

# Logan County Library Policy

## *Mission Statement:*

The purpose of the Logan County Library is to provide the people of the Logan County area with equal access to information and to assist in their lifelong pursuit of learning and adventure. The function of the library is to assemble, organize, and preserve printed and non-printed material within its physical and financial means.

## *Contents:*

1. Board of Trustees
2. Library Director, Staff, and Volunteers
3. Services
4. Patronage
5. Circulation
6. Hours
7. Fines and Damages
8. Selection and Maintenance of Collection
9. Gifts and Donations
10. Censorship and Internet Safety
11. Evaluation

## **Board of Trustees**

The Board of Trustees is made up of five members, with no term limits. If a board member needs to step down, it will be their responsibility to find their replacement. Names of potential candidates are suggested to the Logan County Commissioners, by the Board of Trustees, who confirm or deny the candidates.

A President, Vice-President, Secretary, and Treasurer shall be elected at the first meeting after the fiscal year begins. They may be appointed to the same position multiple years.

Duties of the President are to preside at meetings, appoint committees, call special meetings, perform all duties of a presiding officer, and be the legal representative of the Board. The President may vote on all issues.

Duties of the Vice-President would be to step in for the President should he/she not be available.

Duties of the Secretary are to keep minutes of all meetings and lead meetings following the Agenda.

Duties of the Treasurer are to read the financial reports and work with Milissa Kramer and library director to finalize our annual budget each year.

The Board of Trustees will hold 12 meetings per year, unless illness or scheduling prevents a meeting. Three members to make a quorum.

# Logan County Library Policy

Mileage will be allowed for 1 car to attend library workshops.

## **Library Director, Staff, and Volunteers**

The Library Director is appointed by the Board of Trustees, employed by the county, and under the supervision of the Board of Trustees.

### *Responsibilities of the Library Director:*

- Maintains a friendly and inviting reading environment.
- Promotes the enjoyment of reading.
- Responsible for general library operation, supervision of staff, and service to the public.
- Cooperates as a link with staff and library board to achieve efficient library operation.
- Selects library materials according to the library board's policy.
- Weeds inventory once a year to select materials to be discarded from collection.
- Works with the board on preparation of budget.
- Implements library programs, policies, and objectives as established by the board.
- Creates plans to extend library services to everyone in the community.
- Participates in continuing education and training to stay up to date with new information systems and technology.
- Takes an active role in library improvement and accreditation activities.
- Promotes the ethical use of information.

*Duties of Library Director:* Attends all board meetings and serves as advisor to the board on all matters. Responsible in all areas of library management, including personnel supervision, acquisitions, programming, and training.

*Qualifications of Library Director:* High school diploma or equivalent, training and experience in public libraries are preferred, but not mandatory.

*Skills and Abilities of Library Director:* Working knowledge of all phases of public library operations. Basic computer skills are necessary. Ability to supervise staff. Above average decision-making skills. Ability to communicate orally and in writing.

Library Director and staff performance will be evaluated once a year. The performance evaluations will be the responsibility of the Board of Trustees. Comfortable working conditions will be provided and rest periods allowed for employees working more than six consecutive hours.

Pay and expenses for attendance of librarians and staff at professional meetings and workshops will be allowed.

# Logan County Library Policy

Provision will be made for employment of qualified substitutes when needed, substitutes will be paid by the county.

## Logan County Library Policy: Dependents in the Workplace

### **Purpose:**

Logan County Library is committed to providing quality library services to the community of Stapleton, Nebraska, while recognizing the unique needs of small rural libraries with limited staffing and resources. This policy ensures clear expectations for dependents (children) being present during work hours while maintaining professional service standards.

### **Policy:**

1. Library employees may have their dependents present in the library during scheduled work hours if:
  - Their presence does not interfere with the employee's ability to perform all assigned job duties.
  - Their presence does not disrupt library operations or patron experiences.
2. The employee remains fully responsible for all library functions during scheduled work hours, including patron service, circulation, programming, reporting, and building oversight.
3. If library traffic, programming, or operational needs change, the Board may review this policy and make adjustments as needed to ensure service is prioritized.
4. This policy will be reviewed annually or as circumstances require.

### **Rationale:**

This policy reflects the small size, part-time staffing, and limited budget of Logan County Library. It balances operational flexibility with professional expectations, supporting the library's ability to remain open and serve the community effectively.

