in excess of the maximum limit. Employees in this situation will not be entitled to any additional compensation or leave.

The Library is not required to provide vacation leave by state or federal law. Vacation leave is provided as a benefit and a privilege. Abuse of vacation leave can lead to loss of some or all accumulated leave, loss of the ability to continue accumulating leave, loss of employment or other disciplinary measures.

Payment of Unused Vacation Leave

Employees will not be paid for unused vacation leave except at the time of termination of employment. Full-time employees will be paid for more no more than (5) working days of unused vacation leave. Employees are required to provide a two week written notification of resignation in order to receive compensation for unused vacation leave. Vacation time cannot be included as two-week working notice.

Other Paid Leave Policy

Effective Date: 03/09/2022

Bereavement Leave

All Full-Time employees are eligible for paid leave upon the death of an immediate family member.

Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, immediate in-laws, or any other relative or significant other who regularly resides with the employee. Other relationships may also be approved on a case-by-case basis by the Director without setting precedent. Proof of relationship and/or death may be required before leave is granted.

Bereavement Leave is granted for no more than three consecutive days for each occurrence. If additional time is necessary, the employee may elect to use vacation leave, compensatory leave, or unpaid leave with the approval of the Director on a case-by-case basis without setting precedent.

Bereavement Leave will not apply to an employee while already on vacation, sick leave, other paid leaves, unpaid leave of absence or non-scheduled workday. Employees taking Bereavement Leave will notify the Director as soon as possible of the funeral arrangements, anticipated length of leave, where the employee can be reached during the Leave, and other appropriate information. In no case will Bereavement Leave begin before the Director is notified.

Wolfe County Public Library recognizes the importance of community involvement. All employees full-time and part-time are allowed 1 hour paid leave for the following circumstances:

Voting – Take an hour to express your right to vote

Blood Drive – Save a life by donating blood

Funeral/Visitation – Show respect for community member by attending service

Disaster Relief – Help a neighbor in need after storm or accident

Verification of may be required.

Staff must work with director in advance to eliminate scheduling conflicts

Family Medical Leave Act (FMLA)

The Wolfe Public Library, as a governmental agency, adopts the provisions of Public Law 103-3; 29 U.S.C. sec. 2601; 29 CFR 825, the Family Medical Leave Act. Under the auspices of this act the Library has no employees eligible for FMLA benefits, as there are fewer than 50 staff members employed by the Library. Unless the threshold of 50 staff members is reached the Library will not provide FMLA benefits. If the Library employs 50 or more staff members in the future, a more detailed policy will be developed.

Educational Assistance Policy

Effective Date: 03/09/2022

Kentucky Library Certification

All full-time library employees who provide information services to the public are required by KRS 171.260 to obtain and maintain an appropriate certificate of librarianship as issued by the Kentucky State Board for the Certification of Librarians. Part-time employees requiring Certification are: Library Directors, Assistant Librarians (Directors), Branch Heads, Department Heads, and Bookmobile (Outreach Services) Librarians.

The Library will pay directly for courses that satisfy requirements for certification for these employees. This includes tuition, application fees, class fees, and textbooks. Payment of these fees by the library is contingent upon the employees meeting the following standard:

Employees who are taking classes for certification purposes must obtain a passing grade of "C" or higher. Employees who fail to meet this standard will forfeit their eligibility to have the library pay their class costs directly.

Conferences and Workshops

The Library may require attendance at and pay directly for employees to attend continuing education workshops, seminars, and conferences that are directly related to their employment and/or necessary for obtaining or maintaining certification.

The Library reserves the right to select the time, place, and manner of any class that is being taken for certification or re-certification purposes and to limit the total amount that will be paid or reimbursed for all certification or re-certification required educational pursuits.

The Library also reserves the right to select the time, place, and manner of any class that is being taken for re-certification purposes and to limit the total amount that will be paid or reimbursed for all re-certification educational pursuits.

Education Assistance Policy - Tuition Reimbursement

Adopted Date: 03/09/2022

The Library encourages its employees to further their education. Employees who choose to increase their skills and knowledge through a formal course of study that will result in a degree in Library Science, or a related field that is approved by the Library Board of Trustees, may request reimbursement of their tuition costs if they meet certain eligibility guidelines and commit to a period of service to the Library following the completion of that degree.

The employee must request and receive preapproval for tuition reimbursement prior to registering for attendance at any educational opportunity for which reimbursement would be requested. Failure to obtain preapproval will result in no reimbursement being made for the educational activity in question. All requests must be preapproved by the Library Board of Trustees.

Employees are encouraged to seek out the most economical choice for all educational opportunities. The Library reserves the right to select the time, place, and manner of any class that is being taken and to limit the total amount that will be reimbursed.

Tuition reimbursement is subject to budgetary constraints and may be suspended, cancelled, or reduced as financial circumstances require. Should such changes take place, the library will make every effort to fulfill any reimbursement requests that were previously approved.

The Library's Board of Trustees may amend or terminate the Education Assistance Policy at any time.

Tuition Reimbursement Eligibility

Full-time and part-time employees are eligible to pursue tuition reimbursement if they have been employed by the Library for a least one continuous year.

Student, temporary, and seasonal employees are not eligible for tuition reimbursement.

Employees who currently hold a Master's Degree in Library Science or an adjacent field that is related to their Library job duties are not eligible for education assistance for further higher education classes taken for academic credit.

Employee Service Commitment

As a condition of accepting Tuition Reimbursement to obtain a degree, and in recognition of the Library's investment in the employee's education, the employee commits to remain employed by Wolfe County Public Library for at least three (3) years following completion of that degree. Failure to do so will terminate the Education Assistance Agreement and require the employee to return all funds received from the Library for Tuition Reimbursement.

This repayment will be waived in the event of the death or disability of the employee.

Upon receiving a request from the employee to consider the circumstances of the employee's separation from employment, including the portion of the Service Commitment that has been completed prior to separation, the Board of Trustees may exercise discretion to forgive all or some part of the required Tuition Reimbursement repayment.

Nothing in the Employee Service Commitment creates an obligation or promise on the part of the Library to continue employment for any period of time. The Library may decline to continue or may terminate employee's employment at any time and for any reason, with or without cause.

Education Proposal Submission

An eligible employee who wishes to pursue tuition reimbursement must submit an Education Proposal to the Library Director. The Education Proposal must be submitted in writing at least one month prior to the first day of the first class for which the employee intends to request reimbursement.

An acceptable Education Proposal will include the following:

- An employee statement which includes why the employee wants to obtain the degree, how it will assist the employee in their job performance, and the employee's specific plan to manage classes and work schedule
- A description of the course of study which includes the name of the educational institution, the degree being sought, and the classes required for its completion
- An estimated timeframe for completing the course of study
- An estimated total tuition cost, which includes the institution's cost per credit hour

The Director will consider the education plan, the employee's work history, the available funding allocated for tuition reimbursement in the Library budget, and any other pertinent Library personnel considerations, current or anticipated, in order to make a recommendation to the Board of Trustees regarding the approval or denial of each request. Final authority for granting or denying Tuition Reimbursement requests rests with the Board of Trustees.

Education Assistance Agreement

Upon receiving Board approval, and prior to beginning the approved course of study, the employee must complete an Education Assistance Agreement. The employee's Education Proposal shall be attached as an addendum to the Education Assistance Agreement.

If the circumstances of the employee's approved course of study change materially during the period of the agreement, the employee shall provide this information to the Library Director prior to receiving any further reimbursements. The Board of Trustees may, at its discretion, require the Education Assistance Agreement to be modified to incorporate a material change.

Tuition Reimbursement Parameters

The Library will provide reimbursement for no more than one (1) class per semester or three (3) classes per academic year. Only tuition expense which exceeds the amount covered by any other grant, scholarship, or third party source that applies to the payment of tuition is eligible for reimbursement.

Following the end of each semester, the employee shall submit to the Library Director copies of the employee's paid receipt for that semester's tuition and a certified transcript showing the class grade received for that semester.

Approved tuition costs will be reimbursed at:

- 100% of actual tuition costs for a grade of "A"
- 75% of actual tuition costs for a grade of "B"
- 50% of actual tuition costs for a grade of "C"
- Any grade below a "C" is ineligible for tuition reimbursement

Reimbursement is provided for tuition only. Other costs associated with the course of study (i.e. books, transportation, fees, etc.) remain the responsibility of the employee.

Employees shall be responsible for any federal or state income tax liability which may result from Tuition Reimbursement funds received through the Education Assistance Agreement.

Maintaining Eligibility for Educational Assistance

To maintain eligibility while pursuing the approved course of study, the employee must:

- Work their regular schedule
- Earn, at a minimum, a "strong" score in work performance evaluations
- Receive no disciplinary actions
- Maintain the GPA required to successfully complete the degree being pursued
- Provide to the Library, upon request, a copy of certified transcripts or other information pertinent to the course of study
- Inform the Library of any material change in the approved course of study in a timely manner

Successful Completion of the Education Assistance Agreement

Successful completion of the Education Assistance Agreement shall require:

- Completion of the course of study agreed on by the Library and the employee, including attainment of the degree specified
- Fulfillment of the Employee Service Commitment

Upon completion of the course of study, the employee shall provide to the Library a certified copy of the employee's final transcript showing all classes, degree attained, and date conferred.

To fulfill the Employee Service Commitment, the employee must remain employed by the Library, without any break in service other than an approved leave of absence, for at least three (3) years of full-time employment for full-time employees and three (3) years of continuous employment for part-time employee. The period of the Employee Service Commitment shall begin on the day following the day the employee's degree is conferred.

In the event of an interruption in employee's employment at the Library for an approved leave of absence granted in accordance with the Library's policies, such leave time shall not be counted as time worked in determining whether the employee has satisfied the three year requirement.

Termination of the Education Assistance Agreement/Assistance Repayment

Employee's failure to follow the provisions of this Education Assistance Policy and the terms of the Education Assistance Agreement shall result in the termination of that agreement.

The Education Assistance Agreement shall be terminated upon any of the following:

- Employee fails to meet the requirements set forth in **Maintaining Eligibility for Educational Assistance**
- Employee abandons the approved course of study prior to attaining degree
- Employee does not fulfill the **Employee Service Commitment**, either as a result of the voluntary resignation by Employee or Employee's termination, with or without cause, including termination for a violation of Library's policies, procedures, rules and regulations or failure to meet the requirements of the position

Upon termination of the Education Assistance Agreement, the Employee is obligated to repay all Tuition Reimbursement funds received from the Library in full.

Ethics and Conduct Policy

Approved 3/09/2022

The successful operation and reputation of Wolfe County Public Library is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of Wolfe County Public Library is dependent upon our community's trust, and we are dedicated to preserving that trust. Employees owe a duty to Wolfe County Public Library and its customers to act in a way that will merit the continued trust and confidence of the public. Employees are expected to accept and carry out all duties with absolute truth, integrity, and honor while respecting the confidential nature of Library transactions.

The Wolfe County Public Library complies with all applicable laws and regulations and expects its employees to demonstrate conduct in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. Employees must ensure that their personal philosophies or interests do not interfere with or compromise their ability to carry out their duties in a fair, impartial, and objective manner.

The Wolfe County Public Library expects that all employees with abstain from using or attempting to use their employment at the Library to obtain personal privileges or advantages for themselves, their friends, or their families. Employees are also expected to abstain from using Library resources, or allowing Library resources to be used, for their own personal interest or financial benefit.

In general, the use of good judgment, will guide employees with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action; the matter should be discussed openly with employee's immediate supervisor and, if necessary, with the Library Director for further advice and consultation.

Compliance with this policy of ethics and conduct is the responsibility of every Wolfe County Public Library employee. Disregarding or failing to comply with this standard of ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

Active Shooter Policy

Effective Date: 03/09/2022

General Information

An active shooter is an individual engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

An individual entering the library with a firearm in a holster does not qualify as active shooter. However, the brandishing of a deadly weapon (gun, knife, etc.) under any circumstances will be considered just cause for calling the police.

Active shooter situations are unpredictable and evolve quickly. Police are required to respond in order to establish control of the situation. Remember:

- Active shooters may not necessarily be on the Library's property. The shooter could start in the area near a facility and come near/onto the Library's property.
- An active shooter could also come into the library posing as a citizen fleeing an incident that has already occurred.

Staff will respond to any notification of an active shooter in the vicinity as fact until advised otherwise by the Director or emergency personnel.

The first impulse in an active shooter situation is to freeze. The concept of "Run, Hide, Fight" was designed to remove this impulse and hopefully save as many lives as possible. Training and mental preparation are also key to removing the "freeze" impulse.

First Response

The police have advised a "Run, Hide, Fight" response.

- **Run:** If there is an accessible escape path, attempt to evacuate staff and members from the premises. If possible, use keyless access points to quickly leave the building.
- **Hide:** If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Block entry to your hiding place and lock the door. Silence cell phones.
- **Fight:** When your life is in imminent danger, attempt to disrupt or incapacitate the active shooter. Act with physical aggression and look for items in the workplace that could be used for self-defense.

Call for help

- Call 911
- Try to provide the 911 operator with the following information.
- Location of the active shooter.
- Number of shooter(s).
- Description of the active shooter(s).
- Number of weapons held by the active shooter(s).
- Number of potential victims at the location.

When police arrive

- Remain calm and follow instructions.
- Drop any items in your hands, immediately raise your hands while spreading your fingers.
- Avoid making any sudden movements and keep your hands visible at all times.
- Police will assume that anyone is a shooter until the actual shooter is contained.

- Do not stop to ask officers for help or directions when evacuating and follow instructions given by officers.
- The police will not tend to wounded or dead until the shooter is contained.
- Staff and members should also remain in "Run, Hide, Fight" mode until the shooter is contained. Medical help may not arrive until the shooter is contained.
- Once it is safe to do so, immediately act to identify wounded and relay that information to emergency personnel.

Follow up

- Because of the nature of an active shooter incident, a building may be closed for several days afterward. The Director will notify media.

When public safety is threatened, Wolfe County Dispatch will call the library and instruct the library to go into lockdown:

- Lock the exterior doors and evacuate staff and members to an area of safety.
- Advise everyone to keep away from doors and windows.
- Notify the police the area or room being used for lockdown and the number of people present.
- If the Director is not in the building, notify them.
- Use phones, internet access, or other media to monitor the situation.

Stay in lockdown until the police have given an all clear for the area.

If you become aware that there is a person with a weapon drawn near the library, call 911 and go into Lockdown.

- Lock the exterior doors and evacuate staff and members to an area of safety.
- Advise everyone to keep away from doors and windows.
- Notify the police the area or room being used for lockdown and the number of people present.
- If the Director is not in the building, notify them.
- Use phones, internet access, or other media to monitor the situation.

Stay in lockdown until the police have given an all clear for the area.

Collection Development Policy

Effective Date: 03/09/2022

LIBRARY MISSION

Be an essential community asset to enrich people of all ages, interest, and circumstances with ideas, information, and cultural opportunities.

RESPONSIBILITY FOR COLLECTION

The Library Board of Trustees is responsible for approving the Collection Development and Management Policy. The Board delegates responsibility for selection of library materials to the Library Director. Under the Director's supervision, professionally trained personnel will select materials for the Library.

ACCESS TO THE COLLECTION

The Library collection is accessible to all residents of Wolfe County. Most material is available for loan and the rest is available for in-house use. The Library also subscribes to a variety of proprietary databases covering a wide range of subjects. Some materials may also be purchased to support staff in their duties, and may not be readily available to the public.

Responsibility for monitoring the use of the Library's collection by minors rests with their individual parents and legal guardians. Selection of adult materials will not be limited by the possibility that items may come into the possession of minors. Parents or guardians who wish to limit a child's access to certain materials should accompany or otherwise advise their child.

RECONSIDERATION OF LIBRARY MATERIALS

Wolfe County residents with a current WCPL library card in good standing may request that the removal or reclassification of a particular item in the library collection be considered by submitting a Request for Reconsideration of Library Materials form. The request will be reviewed by collection development personnel and selected staff guided by the Library's Mission and the selection criteria of this collection development policy. A written response will be made by the Director.

DONATIONS

Donations of materials may be accepted with the understanding that the same criteria of selection are applied to donated materials as to materials acquired by purchase, and that any donations may be discarded at the Library's discretion. The Library cannot make any commitment for special treatment or handling of donated material. A receipt will be issued upon request for donated items. Library staff cannot appraise donated material for tax purposes.

Donations of digital materials are subject to the same selection criteria as physical materials but must also be accompanied by a signed Use Agreement stating that the donation does not violate the proprietary rights of others, including but not limited to contract, copyright and trademark. The Library gratefully accepts funds for the purchase of materials. The Library will attempt to honor requests to buy materials in a particular subject area or genre. Such decisions will be based upon availability of materials and the needs of the collection.

MEMBER RECOMMENDATIONS

Wolfe County residents with a current WCPL library card in good standing are welcomed and encouraged to recommend materials for purchase. Purchase recommendations fall under the same selection criteria as do materials selected by library staff. For this reason, not every title suggested is acquired. Library members making purchase recommendations for subjects not collected by the Library or for out-of-print material will be given the option of obtaining such material through Interlibrary Loan when possible.

SCOPE OF THE COLLECTION

The scope of the collection refers to the range and types of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for the maximum possibility of free expression and free access to ideas. The Library collection focuses on the general library member rather than the researcher, taking into account that individuals vary greatly in education, personal interest and reading skill. It also takes into consideration specific group needs, as identified by the Library, within our community-for example, foreign language speakers, the visually impaired and emergent readers.

The Library collection consists of all materials owned or licensed by the Library or selected and linked to by professional staff. The Library acquires:

- Resources that document and illuminate the past
- Contemporary resources representing various points of view, including resources which reflect current conditions, trends and controversies
- Resources designed to increase an individual's ability to function effectively as a productive member of society
- Resources which provide a meaningful aesthetic experience, stimulate the imagination, and increase an individual's potential for creativity
- Resources, including the experimental or controversial, which extend an individual's capacity to understand the world
- Resources which enhance an individual's enjoyment of life

SELECTION AND ACQUISITION

Wolfe County Public Library does not promote particular beliefs or views. Selection of an item does not express or imply endorsement of the viewpoint of the author, but is an expression of the Library's adherence to the principles of intellectual freedom. The Library strives to provide a balanced view on important, complex, and controversial subjects by selecting resources portraying all sides of an issue, including unpopular and unorthodox viewpoints. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety.

SELECTION TOOLS AND SOURCES

Tools used include professional journals, trade journals, subject bibliographies, publishers' catalogs and promotional materials, reviews from reputable sources, lists of Standard bibliographic and review sources generally include, but are not limited to, the recommended titles, and sales representatives for specific materials.

Standard bibliographic and review sources generally include, but are not limited to, the following: Novelist, Booklist, Horn Book, Library Journal, Publishers Weekly, School Library Journal, VOYA, Video Librarian, Audiofile and ALA's Best of the Best. Online reviews are also used.

Materials are purchased through a variety of local, regional, and international vendors. Criteria for the selection of vendors include: discount, speed of delivery, reliability, stock availability, and availability of vendor-supplied services including processing and catalog records. The Wolfe County Public Library chooses the most appropriate vendor as determined by its criteria.

NONFICTION

All acquisitions, whether purchased or donated, are considered primarily in terms of the criteria listed below.

Materials are evaluated on the significance of the entire work rather than individual parts. When judging the quality of a work, several criteria and combinations of criteria may be used. A work need not meet all of the criteria in order to be acceptable.

- Present and potential relevance to community needs and interests
- Significance of subject matter, permanence or timeliness of the subject
- Reputation and/or significance of the author, illustrator, publisher, or producer
- Authority, accuracy, and accessibility
- Creative, artistic, literary, or technical quality
- Comprehensiveness and depth of treatment; level of difficulty
- Local interest (author or subject)

- Response of critics, reviewers and the media
- Extent of publicity and customer demand
- Suitability of the physical form for library use [i.e. size, print, binding, equipment requirements, etc.]
- Suitability of subject and style for the intended audience
- Suitability of the format to the content
- Relationship and importance to the existing collection
- Availability of material in alternate formats
- Availability of material elsewhere in the region
- Member suggestions to be included in the collection

FICTION

The Library sets no arbitrary standard of literary quality. Fictional works are acquired primarily on the basis of public demand and public interest. Author popularity and reputation are also considerations. The library attempts to select items which engage a wide audience of users. Fictional works with ongoing and lasting appeal, such as those generally considered literary classics, are also purchased.

LOCAL AUTHOR

Authors currently residing in Wolfe County (KY) are considered Local. Local material must be professionally produced, and of a quality suitable for library circulation to be considered for the collection. The Library will accept donations of no more than two copies of an item from a local author. All locally-created material, whether purchased or donated, must meet the same criteria for selection as any other material considered for the collection, and may be removed from the collection at the Library's discretion.

SELF-PUBLISHED WORKS

Technological innovations in the publishing industry have led to a dramatic increase in the number of titles that are either self-published or published by vanity presses. This increase in on-demand publishing has also led to an increased demand for these kinds of titles. While the Library does not exclude these works from the collection, the decision to purchase these titles is made according to the same selection criteria applied to any other work.

FORMATS

The Library acquires materials in a variety of formats. Selection within a format follows all general selection criteria. Currently, the Library acquires materials in hardback, paperback, audio, video, and digital formats. The Library also selectively acquires large print and foreign language materials for all age groups. Availability of materials impacts the development of these collections.

The Library acquires standard textbooks only when they provide the best or only information available on a subject, typically of an introductory nature. Textbooks are not acquired or duplicated to satisfy the requirements of a particular institution or curriculum.

The Library must continually assess new media and evaluate the capabilities and enhancements that they offer over existing formats. When deciding whether to replace or augment existing formats with new media, the following factors are considered:

- Anticipated improvements in information storage and retrieval
- User demand
- Quality of the product
- Ease of use
- Equipment requirements
- Cost
- Staff requirements for processing, maintenance, and training

It is essential for staff to monitor developments so that wise and cost-effective collection decisions are made for the Wolfe County community.