# Logan County Library Policy

## Services

The library director and the Board of Trustees shall work to provide the following services to the patrons of Logan County: books, magazines, newspapers, inter-library loan, story time, special programs, service to the aged, displays, and any service which may be made available in cooperation with the network system and the Nebraska Library Commission. Services which are financially feasible and timely may be offered, as designated by the library director and/or the Board of Trustees.

The library offers a Summer Reading Program that lasts 4-5 weeks during the Summer, as well as various book challenges for adults and children throughout the year.

The Logan County Library has accepted the Library Bill of Rights, created by the American Library Association, and shall provide its services as applicable. This ple document may be found at <http://www.ala.org/advocacy/intfreedom/librarybill>.

## Patronage

The services of Logan County Library will be available to residents of Logan County and surrounding communities, also to those who are employed or attend school in Logan County. All other requests for patronage will be at the discretion of the Library Director and the Board of Trustees. Patrons' records, the nature of their research, and all library transactions remain private and confidential.

## Circulation

Materials can be checked out for a period of 14 days. A limit of 10 books per patron may be checked out at one time, a renewal period of 2 weeks will be allowed. Audiobooks will have a limit of 2 at a time being checked out for a duration of 14 days and a renewal period of 2 weeks.

Historical books such as the Nebraska and Logan County section of the library may not be checked out, but may be used while patrons are in the library.

Patrons may join Overdrive through Logan County Library for no fee as long as they reside in a 30 mile radius of our Library.

## Hours

The Library is to open on Tuesdays and Thursdays, 8:00 am -12:00 pm and 1:00 pm to 5:00 pm, except for major holidays, during local celebrations, and for library workshops.

## Fines and Damages

No fines will be assessed on overdue items. The fee for lost or damaged items will be the cost of replacing the item, plus shipping cost.

# **Logan County Library Policy**

The cost of replacing damaged rare items, such as Nebraska or Logan County historical books, will be at the discretion of the Library Director and the Board of Trustees.

## **Selection and Maintenance of Library Collections**

Library materials are to be selected only under the conditions of the Library Bill of Rights, as stated previously. Materials selected should be a direct reflection of the community's needs and interests. The Board of Trustees and the Library Director will make the final selection of materials.

## **Gifts and Donations**

Books and other materials will be accepted on the condition that the Library Director has the authority to make whatever disposition he or she deems advisable. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees. All gifts will be acknowledged and recorded in an appropriate manner.

## **Volunteers**

Persons wishing to volunteer time to the library will make this known to the Library Director or the Board of Trustees. The Library Director will then inform the volunteer what is needed at that time and arrangements will be made as to duties and schedule.

## **Equipment Use**

Computer systems, equipment and wireless internet may be used by patrons and staff, but are prohibited to use for private commercial or unlawful activities.

## **Censorship and Internet Safety**

The Logan County Library upholds the Freedom to Read Statement, a copy of which can be found at <http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>. If there should be any complaints, the complainant must first file a written complaint with the Library Director. The complaint and material in question will then be reviewed and discussed at a meeting of the Board of Trustees, Library Director, and the complainant. A review of the current obscenity laws will also be held at that time. A decision will be made by this group whether the material in question should be allowed in the library's collection or not.

The Logan County Library conforms to the requirements of the Child Internet Protection Act (CIPA). Information on CIPA can be found at <https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>.

# **Logan County Library Policy**

## **Emergency & Safety Plan**

Incase of emergency, the library abides by the Logan County Courthouse safety and evacuation protocols. Additionally, a map of tornado shelter locations and route to those is posted on a bulletin board inside the library.

## **Exhibits & Displays**

Events and activities in the community may be posted on the Library's bulletin board that is located inside the library near the Library Director's Desk. It is at the discretion of the Library Director to approve what can be exhibited.

## **Facilities & Meeting Rooms**

The library may be used by patrons for meetings and/or book clubs. It is at the discretion of the library director to approve what can be held in our library space.

## **Marketing**

The Library has a webpage, Facebook, and publishes in the local newspaper to keep the public informed of the board meetings as well as events hosted at the library.

## **Evaluation**

An evaluation of the library's operation and policy should be made annually and revised as needed.