MULTIPLE COPIES

The Library acquires multiple copies of popular works to meet known and anticipated member demand. Emphasis is given to works with a high potential for ongoing demand.

COLLECTIONS

ADULT COLLECTIONS

The Library acquires fictional material to meet the recreational reading needs of the adult public. The Library makes every effort to acquire fiction which satisfies the diverse interests and tastes of its adult users.

The adult nonfiction collection provides a core of basic knowledge and strives to meet the determined and expressed information needs of the local communities. These needs cover the spectrum of subjects inherent to adult contemporary society. Emphasis is placed on material that appeals to, and is accessible to, the general public.

YOUNG ADULT AND TEEN COLLECTIONS

The Library acquires fictional works created to appeal particularly to the young adult, teen, and tween populations, considered by the library to be ages 12-18.

The fiction collections strive to develop and encourage an appreciation for recreational reading through the adolescent years, and into adult life. Emphasis is given to popular, high demand titles, as well as works that have received critical acclaim. The collection also includes works that often appear on local school reading lists.

In the nonfiction collection, there is an emphasis on materials that reflect the personal interests of teens and tweens with the understanding that the children and adult nonfiction collections generally provide materials required for curriculum support and study.

CHILDREN'S COLLECTIONS

The Library acquires fictional works created to appeal particularly to children from preschool to middle school (0-12 years old). The primary function of the fiction collection is to nurture beginning reading skills and to develop an enjoyment of reading into adult life. Emphasis is given to popular, high demand titles, as well as works that have received critical acclaim. The collection also includes works that often appear on local school reading lists.

The children's nonfiction collection strives to contribute to early learning, both formal and informal, while also appealing to children.

LOCAL HISTORY COLLECTION

The Library places a high priority on acquiring comprehensive information and resources about Wolfe County, past and present. The library collects reference and circulating materials which reflect the county's historical and cultural development. Information collected about contemporary Wolfe County supports current library programs and services and serves as the basis for future historical research.

The collection consists of any materials in all formats related to Wolfe County life, families and history. These materials include, but are not limited to, all geographical areas of migration, as well as, military and political activities. In addition, the collection includes genealogy research materials of a general nature and a comprehensive selection of Kentucky genealogy and history materials.

The Library does not actively seek manuscripts, collections of papers, memorabilia, or three-dimensional materials, although it does accept gifts of this nature, particularly when the material relates to Wolfe County.

PERIODICALS AND NEWSPAPERS

The Library acquires periodicals on a wide variety of topics to supplement the book collection, provide material that is not yet or may never be in book form, and provide educational, cultural, and recreational reading. In addition to the standard criteria for selection, particular consideration is given to whether the periodical is indexed in any of the resources available at the Library.

The Library acquires newspapers to provide information about current events of interest to the local communities. The Library subscribes to all local [serving Wolfe County] newspapers, selected major Kentucky newspapers and limited major national newspapers.

Subscription databases may provide access to older and current issues of newspapers the Library does not provide.

COLLECTION MAINTENANCE AND PRESERVATION

The Library's facilities and budget do not accommodate extensive conservation and preservation activities for most materials. Reasonable attempts are made to keep valuable material in the collection through cleaning and repair. Other preservation efforts may include the transfer of information between formats, when copyright allows, in order to preserve the content.

Wolfe County Public Library is not a library of historical record except in the area of local history, and the general collections are not archival in nature. No extraordinary efforts are made to retain or preserve last copies or out-of-print titles.

DE-SELECTION

To ensure a vital collection of continuing value to the community, materials that are not well used, are out of date, or are no longer accurate may be withdrawn. De-selection generally follows the same criteria as selection. Additional factors considered include:

- Relevance to the needs and interest of community, and current demand
- Accuracy, timeliness and frequency of use
- Local interest
- Deemed to be of an enduring nature
- Physical item condition
- Availability elsewhere - including other local libraries, interlibrary loan and online availability
- Availability of content in more recent works
- Number of copies in the collection

DISPOSAL OF WITHDRAWN LIBRARY MATERIALS

Items that are withdrawn from the Library's collections are disposed of in one of the following ways:

- Offered for free to community
- Offered for sale sustainable shelf program
- Donated to other public institutions such as schools, residential care facilities, senior centers, libraries and jails
- Donate to Friends of Library (if established)

REPLACEMENT

An item that is lost, damaged or withdrawn from the collection is not automatically replaced. Need for replacement is determined by three primary factors:

- Amount of coverage of the subject in comparable or more current materials
- Demand for the specific title
- If an item has been lost and replaced three times in three years

Member Conduct Policy

Effective Date: 03/09/2022

The Wolfe County Public Library believes that Library users and staff have the right to work and enjoy the use of Library facilities that are clean, safe and free from undue interference by others. In order to maintain such an environment and to ensure safety and security, the Library has established the following list of behaviors that are not permitted.

Prohibited Behaviors

- Smoking or other tobacco use anywhere on library grounds, in our facility, and in library vehicles
- Shouting, talking loudly (including cell phone conversations), or creating other noise that disturbs others
- Running, roughhousing, throwing objects, or committing other disorderly actions
- Using electronic devices so that they are audible to and disturb others
- Physical, verbal, visual, or sexual harassment or abuse of others. This includes:
 - a. threatening gestures, words, actions
 - b. swearing, sexual, vulgar, other inappropriate or indecent language
 - c. assault or attempted assault
 - d. prolonged staring or following
 - e. sexual advances, exposing genitals, breasts, or buttocks, or engaging in sexual behavior
- Stealing, vandalizing, defacing, damaging, or misusing Library property Possession, use, or being under the influence of drugs or alcohol
- Using skateboards, roller blades/skates/scooters inside or on Library property
- Soliciting of any kind and/or asking for signatures on petitions, except for official library business
- Blocking aisles, entrances to building or parking areas, bringing bicycles into the building
- Eating or drinking within the Library unless at authorized Library events
- Bringing animals into the building, except for service animals or as part of an authorized Library event or program
- Exhibiting offensive body odor to the degree that it interferes with the use of the Library by others
- Violating established Computer Use Policy
- Entering the Library without being fully clothed, including shirts and shoes
- Leaving children under age 11 unattended at the Library.
- Any other activity which interferes with the use of the Library by others, prevents Library staff from carrying out their duties, or otherwise disrupts the operation of the Library

Violations

For general, non-threatening violations such as loud talking, cell phone use, smoking, etc., staff should warn violators about their behavior and give them a chance to correct it. If the violator refuses to comply, staff is authorized to deny computer use, borrowing privileges, or other Library benefits and may also ask the violator to leave the building and all Library property for the remainder of the day.

For more serious, threatening and/or illegal behavior, staff is authorized to ask the violator to leave the building and all Library property immediately without any warning or request to cease the behavior in question.

The Library Director or other staff member in charge should be notified if a situation becomes threatening and/or involves calling law enforcement for assistance.

Repeat and/or serious offenders may be barred from the Library for extended periods of time ranging from one week to one year. Individuals who have been barred from the Library for an extended period of time have the right to appeal the decision to the Library Board of Trustees. Such appeal must be made in writing within 30 days of the start of the period of disbarment. The Board of Trustees will address the matter at the next regularly scheduled Board meeting that is more than one week later than the date of receipt of the appeal. Decisions by the Board of Trustees are final.

Violations that involve illegal activities, behavior that continues to occur after an individual has been barred from the Library for an extended period, and/or behavior that is severely inappropriate such as harassment, threats, and/or physical violence against others may result in a permanent ban from the Library at the discretion of the Library Board of Trustees.

Parents or legal guardians are liable for all acts of minors.

Library staff is authorized to call law enforcement for assistance whenever they feel it is necessary and/or if a violator refuses to leave Library property at the request of Library staff. Violations that involve illegal actions will be prosecuted to the full extent of the law.

Information Security Policy

Effective Date: 03/09/2022

In accordance with ICRS 61.931-934, the Wolfe County Public Library will take every reasonable precaution to ensure that any personal information that is kept by the Library for any purpose is safeguarded from unauthorized access.

The Wolfe County Public Library will comply with best practices established by the Department for Local Government (as required in KRS 61.932). See *Security and Incident Investigation Procedures and Practices for Local Governmental Units* for these best practices.

Per the Department of Local Government's guidance, a "Point of Contact" is designated by the Wolfe County Public Library to

1. Maintain the library's adopted Information Security Policy and be familiar with its requirements;
2. Ensure the library's employees and others with access to personal information are aware of and understand the Information Security Policy;
3. Serve as contact for inquiries from other agencies regarding its Information Security Policy and any incidents;
4. Be responsible for ensuring compliance with the Information Security Policy; and
5. Be responsible for responding to any incidents.

The Library Director is Wolfe Public Library's Point of Contact for the purpose of adherence to Department for Local Government guidance.

Member information

The Wolfe County Public Library acts to limit the amount of personally identifiable information that it retains. Some information, however, is necessarily and understandably retained for the transaction of day-to-day business.

Most information related to members is kept for the purposes of circulating materials and ensuring that responsibility is attributed to the correct person when an item is borrowed. This information is not publicly available and, beyond interactions between the library and the member, will be shared only with third-party vendors with whom the library has contracted services necessary for conducting business and law enforcement personnel upon valid, legal request. Information related to delinquent members may be shared with a third party vendor for the purposes of collection. The library will not share personally identifiable member information for any other purpose.

When a member record has been inactive for five (5) years and carries no outstanding debt (financial or in borrowed materials), the record is deleted from the Library's computer system and is not archived.

Personal information about members is generally only retained in electronic format with appropriate back-up devices in place for recovery in the event of a database failure. All back-up devices are kept secured at all times in areas that are not accessible to the general public and with limited accessibility by staff.

Staff information

The Wolfe County Public Library retains information about its staff that is directly related to the work environment. Social security numbers, health information, and performance records are retained only as a part of standard human resources processes (such as payroll or retirement). This information is subject to records retention policies of the Commonwealth of Kentucky and the Wolfe Public Library. Records will be retained and destroyed according to the records retention schedule. Personal information about staff members is, in some cases, subject to the Open Records Act and will be shared with anyone properly requesting that information as specified by Kentucky Revised Statute. Information protected from disclosure under the Open Records Act will not be shared with any outside agency for any purpose other than for the reason it was collected (i.e. to a payroll vendor for tax purposes).

Personal information about staff will be kept secured at all times in areas that are not accessible to the general public and with limited accessibility by staff.

Security Measures

The library does not share any information with any outside agency for any reason other than the purposes for which it was collected, except as noted within this policy. Third party vendors with whom the library does business are required by KRS 61.932 to provide their own security measures to protect any personal information. Where possible, the library has informed each entity in writing that appropriate security and breach notification is required.

The library provides an internal, closed network for the collection and use of most member data. The network is not accessible to the general public and access to it is limited to third party vendors with whom the library has contracted services.

Where the library's systems do have interaction with any outside vendor or member (i.e. through the internet-based catalog), transactions will take place using secure transmission protocols. Such interactions will be limited to the purpose of the transaction only and will not allow access to any more

information than is required for the purpose of the transaction (i.e. a member reviewing a list of items that are currently checked out to him/her).

Personal information stored on computers or back-up devices is not accessible to the general public and is protected by a computer firewall and anti-virus systems.

Security Breaches and Notifications

If the Wolfe County Public Library becomes aware of a breach that would allow outside access to its network or access to devices used to store personal information, action will immediately be taken to remove the device from the network or to close the network to all external traffic.

The Wolfe County Public Library will notify vendors of their responsibilities to inform the library of any breach in their own systems which would expose or compromise the security of personal information provided by the library. Notification of such must conform to the requirements of KRS 61.932 and will include any reports of investigations that are conducted into the breach. Contracts that are made or amended with the library after January 1, 2015 must contain provisions to account for the requirements under KRS 61.932.

In the event the Wolfe Public Library's own computer network or data storage systems are breached, the library will immediately take action to secure the network or system, to prohibit any off-site access, and to determine the extent of the data that was obtained by the unauthorized party. Where appropriate, the library will notify any/all affected parties within the guidelines of KRS 61.933 or as directed in guidance from the Department for Local Government. Investigations which follow such a breach will be reported as required by the same statute.

Internet Use Policy

Effective Date: 03/09/2022

Computer and Internet Access

Acceptable Use Policy:

The Wolfe County Public Library provides access to a broad range of information sources and services for the public, including access to computers and the Internet. The Internet is a global electronic network of ideas, images, information, and commentary that enables the library to provide enhanced resources beyond the physical collection of materials owned by the Library.

Filtering:

The Library uses technology protection measures, in accordance with federal law, to protect against access to visual depictions that are (1) obscene, (2) contain child pornography, or (3) are harmful to minors. The Library does not provide access to sexually explicit sites. Other web sites that have been determined by Library staff as sites that overburden or disrupt the Library's computer network may also be inaccessible. Technology measures are imperfect and it is possible that legitimate sites may be erroneously blocked. Adults may request access to websites that are erroneously blocked.

1. Computers are available on a first-come, first-served basis. Requests for access may only be made in person at the time access is desired. No advance reservations will be accepted.

Time Limitations:

In order to provide equitable access, the Library uses an automated time-keeping and sign-up system. The library has established standard time sessions for all users. The library monitors usage patterns and may alter the length of standard sessions as needed to maintain equitable access for all users. The Library also reserves the right to shorten individual sessions or to deny a second session if other members are waiting for computers or if a substantial number of the Library's computers are currently in use.

Rules of Use and Restrictions:

1. Users must utilize headphones or earbuds so that sound is not audible to others.
2. Users shall refrain from the use of visuals which disrupt the ability of other Library members or the staff to use the Library and its resources.
3. Users may not attempt, in any way, to alter, damage, abuse, or sabotage computer equipment or software, alter configurations, or install additional software or hardware.

4. Users may not use library computers in any way that violates the Library Member Rules of Conduct, or pertinent state, federal, and local laws. Any illegal actions will be reported to the appropriate law enforcement authorities.
5. Users may not take any action that will cause disruption to the normal operations of the Library or result in the invasion of privacy or harassment of others.
6. Users are not allowed to directly connect a personal computer or other personal hardware device to any library computer or the Library network.
7. A maximum of two users may use a single computer at one time.
8. No food or drink is allowed in the vicinity of the computer area.
9. Misuse of the Library's computers and/or the Internet will result in loss of access to Library computers.

Printing:

Printing from the Library's computers is available for a charge (10 pages free). It is the users responsibility to verify that they are requesting the correct item for printing before releasing a print job. The Library will not refund charges for items printed in error by users. The copyright law of the United States (Title 17 US Code) governs the printing of copyrighted material. The user of any Library computer is liable for any infringement.

Downloading/Uploading:

Downloading is permitted only to portable storage devices. Users must provide their own storage devices. Downloaded materials will not be retained on the Library's computers. Information and files downloaded from the Internet may contain malicious elements (like computer viruses) that could result in loss of data or damage to other computer equipment. The Library is not responsible for damage to a person's storage media or for any loss of data, damage or liability that may occur from the use of the Library's computers. Users are prohibited from downloading any software or applications from the Internet to a Library computer and from uploading software or applications from a personal device to a Library computer. No physical devices, other than portable storage devices (flash drives, USB drives) may be attached to any library computer.

User Risks and Responsibilities:

The Internet offers unlimited global access to information. However, not all sources on the Internet provide information that is accurate, current, legal, or philosophically acceptable to all citizens. The Library is unable to control the content of the materials on the Internet. Users of the Internet are responsible for their own choices.

Use by Juveniles:

As with all Library resources, the Library affirms the right and responsibilities of parents and guardians NOT the Library staff, to determine and monitor their children's use of the Internet. The Library staff is trained and employed to provide library services, not to provide child-care or supervision. The staff cannot and will not act to monitor a juvenile's access to the Internet except within the parameters of this policy. Parents and/or guardians are responsible for the use of these resources by their own minor children.

Privacy

The Library does not provide privacy for individual users. The sending or receipt of any information through the Internet is at the sole risk of the user.

Disclaimer

The Library assumes no responsibility for any damages, direct or indirect, arising from use of its computers or from its connection to Internet services.

Wireless Access

The Library provides access to the Internet for users who bring their own computer or other mobile device. Users are responsible for configuring their own equipment. The library does not provide technical support for establishing or maintaining a connection or equipment configurations. The library is not responsible for any changes made to an individual device's settings and does not guarantee that a user's hardware will work with the library's wireless connection.

Wireless users agree to abide by all Rules of Use for this policy while using the Library's wireless network.

The Library is not responsible for any damage caused to hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users are individually responsible for maintaining up-to-date virus protection on personal computers or other mobile devices.

Printing to library printers is available from wireless connections.

The wireless network is configured separately from the Library's wired public-access computer network and is offered without any guarantee of service. While every effort will be made to render the wireless network functional and useful, the Library reserves the right to make any restrictions necessary to make maintenance and support of the wireless network manageable and practical, including but not limited to the use of passwords, filtering, limits on the number of simultaneous users, and the prohibition of certain technologies and Internet features and functions.

Meeting Room Policy

Effective Date: 03/09/2022

Wolfe Public Library's meeting rooms are made available to the public for non-profit events on an equal first come, first serve basis. All meetings are open to the public. Library sponsored activities take precedence over non-Library uses of the meeting room. Permission to use the Library facilities does not, in any way, constitute an endorsement by the Library of the group or the group's beliefs.

TERMS AND CONDITIONS

1. Wolfe County Public Library cardholders, in good standing and at least 21 years of age, may reserve a meeting room appropriate for group size. The cardholder is considered the official representative of the group and shall be responsible for seeing that Library policies are observed and communicated to the group. Teenage and children's groups shall have an adult sponsor, at least 21 years of age, present during the entire meeting.

2. Any fees for damages or cleaning shall be charged to the cardholder reserving the room.

3. The library will not provide computer/equipment assistance for devices not the property of the Wolfe County Public Library nor assume any responsibility for any malfunctions or damages to said computer/equipment.

4. Meeting rooms are booked on an equal first come, first serve basis. Reservations may be made by phone, weekdays 9AM-4PM, (606)668-6571. Reservations should be made at least 24 hours prior to the meeting, except at discretion of library director based on availability. Reservations may not be made more than three [3] months in advance. An organization may schedule no more than one reservation per week per month. Exceptions must be made for government agencies and library organizations. Reservation requests are not final until confirmation message received from the library.

5. The Library reserves the right to change or cancel any meeting if circumstances at the Library so demand, including room reassignment based upon size of the group. If the Library is closed due to inclement weather or any other circumstance, the meeting rooms will be unavailable. The Library reserves the right to reject any application if it is determined the group has abused its past meeting room privileges.

6. Meeting rooms are only available during the Library's normal hours of operation. All meetings must conclude 30 minutes prior to Library's posted closing time. Groups should allow proper time for set up and clean up when requesting their meeting time.

7. Groups using the Library meeting rooms shall hold harmless the Library, its board of trustees, and staff from any and all claims or actions attributable to the use of the Library facilities.

8. Groups shall hold harmless and indemnify the Wolfe County Public Library District, its Board of Trustees, and staff from and against any and all liability which may be imposed upon them for any injury to persons or property caused by that organization or any person in connection with that organization's meeting.
9. The Wolfe County Public Library District, the Board of Trustees, and staff, collectively and individually, are hereby released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.
10. Meeting rooms are not available for personal or private parties such as birthday celebrations, showers, or receptions. The meeting rooms shall not be used for any unlawful purpose and meetings shall not disturb normal Library function.
11. The official representative shall, prior to taking possession of the Meeting Room, complete a walk-through of the reserved space with Library staff. Then, the official representative shall sign the approved form acknowledging their agreement to follow Wolfe Public Library's Meeting Room Policy. Meeting Room setup and tear down is the responsibility of the group using the room. The group is expected to return the room to its original orderly condition. Chairs are to be returned to carts and tables clean. Trash is to be put in trash receptacles. Library staff will return equipment to storage.
12. No fees may be charged to attendees. No solicitation is permitted. No sales are permitted unless authorized by the director at a library sponsored event.
13. Alcoholic beverages or tobacco products shall not be served, used, or consumed on library grounds.
14. Groups reserving the meeting room shall not use the Library's name, logo, or address in any way that indicates Library sponsorship of their event. This does not apply to events that the Library agrees to co-sponsor.
15. All flyers, notices, signs, advertising and/or postings of meetings shall not in any way state or imply that the Library endorses or supports the meeting or the subject being discussed at the meeting.
16. The Library reserves the right to approve flyers, notices, signs, advertising or postings of meetings for conformity with paragraph 15, above.
17. Groups may not attach or affix anything to walls, doors, or removable partitions in any library facility without prior permission from the Library.
18. No materials or supplies may be left or stored at the library. Groups may not use the Library as a mailing address.
19. A violation of this policy may result in the inability to use the Library meeting rooms in the future. This decision shall be left to a determination by the Director of the Wolfe Public Library.

20. The Library strives to make meeting rooms available at no charge. However, if the room is left in an unsatisfactory condition or if there is damage to library property, the cardholder who submitted the reservation will be notified at the time the damage fine is added to their account.

Cleaning Fine: \$75

Damage Fine: Damage to Library property or equipment will be assessed at full replacement or repair value.

Service Animal Policy

Effective Date: 05/11/2022

The Americans with Disabilities Act (ADA) requires that organizations that serve the public, including public libraries, must allow people with disabilities to bring their service animals into all areas of the facility where patrons are normally allowed to go. This applies to patrons and employees. The protections provided by the ADA take priority over local and state laws and regulations.

WHAT IS A SERVICE ANIMAL?

The ADA generally defines service animals as dogs. Dogs employed as service animals may be any breed, size or weight. Some, but not all, service animals wear special collars or harnesses. Service animals are not required to have special licenses, to be certified, or to have any visible identification.

In addition to the provisions about service dogs, ADA regulations allow for 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.

NOTE: In some situations, a person with a disability may require more than one service animal, where each animal provides a different type of assistance. For example, an individual may need both a hearing dog and a seizure alert dog.

WHAT DO SERVICE ANIMALS DO?

Service animals perform various tasks and provide services for people with disabilities. Here are some examples:

- Guide – serves as a travel aide for a person who is legally blind.
- Hearing or signal – alerts a person with hearing loss or deafness when a sound occurs, such as an alarm or a knock on the door.
- Mobility assistance – helps a person who has a mobility or health disability. They may carry, fetch, open doors, ring doorbells, activate elevator buttons, pull a wheelchair, steady a person while walking, help someone get up after a fall, etc.
- Seizure response – warns a person of an impending seizure, or provides aid during a seizure, such as going for help or standing guard over the person.
- Therapeutic assistance – aids people with cognitive or psychological disabilities, allowing them to live more independently. These animals may bring an emergency phone during a crisis, call 911 or the suicide hotline, turn on the lights in a dark room, bring medications, bark for help in an emergency, assist a person with panic disorder in coping with crowds, etc.

- Psychiatric and neurological assistance - The use of service dogs for psychiatric and neurological disabilities is explicitly protected under the ADA.

Dogs or other animals whose sole function is “the provision of emotional support, well-being, comfort, or companionship” are not considered service animals under

the ADA regulations.

SENSITIVITY AND AWARENESS

Wolfe County Public Library will ensure that staff members are properly trained in treating patrons and employees who require the assistance of service animals with sensitivity and respect.

Library staff cannot require patrons accompanied by service animals to provide documentation, such as special ID cards or proof of certification. Nor can they ask about the specific nature of a person's disability – e.g. "Are you blind?" or

"Are you under a physician's care?"

Library staff may only ask:

1. Is your animal a service or assistance animal required because of a disability?
2. What tasks has your animal been trained to perform?

Based upon the answers to these questions library staff will make a determination as to the status of the animal as a pet or legitimate service animal. The following guidelines provide some basic information on accommodating patrons and staff accompanied by service animals:

1. Staff will allow a service animal to accompany the patron/employee at all times and everywhere in the library except where animals are prohibited for safety reasons.
2. People with disabilities who use service animals will not be isolated from or treated less favorably than other patrons or employees.
3. Be aware that many people with disabilities do not care to share personal details about their disability or their service animal.
4. Do not separate or attempt to separate a patron or employee from the service animal.
5. Do not pet or talk to a service animal when it is working – this distracts the animal from its tasks.
6. Do not feed a service animal, which may have specific dietary requirements. Unusual food or food at an unexpected time may cause the animal to become ill.
7. Do not deliberately startle a service animal or make noises at the animal (barking, whistling, etc.).

8. If other patrons complain that they are not allowed pets and want to know why an exception was made, staff should state that the library complies with the Americans with Disabilities Act.

Remember, the library will not require someone to provide details about his or her disability.

RULES FOR SERVICE ANIMALS

The library cannot place limitations on the size, weight, and breed of service

animals. They can, however, require service animals to meet reasonable behavior rules that ensure the safety of all library patrons, and require that service animals have current appropriate vaccinations. The patron/employee has the responsibility to care for and supervise the service animal. The patron/employee should retain full control of the animal at all times.

This generally means that while the animal is in the library, it must be on leash, in a carrier, or otherwise in the direct control of its owner. When around other people or animals, the service animal should be well behaved (no jumping, snarling, nipping, excessive barking). The patron/employee is responsible for the safe removal of animal waste products. Special provisions apply to miniature horses. ADA 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 the 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.

If these criteria are satisfied, the miniature horse must be allowed to accompany the disabled person within the facility.

REMOVAL OF A SERVICE ANIMAL

If a service animal is unruly, disruptive (aggressively jumping, nipping, etc.) or not house trained, the patron/employee may be asked to remove the animal. If the animal's inappropriate behavior happens repeatedly, the patron/employee may be asked not bring the animal into common areas of the library until steps have been taken to mitigate the behavior (such as refresher training). If the behavior poses a significant threat to patrons or employees, the patron/employee may be required to remove the animal from the library altogether.

WHAT ABOUT OTHERS WHO ARE AFRAID OF OR ALLERGIC TO ANIMALS?

A fear of or minor allergy to dogs or other animals is not a disability, so the library does not need to "accommodate" in those situations. In rare cases, a person's allergy may be so severe that animal

contact may cause respiratory distress. In those situations, the allergic person may also request an accommodation, such as keeping the animal and the allergic person separate, as much as is possible.

Any complaints about service animals in the library should be forwarded to the director.

Surplus Property Policy

Effective Date: 05/11/2022

The Wolfe County Public Library Board of Trustees has adopted the Kentucky Model Procurement Code for local public agencies, KRS 45A.345-45A.460. In accordance, the library will sell or otherwise dispose of property that it deems no longer necessary or useful for the provision of library services according to KRS 45A.425.

Declaring Property Surplus:

Only property having a monetary value need be declared surplus. Property that is obsolete or broken and has no useful value may be discarded without notice. The Director is authorized to declare as surplus those library materials whose unit value is estimated to be less than 25 dollars. The Board of Trustees is authorized to declare as surplus those library materials whose unit value is estimated to be 25 dollars or more.

Disposal of Surplus Property:

Books and non-print items withdrawn from the library's collections which have unit values of less than 25 dollars may be given to the Friends of the Library, to another library or governmental entity, or to some other educational or cultural not-for-profit organization. Computers & other technology items which have unit values of less than 25 dollars and are incapable of running current software and/or are incompatible with the library's computer network may be disposed of using qualified electronics recycling services or given to the Friends of the Library, to another library or governmental entity, or to some other educational or cultural not-for-profit organization. In some cases, it may be possible to trade in surplus items for a discount on the purchase of replacements. This arrangement would be negotiated with the vendor and would not require prior approval from the Board.

The Board shall approve methods of disposal for all other items. Methods to be considered include:

- Give or sell to another public library, school district, or governmental entity
- Give or sell to a non-profit organization which serves a public purpose related to the mission of the library
- Sell through public auction, including internet auction, or sealed bid following the bid procedure in KRS 45A.365

If the surplus items cannot be transferred or sold by any of the above methods, they may be disposed of in any manner deemed appropriate by the library and consistent with the public interest.

Any compensation resulting from the disposal of surplus property shall be transferred to the library's general fund.

Library inventory records will be updated to reflect disposal of surplus items per the Local Government General Retention Schedule.

Circulation Policy

Revised & Approved 8/11/2021

The Wolfe County Public Library provides basic free access to current, high-demand, high-interest materials in various formats for people of all ages. We create a welcoming environment with friendly, competent staff and strive to introduce children and adults to the joys and rewards of reading and using the public library.

Library Card Registration

The Wolfe County Library is supported primarily by taxes paid by the residents of this county. Therefore, library borrowing privileges are available at no additional charge to residents of Wolfe County. Students attending schools in Wolfe County and anyone owning real or personal property (real estate, boat, or automobile) registered in Wolfe County and those working in Wolfe County may obtain a library card at no charge. The library has a responsibility to protect the taxpayer's investment in the collection of the library, therefore staff should be flexible and accommodating as possible to ensure equal access to all.

Library Card: Registration will take place in Atrium. Staff will complete required information using the patron's ID. Atrium allows space for photo. Document ID here or take photo of person. If no ID is available give patron an envelope to self-address. Staff will mail this for verification. Staff can use own judgement if the patron should be given a temporary card status without ID, using materials being checkout as guidance.

Lost Cards: Patrons who have lost their library card can still checkout items if staff can find verify information in Atrium. Lost cards will be replaced once for free. If patron wants a 3rd card the cost is \$1.

Checkout Policy: A patron using a library card for the first time may checkout 2 items. This shows as a temporary card status in Atrium. This status will change to full card holder rights after 1 month if proven to be responsible with library materials. Full card holder rights can check-out up to **10 items** mix and match the items below. Renewals for items can be made over the phone unless there is a waiting list item.

Books – limit 10 for a 2 **week** period

New DVD – limit 2 for a 2 **day** period (library card holder must be an adult, in good standing)

Movies – limit 10 for a 2 **week** period (library card holder must be an adult)

Magazines – limit 10 for a 2 **week** period

Games/Puzzles – Limit 10 for **30 day** period

Equipment – limit 1 for a 2 **day** period (library card holder must be an adult in good standing)

Laptop – limit 1 for a 2 **week** period (library card holder must be an adult in good standing)

Suspension of Borrowing Privileges

Borrowing privileges are suspended when a patron has not returned items issued to their card number. Privileges will be resumed when patron replaces item or agrees to donate time in community to fulfill debt

Borrowing privileges are suspended only for the item not returned.

Example: I lost 2 movies but I can checkout books, magazines, games, and still have access of library for other services offered.

When a privilege is suspended this removes the good standing library card title that is required to checkout equipment, new movies and laptops. **Temporary card holders have not earned good standing status.**

Copies & Printing

Anyone may obtain up to 10 free pages front/back, one time per day. Free advance copies will not be permitted. Free copies are only available in black/white. Color copies and pictures must be paid for by the patron for .25 per 1 sided page.

Fax

Faxing services are available for \$1 up to 15 pages.

Laminating

Staff will laminate 1 item for patron free but will not be held no reasonable for item being damaged. For multiple items the cost is \$1 per standard page.

Fines/Overdues

Fines have been removed by the Wolfe County Board of Trustees for items checkout though the Wolfe County Public Library. This does not override Interlibrary Loans rules and fines.

The following circumstance could cost the patron loss of privileges on library card that can be restored through acts of kindness.

Overdue Status than 90 days or **Lost Status** overdue more than 90 or **Damaged Item**

Replacement Items: The borrower may replace a lost item with an exact copy of the item to satisfy the lost privilege status

At the discretion of the library staff the loss of privilege can be restored by the patron donating time/resources to help in the community. Examples include but not limited to donating a bag of dog food to animal shelter or picking up trash. Staff can evaluate the materials value and kindness act equivalence.

Interlibrary Loan

The Wolfe County Library participates in the national interlibrary loan program that permits the library to borrow materials for its patrons from other libraries. Books and photocopies of articles from periodicals not owned by this library or that are otherwise unavailable, may be requested for loan through interlibrary loan. Recordings, microfilm and genealogy materials may be requested but are difficult to obtain. Items owned by the library may not be borrowed through interlibrary loan. The library does not charge for interlibrary loan service, except for non-residents (see Inter-library Loan Policy) however the patron is responsible for charges or fines imposed by the lending library. Every attempt will be made to borrow items from libraries that do not charge fees for loaning materials. If a patron does not wish to borrow an item if charges are imposed (such as insurance fees, lending fees, photocopying charges), this must be stipulated when the request is made. Fines for overdue materials and processing costs for lost items will vary with the lending library and are the responsibility of the patron. The library restricts the number of items requested by an individual patron through interlibrary loan to 5 at one time to ensure fair, equitable, and timely service with the constraints of budget and staffing. The number of interlibrary loan requests are considered to be separate in determining the number of items a patron checks out from the Wolfe County Public Library collection of materials. Requests that staff determine may violate copyright laws will not be accepted. Photocopies received through interlibrary loan should be stamped with a notice of copyright.

In-Demand Educational Resources

Materials such as CDL and college prep books have an increasing cost that require special care. Library card holders in good standing can sign a contract to return materials within timeframe. Those individuals who need the materials but are not in good standing can pay a deposit that is returned when the book is returned.

Genealogy & Reference Books

All genealogy and reference books are to be used in the library only. No materials may be checked out.

Reserves or Holds

All circulating materials may be reserved except for those items that are not cataloged. Reserves may be placed by patrons either in person, on-line or by telephone. Patrons will be notified by telephone or e-mail when the materials are available. There is no charge to the patron for placing a reserve. Reserves will be held for 48 hours before they are returned to circulation. Because of the popularity of some authors staff cannot place items on reserve because they know you will want this popular author. The patron must request hold each time a author has a new release no more than 1 week in advance.

Confidentiality of Library Patron Records

The Wolfe County Library supports every patron's right to have his or her library records remain confidential. Library records include patron registration data, circulation records, overdue and reserve records, participation in library sponsored programs, record of library visits, and/or any data that contain information that links a specific patron to specific materials or services used. Each patron has

individual control over his or her borrower's card and presentation of the card permits access to information about the borrower's current circulation record. When no longer needed for library administration purposes, records will be destroyed. The library will not release information to any person, agency, or organization, except in response to a valid court order or subpoena, properly presented to the library administrator. Nothing in this policy shall prevent authorized library personnel from using library records in the administration of their regular duties.

Wolfe County Public Library Conflict of Interest Policy

The Wolfe Public Library Board believes that it is fundamentally important that the public perceives that all policies and decisions of the Board are fairly and impartially determined, and that the personal financial interests of the Board members do not conflict with the interests of the Library.

A Board member shall not participate, directly or indirectly, in the making of any contract on behalf of the Library in which he or she has a personal financial interest; nor shall a Board Member participate in any decision or recommendation involving the Library in which they have a personal financial interest.

Any Board member aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board. The President of the Board shall rule as to whether the situation constitutes a conflict. If a conflict exists, the Board member shall abstain from voting and excuse him/herself from any discussion regarding the matter by leaving the room, and shall not be counted in determining the quorum during the time that they are absent. These details shall be recorded in the Minutes of such meetings.

In the event that the President has a conflict or perceived conflict, the Vice-President will fulfill the role of investigating and ruling on the conflict.

A Board member shall not participate in any way in deciding whether to hire any person related to him/her by blood or marriage closer than a second cousin, as an employee of the Library.

The Board, in accordance with this policy and applicable law, shall deal with any conflict of interest brought to its attention.

Adopted by the Wolfe County Public Library Board of Trustees this 12 day of May, 2021.

Wolfe County Public Library Board of Trustees and Library Employee Ethics Policy

The Wolfe County Public Library depends on the trust of the community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Library with the highest level of integrity and avoid the appearance of any impropriety.

This ethics policy shall be subservient to the Wolfe County ethics policy, in that it may be stronger or more stringent than that of the County, but it may not be weaker.

Guiding Principles:

- Board members and employees shall uphold the integrity of the Library and shall perform their duties impartially and diligently.
- Board members and employees shall not engage in discrimination of any kind, including that based on: race, gender, gender identity, age, country of origin, class, ethnicity, religion, sexual orientation, or belief system.
- Board members and employees shall protect and uphold library patrons' right to privacy in their use of the Library's resources.
- Board members shall immediately disclose to the Board any conflict of interest they may have with regard to any official action or business before the Board. Board Members shall abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest.
- Board members and employees shall avoid situations in which there is a reasonable probability that their personal interests may appear to be in conflict with the best interests of the Library.
- Board members shall abstain from any official action in which their personal interest could reasonably be perceived as compromising their ability to act in a fair, impartial and objective manner.
- Board members and employees shall not act in any way that may reasonably create an impression that they are engaged in conduct that violates their responsibilities as Board members or employees.
- Board members and employees shall not use or attempt to use their position with the Library to obtain personal privileges or advantages for themselves, their friends, or their families.
- Board members and employees shall not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties.
- Board members and employees shall strive to uphold the integrity of the Library and be respectful to their fellow Board members and Library employees in public settings.

Therefore:

To preserve and uphold Wolfe County Public Library's reputation as an organization of unimpeachable integrity, each Board member and employee will sign a statement acknowledging receipt and understanding of the "Conflict of Interest" and "Ethics" policies at the commencement of his/her service and at the beginning of each calendar year during his/her tenure with the Wolfe County Public Library.

Compliance:

If any Board member or the Director appears to be in conflict of the “Guiding Principles” above, he or she will be asked to meet with the Board as a whole to discuss the issue. The Board will make a recommendation to the Board member or Director as to how he or she may rectify the conflict. Failure to rectify the conflict to the satisfaction of the Board or law may result in a Board recommendation for the removal of the offending Board member or termination of the Director. Employees who are or appear to be in conflict with the “Guiding Principles” will be asked to meet with the Director who will make a determination as to discipline or termination based on his or her findings.

Acknowledgement:

The following statement will be completed and signed annually by each Board member. This requirement does not absolve any Board members of their independent obligation to disclose any conflict of interest as it arises on an ongoing basis. Completed forms shall be reviewed by the Library’s attorney and retained as a part of the Library’s financial records:

I, _____, acknowledge my review of the Library’s Ethics Policy. As a part of my commitment to the transparent administration of the Library’s business and finances, I affirm as follows:

I have no affiliations to business, political, or other interests which would influence the decisions that I make in regards to the Library’s business and finance.

I disclose the following affiliations that may influence my decisions or that shall be a consideration when actions are made by the Board:

Signed: _____ Date: _____

Adopted by the Wolfe County Public Library Board of Trustees this 12 day of May, 2021.

Wolfe County Public Library Fiscal Responsibility Policy

General Purpose:

It is the policy of the Wolfe County Public Library that public office not be used for personal gain, and that Board members and the Director are to remain objective in their duties and responsive to the needs of the public they serve. Accordingly, the Director and Board members must maintain the highest commitment to their responsibilities as stewards of the Library.

District Funds:

The Wolfe County Public Library Board defines all district funds as "Public Funds." This includes, but is not limited to, all sums actually received in cash or negotiable instruments from all sources, whether or not the money has ever been deposited into a Library account. Any money controlled by the Library, including gifts, fines, fees and all funds received from any source, are considered "public funds" and are governed by this policy.

Personal Use of District Assets:

Neither the Director nor any Board member will use or permit the use of Library funds, vehicles, equipment, telephones, materials or property for their own personal benefit or profit. Neither the Director nor a Board member will ask or require a Library employee to perform services for the personal benefit or profit of a Board member or the Director. The Director and all Board members will safeguard Library property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

Segregation of Fiscal Duties and Internal Controls:

No one person should control or perform all key aspects of a transaction or financial event. Segregation of duties is an important internal control activity that helps detect errors in a timely manner and deters improper activities. Internal controls instituted by the Library will assist the board in maintaining adequate fiscal oversight of the expenditure of funds.

The Wolfe County Public Library shall institute a system of internal controls and a segregation of duties which meet or exceed the guidelines outlined in the *Kentucky Auditor of Public Accounts - Recommendations for Public and Nonprofit Boards*. The adequacy of these guidelines and our compliance efforts should be reviewed after each audit and as otherwise needed. Procedures shall be

modified to correct any deficiencies discovered during regular audits or at any other time. This document is available at:

[http:// http://auditor.ky.gov/cpatools/Pages/32BoardOversightRecommendations.aspx](http://http://auditor.ky.gov/cpatools/Pages/32BoardOversightRecommendations.aspx)

Policy Enforcement:

All Library employees, the Director, and Board members are bound by this policy.

Any alleged violation of this policy by Library staff shall be investigated by the Director. If actual violation is determined, the Director shall impose sanction appropriate to the degree of violation, up to and including termination. Any employee impacted by an action under this policy may appeal to the Board, as allowed by the district's general employee policy.

Any alleged violation of this policy by the Director shall be investigated by the Board, or by a committee appointed by the Board for this purpose. If actual violation is determined, the Board shall impose sanction appropriate to the degree of violation, up to and including termination.

Any alleged violation by a Board member shall be investigated by the remaining Board members. If actual violation is determined, the Board may impose sanction as warranted, up to and including requesting the resignation of the Board member. At the option of the Board, and in accordance with KRS 65.007, the fiscal court may be requested to initiate removal proceedings for any Board member found in violation.

The Library reserves the option of reporting any significant violation of this policy to appropriate law enforcement agencies for investigation and possible prosecution.

Adopted by the Wolfe County Public Library Board of Trustees this 12 day of May, 2021.

Wolfe County Public Library Open Records Policy

Open Records Requests and Records Retention

The Wolfe Public Library is subject to the Kentucky Open Records Act (KRS 61.870-61.884) and certain requirements with regard to records retention.

Retained records

The Wolfe Public Library will maintain and retain its records in accordance with applicable laws and regulations. Unless otherwise provided by law, records may be retained or discarded according to the Records Retention Schedules as adopted by the State Libraries, Archives, and Records Commission.

Public records

All records of the Wolfe Public Library are public records. Not all public records are open records under the Open Records Act. "Public record" generally means all documentary materials—regardless of format or storage medium—prepared, owned, used, in the possession of, or retained by the Library. It does not include any records owned by a private person or corporation that are in the possession of the Library or one of its employees.

Requests for records

The Wolfe Public Library Director (or designee) acts as Custodian for all of the Library's public records. Any person may request to inspect or receive copies of the Library's non-exempt public records. All requests to view or copy the Library's public records pursuant to the Kentucky Open Records Act must be made in writing and must contain the requester's name and signature. Requesters may use the *Request to Inspect Public Records* form, but are not required to do so. All Open Records Requests must be submitted via U.S. Mail, facsimile transmission, email, or hand delivery. Open Records Requests should be directed to the attention of the Library's Records Custodian. If a requester is requesting to be provided with copies of non-exempt public records, they must provide a sufficiently precise description of the documents they are seeking so as to allow the Records Custodian to readily identify them.

Response

The Wolfe Public Library has three business days in which to respond to an Open Records Request. This time begins to run the next business day after the request is received.

The response to an Open Record Request may: (1) grant the request, (2) deny the request, (3) explain that there will be a delay in responding to the request; or any combination thereof. To the extent a request is granted, the response will provide a timeframe when the requested non-exempt public documents may be inspected in person, or will inform the requester of the applicable copying charge and postage fee required to be paid before copies of the non-exempt public documents may be provided. To the extent a request is denied, the response will provide the legal cause for the denial. To the extent the full response to a request is delayed, the initial response will give a detailed explanation of the cause for any delay and an estimate of when a complete response may be expected.

Copies

To the extent a request is granted, copies of the responsive non-exempt public records requested may be provided at a cost of \$0.10 per page, along with any applicable postage costs, all of which must be pre-paid by the requester. Requests for specialized or non-standard copies (e.g. color or oversized copies) will be provided at the cost incurred by the Library to produce them. The Wolfe Public Library may also recover costs associated with staff time expended in responding to a request made for a commercial purpose. Non-public or exempt information may be redacted as appropriate from copies of otherwise non-exempt public records provided.

On site examination of records

To the extent a request is granted, individuals requesting to review records will be allowed to schedule a time to conduct on-site inspection of non-exempt public records during the regular hours of the Wolfe Public Library. An on-site inspection may be required by the Library if the request is not precise in nature or if the requester resides or maintains his or her principle place of business within Wolfe County. Public records must be inspected in the location set by the Library. During their inspection, a requester may copy non-exempt public records (at their own cost), but may not remove, alter or add to documents provided for review. The Library is responsible for protecting the security of public records in its custody, and may require that a staff member be present during any inspection or copying of its public records.

Denial of request

Certain public records are exempt from inspection under the Open Records Act. Circulation and Library use records for individual patrons are exempt from inspection, and requests to inspect or receive copies of these records will be denied, as will a request to inspect or receive copies of any other records which either are not public or which are exempt under the Act. Under certain circumstances, the Library may find that a request would create an unreasonable burden to comply with, and may deny such a request for that reason. Requests that the Library believes are intended to disrupt its essential functions will also be denied. Reasons that a request may be deemed unduly burdensome for compliance, or which may be disruptive to the Library may include time and expense involved in retrieving and duplicating the records, or in the type and nature of the request. To the extent a request is denied, the Library will provide the legal basis for the denial to the requester.

Additional Information

The Kentucky Open Records & Open Meetings Acts: *A guide for the public and public agencies*, published by the Office of the Attorney General, and other information regarding Open Records Requests may be found online at: <https://ag.ky.gov>.

Adopted by the Wolfe County Public Library Board of Trustees this 12 day of May, 2021.

Wolfe Public Library Procurement Policy

The Wolfe County Public Library Board of Trustees desires to make all purchases and contracts in a transparent and competitive manner that represents the interests of the library and the taxpayer. To achieve this, the Board adopted the Kentucky Local Government Model Procurement Code, KRS 45A.345–460 at its 5/12/21 Board meeting. The Wolfe Public Library will make all contracts, leases, or other agreements for the purchase of materials, supplies, equipment, or contractual services in conformance with the provisions of the Model Procurement Code.

The following local procedures for small purchases in no way modify the Local Model Procurement Code as adopted.

Purchasing Authority

Unless otherwise provided for in this policy, the Director, or designee, shall have the authority to purchase or lease products or services within the budget adopted, and may sign contracts and other instruments of the Board when authorized to do so by the Board. All procurement expenditures are subject to audit.

Any purchase or procurement of \$8,000 or more not specifically included as an item within the approved budget shall be brought before the Board for approval.

Purchases over Thirty Thousand Dollars

As required under KRS 424.260 and KRS 45A.385, all purchase orders or contracts for products or services in excess of thirty thousand dollars (\$30,000), except those exempted by the Local Model Procurement Code, shall be advertised for bid. Purchases may not be parceled, split, or scheduled over a period of time in order to subvert the intent of this requirement.

All such bid processes shall be conducted according to the provisions of KRS 424.130 and KRS 424.140.

State or Federal [GSA] Contract Pricing

As authorized under KRS 45A.050, KRS 45A.420, and KRS 66.470, the Library may purchase products and services outside of the bidding process if those products and services meet the specifications of price contracts awarded by the state Finance and Administration Cabinet or the Federal Government.

Purchases Less Than Thirty Thousand Dollars

Purchases of products and services less than thirty thousand dollars (\$30,000) but more than five thousand dollars (\$5,000) may be made in the open market, without newspaper advertisement. Such purchases shall, whenever possible, be based on at least three (3) competitive written proposals or

ascertained from vendor's price lists or other quote information. Award shall be made to the supplier offering the best value.

Purchases Less Than Five Thousand Dollars

Purchases of products and services less than five thousand dollars (\$5,000) may be made without competitive proposals but shall be made with attention to the lowest possible cost, consistent with the needs of the Library with regard to durability, performance, delivery and service.

Tax Exemption

As provided for by KRS 139.470(6), the Library is exempt from the Kentucky sales and use tax as applied to purchases of tangible personal property or services. This exemption applies only to purchases of property or services for use by the Library. The exemption cannot be claimed by a contractor purchasing property to be used in fulfilling a contract with the Library, or by a Library employee or Board member for their own personal purchases.

Payment

All invoices and pre-payments shall be paid promptly in accordance with generally accepted business and accounting practices.

The Director, in conjunction with the Treasurer, shall be the disbursing officer of the Board. In the absence or inability of the Director or Treasurer, these duties shall be performed by such other Board member(s) or staff members as the Board may designate.

Payments made by check in excess of \$2,500 shall be cosigned.

All disbursements shall be submitted for approval monthly by providing to the Board a copy of the Treasurer's report.

Purchasing Procedures

The Library's Business Office shall develop and implement procedures for regular auditing of Library expenditures, and all other procedures necessary to carry out this policy.

Adopted by the Wolfe County Public Library Board of Trustees this 12 day of May, 2021.

Wolfe County Public Library Board Reimbursement of Expense Policy

The Wolfe Public Library Board members may be reimbursed only for pre-approved out-of-pocket travel expenses actually incurred in the performance of their duties for the Wolfe Public Library, including attendance of continuing education events. Prior authorization by a vote of the Library Board is required for expenditures to qualify for reimbursement. Travel expenses must always be minimized to the extent reasonably possible under the circumstances.

Original receipts must document claimed expenses. No expenses will be reimbursed for friends or relatives accompanying a Board member on Wolfe Public Library business. No expenses will be paid or reimbursed for non-business-related travel or extension of stay beyond completion of the business of the Library. All travel expenses must be pre-approved to be eligible for reimbursement.

Travel meal expenses

Board members who engage in pre-approved out-of-town travel on official Wolfe Public Library business will be reimbursed for any reasonable expenses incurred for meals while travelling. (*Per diem maximum—optional*). The Library will not reimburse for the cost of alcoholic beverages. To request reimbursement, the Board member must submit a voucher with receipts attached. The voucher will be signed by the Board President and Secretary and submitted to the Library Director/Bookkeeper for reimbursement.

The Library-issued credit card may not be used for meal expenses during travel.

Business meeting meals

The Wolfe Public Library's Board members do, on occasion, meet during meals or invite special guests (such as visiting performers/authors, and potential employees) for meals. The Board will approve all expenditures for business meeting meals in advance. Expenditures for business meeting meals will be made on the Library credit card. No charges for alcoholic beverages will be paid by the Library. Business meeting meals should be reasonably priced, appropriate for the event, with care taken to limit the expense to the Library. Excessive expenses will become the responsibility of the Board members. Receipts for all business meeting meal expenses are required before reimbursement may be made.

Mileage reimbursements

When pre-approved out-of-town travel on official Wolfe Public Library business is conducted using a Board member's personal vehicle, mileage shall be recorded and will be reimbursed by the Library. Mileage will only be reimbursed for the shortest of the most direct routes between either the Board member's residence and the destination, or the Library and the destination. The Library credit card should not be used for gasoline expenses except when used for vehicles owned, rented or leased by the Library. Mileage will be reimbursed at the rate approved by the Commonwealth of Kentucky Finance and Administration Cabinet on a quarterly basis. Please ask the Director or contact the Business Office for the current rate.

Requests for reimbursement for mileage should be made to the Business Office using the *Mileage Reimbursement* Form which should be submitted within 30 days of returning from the event.

Special transportation

Airline fares for a Board member's pre-approved out-of-town travel on official Wolfe Public Library business will be paid for by the Library in advance. Taxis and similar ride sharing services must be paid using the Board member's own personal funds. The Library will reimburse reasonable taxi and ride sharing service expenditures upon the Board member's return. Pre-approved rental vehicles should be paid for with Library credit card. Board members should take reasonable efforts to seek the most economical means of travel available.

Lodging

Pre-approved hotel expenses for pre-approved out-of-town travel on official Wolfe Public Library business should be paid for with the Library credit card. Reasonably priced accommodations (for conferences, at the conference rate) should be sought. Only reasonable expenses related to the lodging itself will be paid for by the Library. No other expenses (telephone service, internet service, meals, etc.) should be added to the hotel expense.

Requests for reimbursement

All requests for travel expense reimbursements must be submitted on appropriate forms with appropriate supporting documentation. For special trips (such as conference attendance), reimbursement requests may be made upon the Board member's return. Routine mileage reimbursements may be requested monthly.

Safety

Traffic violations and citations are the responsibility of the driver.

Adopted by the Wolfe County Public Library Board of Trustees this 12 day of May, 2021.

Wolfe County Public Library Sponsorship Policy and Procedures

The Wolfe Public Library welcomes sponsorship from local businesses, corporations, families and individuals. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available. The Board believes that libraries play an essential role in the quality of life of our citizens, and in this important function, the Library should be supported through public funding. Therefore, sponsorship revenue should only be used to fund additional, optional services or new, "startup" services.

Guiding Principles

The following principles will guide the Wolfe Public Library in the solicitation and acceptance of gifts, grants or other support to enhance or develop library programs and services:

- All gifts, grants and/or support must further the Library's mission, goals, objectives and priorities. They must not drive the Library's agenda or priorities.
- All gifts, grants and/or support must not compromise equity of access to Library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, any sectors of the community.
- All gifts, grants and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of any products or services.
- All gifts, grants and/or support must ensure the confidentiality of user records. The Library will not sell or provide access to Library records in exchange for gifts or support.
- All gifts, grants and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the Library.
- Gifts of books or other Library materials will be accepted in accordance with the terms outlined in the Library's Collection Development Policy.

Recognition and Acknowledgement

The Library will ensure that each sponsor receives acknowledgement, and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Standards controlling the size format and location of such acknowledgment will be developed by the appropriate staff person to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.
- For gifts and/or sponsorships valued at least \$5,000, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
 - Launch of a special program or media campaign to announce the gift.
 - Include sponsor's name on promotional materials.

- Small standardized plaques may be placed on donated furniture or equipment.
- Library bookplates will be placed on donated items.
- In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the Library.

Approval

The solicitation of gifts, grants or in-kind support by library staff valued at over \$5,000 must receive prior approval of the Director. The solicitation of gifts, grants or in-kind support by Friends of the Library and valued at over \$5,000 should be discussed with the library director before fundraising commences.

Authority for Implementation

The library reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will reside with Library management. All details as to the design of programs and allocation of resources will also reside with Library management. The Library reserves the right to deny partnerships or sponsorships for any reason and to end these arrangements at any time if, in the opinion of the Director, the services or image of the Library warrant such action.

Adopted by the Wolfe County Public Library Board of Trustees this 12 day of May, 2021.

Wolfe County Public Library Trustee Orientation Policy

The Wolfe County Public Library recognizes the importance of Board member orientation to the Library's efficient operation. Once a Library Board member has been appointed and taken the oath of office, the Board member will go through an orientation process that encompasses the information and tools needed to understand the duties and responsibilities of being a Board member. This orientation process will be conducted collaboratively by the Director, President, and the Kentucky Department for Libraries and Archives (KDLA) Regional Consultant.

Once the new Board member has been appointed, the Director or President will contact the Board member to welcome him/her to the Board and set up an meeting to have an orientation session. The Director will assist in scheduling an opportunity for the regional consultant to provide additional orientation information in conjunction with, or in addition to, the Library orientation.

Board member orientation includes introducing the Board member to the following documents, as well as any other documents necessary for compliance with Kentucky law governing libraries and information specific to the Wolfe County Public Library:

- The KDLA Kentucky Public Library Trustee Manual
- A list of Board members with their contact information, terms of office, and offices held
- The location and schedule of Board meetings, Board bylaws and policies
- A sample agenda

Documents each Board member must receive within 60 days of their appointment shall be included at the orientation: *Your Duty Under the Law*; *Managing Government Records*; and the Proof of Receipt to acknowledge that those two documents have been received. When the Proof of Receipt has been signed, a copy will be retained by the library.

Additional documents that may be provided by the Director as part of the Board member orientation process may include the following documents, among others:

- The Library's latest Annual Report
- The Library's Standards Report
- The Library's long-range or strategic plan
- The Library's current and previous year's budget
- The Library's tax rate (if applicable)
- Board packets from the previous three months meetings, including minutes, statistics, and financial reports
- An organizational chart of the Library staff with names and titles
- A copy of the Library's policies or the location where they can be accessed
- Brochures or other concise information about the library or library services
- PR or information on any recent Library accomplishments

The orientation process shall also include a tour of the Library facilities and an introduction to the Library staff, allowing the new Board member to ask questions in context as they view the different services, activities, and areas of the Library facilities.

Some topics that could be addressed and discussed during the tour include:

- How the Library is operated on a day-to-day basis
- How the Library is linked to other resources and libraries
- How the Library serves the needs of the community
- How the Library could better serve the needs of the community

Every attempt will be made by the President, Director and Kentucky Department for Libraries and Archives Regional Consultant to provide the new Board member with any additional pertinent information requested to assist in equipping the Board member with the knowledge and skills necessary to succeed in their new role.

Adopted by the Wolfe County Public Library Board of Trustees this 12 day of May, 2021.

Wolfe County Public Library Whistleblower Policy

The Wolfe Public Library is committed to operating in compliance with all applicable laws, rules and regulations and prohibits unlawful retaliatory practices against its employees by any of its board members, officers, employees, or agents. Employees may report any actual or suspected violations of law or policy, or any facts or information relative to actual or suspected mismanagement, waste, fraud, abuse of authority, or substantial and specific danger to public health or safety to any public body with apparent authority to remedy or report such actions. This policy applies to any matter which is related to the Library's business and does not relate to private acts of an individual not connected to the business of the Library.

As per KRS 61.102, the Wolfe Public Library will not subject any employee, as defined in KRS 61.101, to reprisal, either directly or indirectly, for having made a good faith report of suspected wrongdoing of the type set forth above, either internally to the Board or Director, or externally to any public body with apparent authority to remedy or report such wrongdoing, nor will the Library take any such retaliatory action against any person who supports, aids, or substantiates such an employee in having done so.

In addition, the Wolfe Public Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel, or to a court, truthful information relating to the possible commission by any of its employees, officers, Board members or other agents, of any wrongdoing of the type set forth above.

If a Wolfe Public Library employee has a reasonable belief that any of the Library's officers, employees or Board members has engaged in any wrongdoing of the type set forth above, that employee is encouraged to immediately internally report such information to the Library Director or to the Board of Trustees.

Suspected wrongdoing of the type set forth above may be internally reported by the employee confidentially or anonymously. Reports of suspected wrongdoing will be kept confidential to the extent that it is possible and consistent with the need to conduct an adequate investigation.

Concerns may be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the Library Director or the President of the Library Board at the Library's business address:

Wolfe County Public Library
PO Box 10 Campton, KY 41301

An anonymous concern from any employee or citizen may also be submitted through the Library's Website at: <http://wcplib.org> or via email at wolib@mrtc.com

All internal reports of suspected wrongdoing of the type set forth above will be promptly investigated as appropriate. In conducting its investigations, the Wolfe Public Library will strive to keep the identity of the reporting employee(s) as confidential as possible.

The Wolfe Public Library may take disciplinary action (up to and including termination) against any employee who has engaged in unlawful retaliatory conduct in violation of this policy.

The Wolfe Public Library will ensure that all employees are advised of the content of the Whistleblower Policy and will train all levels of library supervision on the prohibition of retaliation in accordance with this policy.

Adopted by the Wolfe County Public Library Board of Trustees this 12 day of May, 2021.

Wolfe County Public Library Investment Policy

General Policy

It is the policy of the Wolfe County Public Library to invest funds in a manner which will provide the highest investment return with the maximum security of principle while meeting the Library's daily cash flow demands and conforming to all state statutes and the Library's regulations governing the investment of funds.

Scope

This investment policy applies to all financial assets held directly by the Library. These financial assets are accounted for in the Library's annual financial report and include all moneys in investment fund accounts.

Investment Objectives

The Library's primary investment objectives, in order of priority, are the following:

- **Safety.** Safety of principle is the foremost objective of the Library's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
- **Liquidity.** The Library's investment portfolio shall remain sufficiently liquid to enable the Library to meet all operating requirements which might be reasonably anticipated.
- **Return on Investment.** The Library's investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the Library's investment risk constraints and the cash flow characteristics of the portfolio.

Investment Authority

Management responsibility for the investment policy may be delegated by the Board to a designated official, who is usually the Library Director or Board Treasurer. The official shall have the authority to establish additional specific written procedures for the operation of the investment program, which are consistent with this investment policy. The procedures shall include explicit delegation of authority, if any, to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established. The designated official shall be ultimately responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and employees. The controls shall be designed to prevent and control losses of funds arising from fraud, employees' error, misrepresentation by third parties, or imprudent actions by officers and employees. The designated official shall maintain all records related to the Library's investment program, and furnish a monthly investment report to the Board for their approval.

Under the statutory requirements of KRS 173.360(2); 173.540(5); 173.755(5), the Board Treasurer shall be bonded in the amount of \$100,000.

Prudent Person Rule

The actions of the designated official in the performance of his or her duties as manager of the Library's funds shall be evaluated using the "prudent man" standard. Investments shall be made with judgment and care under prevailing circumstances which persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.

Authorized Investments

The funds of the Library available for investment shall be invested in accordance with this policy and all applicable state statutes only in the following type of investment instruments:

A. Authorized Investment Instruments

1. Obligations of the United States and its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian.
2. Obligations and contracts for future delivery or purchase of obligations backed by the full faith credit of the United States or a United States government agency and/or obligation of any corporation of the United States government as per KRS 41.240.
3. Certificates of deposit insured by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent uninsured, by any obligations permitted by KRS 41.240(4).
4. Shares of mutual funds and money markets, each of which will have the following characteristics:
 - a. the mutual funds shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended;
 - b. the management company of the investment company shall have been in operation for at least (5) years;
 - c. all of the securities in the mutual fund shall be eligible investments under this section.

B. Limitation on Investment Transactions

With regard to the investments authorized in this section, the following limitation shall apply:

No investments shall be purchased for the Library on a margin basis or through the use of any similar leveraging technique.

Diversification of Investments

The Library recognizes that some level of risk is inherent in any investment transaction. Losses may be incurred due to market price changes or closing investments prior to maturity due to unanticipated cash flow needs. Diversification of the Library's investment portfolio by type of investment instrument and term to maturity is the primary method to minimize investment risk.

To the extent possible, the Library will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow need, the Library's funds should not, in general, be invested in securities maturing more than 1 year from the date of the purchase. However, the Library may collateralize its repurchase agreements using longer-dated investments not to exceed 30 years, if maturities of the investments are made to coincide as nearly as practical with the expected use of the funds. Reserve funds may be invested in securities exceeding 1 year, if maturities of the investments are made to coincide as nearly as practical with the expected use of the funds.

Authorized Financial Dealers and Institutions

The Board shall maintain a list of financial institutions authorized to provide investment services to the Library. All financial institutions that desire to provide investment services to the Library shall supply the Board with information sufficient to adequately evaluate the institution and answer any and all inquiries posed by the Board, including the following information:

- A. Audited financial statements.
- B. Regulatory reports on financial condition.
- C. Written Memorandum of Agreement for the deposit of public funds or trading resolution, as appropriate.
- D. Any additional information considered necessary to allow the Board to evaluate the creditworthiness of the institution.

No financial institution shall be selected as a depository of Library funds if the Library funds on deposit at any time will exceed 10% of the institution's capital surplus and stock.

The Board shall evaluate the financial capacity and creditworthiness of financial institutions prior to the placement of the Library's funds. The Board shall conduct an annual review of the financial condition and registrations of financial institutions and based on the review, make any recommendations regarding investment policy or program changes determined to be necessary.

Safekeeping and Custody

To protect against potential fraud and embezzlement, investment assets shall be secured through third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Any officer or employee of the Library authorized to engage in investment transactions shall be bonded in an amount established by the Board. Collateralized securities, such as repurchase agreements shall be purchased using the delivery vs. payment procedure. The safekeeping procedures utilized in the Library's investment program shall be reviewed by an independent auditor in accordance with KRS 65.065.

Collateral

It is the policy of the Library to require that all cash and investments in excess of the amount insured by the FDIC maintained in any financial institution named as a depository be collateralized. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be 100% of the market value of principal, plus accrued interest. Collateral shall be limited to the types of instruments authorized as collateral for state funds in KRS 41.240.

Collateral shall always be held by an independent third-party custodian with whom the Library has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Library and retained by the Board.

Investment Reporting

The designated official shall prepare and submit to the Library Board a monthly report regarding the status of the Library's investment program. As to each investment, the report shall include the following information:

- A. Name of financial institution from which the investment was purchased or in which assets are deposited.
- B. Type of investment.
- C. Certificate or other reference number, if applicable.
- D. Percentage yield on an annualized basis.
- E. Purchase price, and maturity date.
- F. Current market value of the investment.

In addition, the report shall explain the month's total investment return and compare the return with the budgetary expectations.

Audit

In connection with the audit of Library's funds conducted by an independent certified public accountant, the auditor shall conduct a review of the Library's investment program, including internal controls and procedures, and the results of the review, including recommended changes, shall be included in the Library's audit.

Investment Policy Adoption

The Library's investment policy shall be adopted by order of the Library Board and shall become effective on the date set forth in the order. The policy shall be reviewed annually and revised, as appropriate. Any amendments to this policy must be made by order of the Board.

At maturity or liquidation, the monies previously invested, if reinvested, shall be invested only in accordance with this policy. The Board may take a reasonable period of time to adjust the existing portfolio to the provisions of this policy in order to avoid the premature liquidation of any current investment.

Adopted by the Wolfe County Public Library Board of Trustees this 12 day of May, 2021.